



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:	2016
RDA:	11120
Record Series Title:	Employee Mediation Program Records
Record Series Abstract:	Agreements/binding documents resulting from the mediation; mediation request forms; correspondence
Record Series Active:	Yes
Cut Off at End of:	Calendar Year
If Other, Explain:	
Total Retention:	5 Years 0 Months
Retention End Action:	Destroy
Disposition Notes:	Maintain in agency for five (5) years; then destroy by state-approved methods. This is guided by 42 U.S.C 1983.

**Worksheet**

Worksheet ID: 2018

Record Location: 505 Deaderick Street James K. Polk Building; Nashville, TN. 1st floor file room

File Arrangement: Alphabetical by surname

Media Format Generated: Paper

Media Format Stored: Paper: Sheet

Date Range: 2013-Present

Annual Accumulation: 2 cubic feet

Current Volume: 4 cubic feet

Record Value: Administrative, Legal

Audit Requirements: State

Reference Frequency: Current Year per Month: 30  
Past Year: 30  
2 - 5 Years: 15  
Over 5 Years: 0

Data Update Frequency: Daily

Information Shared Outside of State: No

If Shared, List Agencies:

Essential Record: Yes - Original

Essential Record Stored: 505 Deaderick Street James K. Polk Building; Nashville, TN. 1st floor file room

Essential Record Media Type: Paper

Confidential: No

Confidential Legal Citation:

Media Recommendation:

Media Recommendation Other:

Agency Retention: 5 years

Agency Retention - Years Active: 5 years

Agency Retention - Years Inactive: N/A

Records Center Retention Period: N/A

Final Disposition after                      Destroy  
Retention Expires:

Legal Citation:

**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>08-06-2015</b>	<b>Please provide more information in Record Series Abstract. Are these records copies of personnel mediation records or case files? If not, recommend a different cut off and retention period.</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>The records kept are any and all original emails, conversation notes and any other action that was taken during the mediation process. We don't refer to them as cases since that indicates a legal process which it is not. We refer to the file as Record of Mediation Discussion. The 5 years is what we determined would be a solid amount of retention for such a process.</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: Melanie Grainger  
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Agency: Dept. of Human Resources  
Agency Head: Rebecca Hunter  
Director: Steve Brown  
Allotment Code: 31901

