



Tennessee Secretary of State Tre Hargett

Records Management Division

RDA

RDA Management System

RDA	
Title:	Classification and Compensation Division Request Forms and Related Records
RDA Number:	10198
Record Series Abstract:	Record series contains request forms and related records submitted by agencies to the Tennessee Department of Human Resources Classification and Compensation Division. Records include the following forms and related documents: PR-0476 - Shift Differential Request; PR-0442 - Equity Increase Request; PR-0482 - Classification Establishment/Revision Request; PR-0441 - Assignment Differential Request; PR-044X - Working Out of Class Request; Position Classification Questionnaires (PCQ); Agency approval memorandums
Record Series Active:	Yes
Cut Off at End of:	Calendar Year
If Other, Explain:	
Total Retention Years:	10
Total Retention Months:	0
Retention End Action:	Destroy
Disposition Notes:	New records are generated and stored in electronic format. Current volume of microfiche will be held in microfiche format until destruction. Records are maintained in agency for ten (10) years after Cut Off, then destroyed by state approved methods.
Record Location:	Internal DOHR server located on the 17th floor WRS Tennessee Tower, 312 Rosa L. Parks Blvd. Nashville, TN 37243
File Arrangement:	Alpha-numeric
Media Format Generated:	Electronic: Text
Other Media Format Generated:	

Media Format Stored:	Electronic: Text Film: Microfiche
Other Media Format Stored:	
Date Range:	1975 to Current
Annual Accumulation:	Less than 0.1 Gigabytes
Current Volume:	4.5 cu. ft. microfiche, 0.4 Gigabytes
Record Value:	Administrative
Audit Requirements:	State
Information Shared Outside of State:	No
If Shared, List Agencies:	
Essential Record:	Yes - Original
Essential Record Stored:	Internal DOHR server located on the 17th floor WRS Tennessee Tower, 312 Rosa L. Parks Blvd. Nashville, TN 37243
Essential Record Media Type:	Electronic
Confidential:	No
Confidential Legal Citation:	N/A
Does this Record Series Contain Sensitive Information?	No
Media Recommendation Other:	
Agency Retention:	10 years
Records Center Retention Period:	N/A
Retention Legal Citation:	N/A

Legal Citation PDF:	
Record Sample PDF:	1462.sample_0.pdf
System Name:	Class-Comp H & I Drive / Edison
IT-ABC Number:	N/A
Hardware Description:	Internal DOHR server located on the 17th floor WRS Tennessee Tower, 312 Rosa L. Parks Blvd. Nashville, TN 37243
Software Description:	Microsoft Office Suite installed on work stations of DOHR employees.
System Location:	DOHR internal server is located on the 17th floor WRS Tennessee Tower, 312 Rosa L. Parks Blvd. Nashville, TN 37243 .
Backup Procedures:	Backup procedures-Symantec Net backup every night at 6:00 pm and incremental backups 7 days a week. This process is managed by the Department of Finance and Administration, Strategic Technology Solutions (STS).
Disaster Recovery:	Disaster recovery plan is located on DOHR's Intranet site at http://intranet.tn.gov/dohr/emergency/pdf/Systems%20Disaster%20Recovery%20Plan.pdf
Data Migration Description:	No current migration of data needed, but in the event, data migration will occur when support for the existing file format is deemed obsolete or when software or hardware system changes require the movement of this electronic data from a specified format to a different file format. Annual reviews of this data will be conducted by DOHR's Records Director to ensure file formats are functional and operational. In the event migration is needed, the IT section and the Records Director will develop a solution to move data to a current file format that is appropriate to the RDA retention requirement for that specific data. This migration may include translation of the data to a current file format, conversion to an acceptable current file format to preserve the integrity of the information of the data, or movement of the data to a legacy architecture that maintains the environment where the format is considered current as long as this effort has full functional and operational support.
Metadata Description:	Content Subject/Title (AG03SDCWF00508\Data)(H:)\ Deptwide\Classcomp.Record series contains request forms and related records submitted by agencies to the Tennessee Department of Human Resources Classification and Compensation Division. Records include the following forms and related documents: PR-0476 - Position Establishment/Reclassification Request; PR-0442 - Equity Increase Request; PR-0482 - Classification Establishment/Revision Request; PR-0441 - Assignment Differential Request; PR-044X - Working Out of Class Request; Position Classification Questionnaires (PCQ); Agency approval memorandums. Date created Jan 1998. Located on STS server (H) drive designated for use by the Department of Human Resources, 17th floor WRS Tennessee Tower, 312 Rosa L. Parks Blvd. Nashville, TN 37243

RDA Comments

Tennessee State Library and Archives

2021-02-19 No recommended changes.

Records Management Division (RMD)	2021-02-18 No recommended changes.
Comptroller Audit Review	2021-02-25 We have reviewed RDA 10198 from an audit standpoint. We concur with the recommended retention and disposition specifications.
Agency Records Officer	2021-03-22 No Comment
RMD Director	2021-03-22 RDA 10198 is a request to revise an RDA. The retention period will remain ten years and destroy. The format will be electronic/film. The Abstract, Disposition Notes, and Worksheet have been updated. Recommend approval of the request to revise RDA 10198.
Public Records Commission	2021-05-04 PRC approves RDA 10198

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