



State of Tennessee  
Public Records Commission

**ELECTRONIC RECORDS MIGRATION PLAN**

1. Department/Division	2. Allotment Code	3. Cost Center	4. Edison Speedchart #
5. Contact Person Phone Number	6. Systems Analyst Name Phone Number		
7. ECM Analyst Name Phone Number		8. Date Completed	

**DESCRIPTION OF ELECTRONIC RECORDS SERIES**

9a. Electronic Record Series Title _____	b. RDA # Assigned If yes, indicate RDA # _____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Paper <input type="checkbox"/> Electronic
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**ELECTRONIC RECORDS MIGRATION PLAN**

10. Migration Explanation
11. Security Explanation
12. Destruction Plan

This Electronic Records Migration Plan has been reviewed and approved by the following:

Chairperson Signature \_\_\_\_\_ Division Director Signature \_\_\_\_\_  
Records Officer Signature \_\_\_\_\_ ISM Director Signature \_\_\_\_\_

## INSTRUCTIONS FOR COMPLETING ELECTRONIC RECORDS MIGRATION PLAN

1. Enter the Department and Division who has ownership of the record series.
2. Enter the Division's five-digit allotment code. (If not yet using Edison)
3. Enter the Division's cost center number or index code. (If not yet using Edison)
4. Enter the Edison Speedchart number.
5. List the name and phone number of the contact person assigned to this electronic record series.
6. List the name of the Information Systems Analyst assigned to this electronic record series.
7. List the name of the Electronic Records Content (ECM) Analyst assigned to this electronic record series and the contact phone number.
8. Indicate the date the Inventory Worksheet was completed.
9. a) List the Record Series Title  
b) Indicate if there is an assigned Records Disposition Authorization (RDA) number, and if yes, write in the number.
10. Migration Explanation - description of the actions your agency plans to take to make sure that the electronic record continues to be accessible as software and hardware change over time.
11. Security Explanation - documented measures that will be taken to ensure that the electronic record is safeguarded against tampering as well as backed up regularly. Backups should be kept off site.
12. Destruction Plan - organized procedures which will guarantee the electronic record is truly destroyed in accordance with the PRC approved RDA.