



## Tennessee Secretary of State Tre Hargett

Records Management Division

RDA

### RDA Management System

<b>RDA</b>	
<b>Title:</b>	Board of Appeals and Civil Service Commission Records
<b>RDA Number:</b>	1098
<b>Record Series Abstract:</b>	Records include: pleadings filed with the Commission/Board; hearing transcripts; evidence used by attorneys; completed Appeals forms; exhibits; personnel actions; and decisions entered by the Commission/Board. Note: Upon enactment of the Tennessee Excellence in Accountability and Management (TEAM) Act in 2012, the Civil Service Commission was dissolved, and the Board of Appeals was created to replace the Civil Service Commission.
<b>Record Series Active:</b>	Yes
<b>Cut Off at End of:</b>	Fiscal Year
<b>If Other, Explain:</b>	Cut off after final disposition of the case.
<b>Total Retention Years:</b>	7
<b>Total Retention Months:</b>	0
<b>Retention End Action:</b>	Destroy
<b>Disposition Notes:</b>	Cut off after final disposition of the case; Maintain in agency for 7 years; then destroy by state approved destruction methods.
<b>Record Location:</b>	312 Rosa L. Parks Blvd. Nashville, TN 37243. TN Tower 16th Floor QARM File Room
<b>File Arrangement:</b>	Alpha by Employee Name
<b>Media Format Generated:</b>	
<b>Other Media Format Generated:</b>	
<b>Media Format Stored:</b>	
<b>Other Media Format Stored:</b>	
<b>Date Range:</b>	1977 - current

<b>Annual Accumulation:</b>	5 cubic ft.
<b>Current Volume:</b>	81 cubic ft.
<b>Record Value:</b>	Administrative Legal
<b>Audit Requirements:</b>	State
<b>Information Shared Outside of State:</b>	No
<b>If Shared, List Agencies:</b>	
<b>Essential Record:</b>	Yes - Original
<b>Essential Record Stored:</b>	312 Rosa L. Parks Blvd. Nashville, TN 37243. TN Tower 16th Floor QARM File Room
<b>Essential Record Media Type:</b>	Paper
<b>Confidential:</b>	No
<b>Confidential Legal Citation:</b>	
<b>Does this Record Series Contain Sensitive Information?</b>	No
<b>Media Recommendation Other:</b>	
<b>Agency Retention:</b>	7 years
<b>Records Center Retention Period:</b>	
<b>Retention Legal Citation:</b>	
<b>Legal Citation PDF:</b>	
<b>Record Sample PDF:</b>	2455.sample.pdf
<b>System Name:</b>	
<b>IT-ABC Number:</b>	
<b>Hardware Description:</b>	
<b>Software Description:</b>	

<b>System Location:</b>	
<b>Backup Procedures:</b>	
<b>Disaster Recovery:</b>	
<b>Data Migration Description:</b>	
<b>Metadata Description:</b>	

<b>RDA Comments</b>	
<b>Tennessee State Library and Archives</b>	<b>2018-10-04</b> No recommended changes.
<b>Records Management Division (RMD)</b>	<b>2018-10-03</b> No recommended changes.
<b>Comptroller Audit Review</b>	<b>2018-10-04</b> We have reviewed RDA 1098 from an audit standpoint. We concur with the recommended retention and disposition specifications.
<b>Agency Records Officer</b>	<b>2018-10-04</b> No additional comments.
<b>RMD Director</b>	<b>2018-10-05</b> RDA 1098 is a request to revise an RDA. The retention period will change from five years to seven years and destroy. The format will remain paper. The Abstract, Cut Off, Disposition Notes, and Worksheet have been updated. Recommend approval of request to revise RDA 1098.
<b>Public Records Commission</b>	<b>2018-10-30</b> PRC approves RDA 1098.

<b>Contact Person</b>	
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<b>Director:</b>	Steve Brown
<b>City:</b>	Nashville
<b>Zip:</b>	37243
<b>Agency:</b>	Dept. of Human Resources
<b>Allotment Code:</b>	31901