



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: 2015

RDA: 11119

Record Series Title: Class-Comp Plans, Job Specifications, and Exams Records

Record Series Abstract: Records include: Class Comp Plans which contain job analysis and studies for minimum qualifications standards for positions; job specifications and related records; records of the former Exams Division which include: written tests, job applicant rating guidelines, minimum qualifications for positions, and studies generated by the Exams Division (Note: the Exams Division no longer exists as of 2012 and the former division's records are now maintained and utilized by Class-Comp Division);

Record Series Active: Yes

Cut Off at End of: Calendar Year

If Other, Explain:

Total Retention: 25 Years 0 Months

Retention End Action: Destroy

Disposition Notes: Maintain in agency for twenty-five (25) years; then destroy by state-approved methods.

**Worksheet**

Worksheet ID: 2017

Record Location: 505 Deaderick Street, Nashville, TN - James K. Polk Building - 1st and 2nd floor file room; agency servers

File Arrangement: Alpha-Numeric

Media Format Generated: Paper

Media Format Stored: Paper/Electronic

Date Range: 1975 to present

Annual Accumulation: Paper: 0 cubic feet (Paper records are no longer generated, but DOHR still maintains paper records in its current volume) Electronic: Less than 1 Gigabyte

Current Volume: Paper: 136 cubic feet Electronic: 0.2 Gigabytes

Record Value: Administrative, Legal

Audit Requirements: State

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

Data Update Frequency: Monthly

Information Shared Outside of State: No

If Shared, List Agencies:

Essential Record: Yes - Original

Essential Record Stored: 505 Deaderick Street, Nashville, TN - James K. Polk Building - 1st and 2nd floor file room; agency servers

Essential Record Media Type: Paper

Confidential: No

Confidential Legal Citation:

Media Recommendation:

Media Recommendation Other:

Agency Retention: 25 years

Agency Retention - Years Active: 25 years

Agency Retention - Years Inactive: N/A

Records Center Retention Period: N/A

Final Disposition after Retention Expires: Destroy

Legal Citation:

### **Electronic Records Plan Inventory**

System Name: Class-Comp H: 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 I located on the 1st floor of the James K. Polk Bldg. a 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 procedures established by the Department of Finance and Administration (F&A) under the Information Systems Council (ISC) Policy 9.00

Data Migration: NA

Metadata Description:

## Comments

Action Requested: New RDA

Submitted Online: 09-14-2015

Comments

	Date	Comments
<b>Records Management Division:</b>	<b>08-06-2015</b>	<b>Recommend media format generated be changed to Electronic or Both to show current practices. Please provide Data Migration Description and Metadata Description.</b>
<b>TSLA:</b>	<b>08-06-2015</b>	<b>TSLA concurs in RMD comments.</b>
<b>Audit:</b>	<b>2015-08-10</b>	<b>Audit concurs with RMD comments.</b>
<b>Agency:</b>	<b>08-20-2015</b>	<b>After further investigation and talking to the owners of the records series, these are all kept in paper version and no longer generated since 2012. No electronic version so migration description and metadata not required.</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: Deanie White  
Job Title: Interim Director Classification & Compensation  
Address 1: 505 Deaderick Street James K. Polk Building, 2nd Floor  
Address 2:  
City: Nashville  
Zip: 37243-0635  
Phone: 615-741-5539  
Email: deanie.white@tn.gov  
Agency: Dept. of Human Resources  
Agency Head: Rebecca Hunter  
Director: Steve Brown  
Allotment Code: 31901

