



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: 187

RDA: 1098

Record Series Title: Board of Appeals and Civil Service Commission Records

Record Series Abstract: Records include: pleadings filed with the Commission/Board; hearing transcripts; completed Appeals forms; exhibits; personnel actions; and decisions entered by th Commission/Board. Records are to be retained permanently. Note: Upon enactment of the T.E.A.M. Act in 2012, the Civil Service Commission was dissolved and the Board of Appeals was created to replace the Civil Service Commission.

Record Series Active: Yes

Cut Off at End of: Other

If Other, Explain: Cut off after final disposition of the case.

Total Retention: 5 Years 0 Months

Retention End Action: Permanent

Disposition Notes: Cut off after final disposition of the case; Maintain in agency for 5 years; then transfer to Tennessee State Library and Archives for permanent retention.

## Worksheet

Worksheet ID: 187

Record Location: James K. Polk Bldg - 1st floor - Northwest File Room

File Arrangement: Alphabetical

Media Format Generated: Paper

Media Format Stored: Paper: Sheet

Date Range: 2000 to present. Note: records currently on site at DOHR that are older than 5 years will be transferred to Tennessee State Library and Archives upon PRC approval of this RDA 1098. The date range of records on site at DOHR will then, pursuant to this RDA disposition, extend only 5 years before present.

Annual Accumulation: Approx 5 cubic feet

Current Volume: 81 cubic feet

Record Value: Administrative, Historic, Legal

Audit Requirements: State

Reference Frequency: Current Year per Month: 10  
Past Year: 1  
2 - 5 Years: 0  
Over 5 Years: 0

Data Update Frequency: Yearly

Information Shared Outside of State: No

If Shared, List Agencies: none

Essential Record: Yes - Original

Essential Record Stored: James K. Polk Bldg - 1st floor - Northwest File Room

Essential Record Media Type: Paper

Confidential: FALSE

Confidential Legal Citation: none

Media Recommendation:

Media Recommendation Other:

Agency Retention: 5 years

Agency Retention - Years Active: 0

Agency Retention - Years Inactive: 5 years

Records Center Retention Period: N/A

Final Disposition after Retention Expires: Transfer to TSLA

Legal Citation: NO

**Electronic Records Plan Inventory**

System Name:

IT-ABC Number:

Hardware Description:

Software Description:

System Location:

Backup Procedures:

Disaster Recovery:

Data Migration:

Metadata Description:

## Comments

Action Requested: New RDA

Submitted Online: 09-14-2015

Comments

	Date	Comments
<b>Records Management Division:</b>	<b>09-03-2015</b>	<b>No recommended changes.</b>
<b>TSLA:</b>	<b>09-03-2015</b>	<b>No recommended changes.</b>
<b>Audit:</b>	<b>2015-09-03</b>	<b>We have reviewed RDA 1098 from an audit standpoint. We concur with the recommended retention and disposition specifications.</b>
<b>Agency:</b>	<b>09-01-2015</b>	<b>Historic value added.</b>
<b>RMD Director Recommendations:</b>	<b>00-00-0000</b>	

Signed Form Received: 00-00-0000

PRC Meeting Date: 00-00-0000

PRC Comments:

PRC Action: Pending

## Contact Information

Contact Name: Vicki Milam  
Job Title: Exec. Admin Asst.-2  
Address 1: James K. Polk Bldg - 1st Floor  
Address 2:  
City: Nashville  
Zip: 37243-0635  
Phone: 615-741-1859  
Email: vicki.milam@tn.gov  
Agency: Dept. of Human Resources  
Agency Head: Rebecca Hunter  
Director: Steve Brown  
Allotment Code: 31901

