



Tennessee Secretary of State Tre Hargett
Records Management Division

RDA Management System

RDA Request from Dept. of Human Resources

Monday September 14, 2015

Mail to:

Division of Records Management
TN Tower, 8th Floor
312 Rosa L. Parks Avenue
Nashville, TN 37243

RDA

Database ID: 1462

RDA: 10198

Record Series Title: Classification and Compensation Division Request Forms and Related Records

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-0477 - Status Change Request; PR-0443 - 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

Record Series Active: Yes

Cut Off at End of: Calendar Year

If Other, Explain:

Total Retention: 10 Years 0 Months

Retention End Action: Destroy

Disposition Notes: Maintain for ten (10) years: then destroy by state approved methods.

Worksheet

Worksheet ID: 1462

Record Location: 505 Deaderick Street James K. Polk Building, 1st and 2nd floor file rooms; and on agency servers.

File Arrangement: Alpha-numeric

Media Format Generated: Both

Media Format Stored: Paper/Electronic

Date Range: 1970-current

Annual Accumulation: 10 cubic feet; Less than 0.1 Gigabytes

Current Volume: 395 cubic feet; 0.2 Gigabytes

Record Value: Administrative

Audit Requirements: State

Reference Frequency: Current Year per Month: 50
Past Year: 10
2 - 5 Years: 5
Over 5 Years: 0

Data Update Frequency: Weekly

Information Shared Outside of State: No

If Shared, List Agencies:

Essential Record: TRUE

Essential Record Stored: 505 Deaderick Street James K. Polk Building, 1st and 2nd floor file rooms; and on agency servers.

Essential Record Media Type: Paper

Confidential: FALSE

Confidential Legal Citation: No

Media Recommendation:

Media Recommendation Other:

Agency Retention: 10 years

Agency Retention - Years Active: 10 years

Agency Retention - Years Inactive: N/A

Records Center Retention Period: N/A

Final Disposition after Retention Expires: Destroy

Legal Citation: NONE

Electronic Records Plan Inventory

System Name: Class-Comp H & I Drive

IT-ABC Number: NA

Hardware Description: Internal DOHR server located on the 1st floor of the James K. Polk Bldg. at 505 Deaderick Street Nashville, TN 37243.

Software Description: Microsoft Office Suite installed on work stations of DOHR employees.

System Location: DOHR internal server is located on the 1st floor of the James K. Polk Bldg. at 505 Deaderick Street 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 within their Office of Information Resources (OIR) division.

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: 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:

Comments

Action Requested: New RDA

Submitted Online: 00-00-0000

Comments

	Date	Comments
Records Management Division:	09-03-2015	No recommended changes.
TSLA:	09-03-2015	No recommended changes.
Audit:	2015-08-10	Audit concurs with RMD comments.
Agency:	08-15-2015	Submitted 2015-08-15
RMD Director Recommendations:	00-00-0000	

Signed Form Received: 00-00-0000

PRC Meeting Date: 00-00-0000

PRC Comments:

PRC Action: Pending

Contact Information

Contact Name: Sheila Marchman
Job Title: HR Program Director-3
Address 1: 505 Deaderick Street James K. Polk Building, 2nd Floor
Address 2:
City: Nashville
Zip: 37243
Phone: 615-741-2087
Email: sheila.marchman@tn.gov
Agency: Dept. of Human Resources
Agency Head: Rebecca Hunter
Director: Steve Brown
Allotment Code: 31901

Signatures

The undersigned agree that the Records Disposition Authorization abides by and is in compliance with the State of Tennessee statutes, rules and regulations and the policies and rules of the Public Records Commission, including its Electronic Records Policy.

Contact: Bett Bm Date: 9-15-15

Director or Secondary Contact: _____ Date: _____

Agency Head: Rebecca R Hunter Date: 9-17-15