



Tennessee Secretary of State Tre Hargett
Records Management Division

RDA Management System

RDA Request from Dept. of Human Resources

Tuesday September 01, 2015

Mail to:

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

RDA

Database ID: 2018

RDA: 11121

Record Series Title: Sick Leave Bank Records for Deceased Employees

Record Series Abstract: PR-0272 (Sick Leave Bank Medical Certification) PR-0339 (Sick Leave Donation Agreement) PR-0401 (Sick Leave Bank Determination) PR-0472 (Request for Sick Donated Sick Leave) PR-0471 (Medical Statement for the Transfer of Donated Sick Leave) PR-0400 (Withdraw Request Application) Related correspondences Related medical records Sick Leave Bank Donation records

Record Series Active: No

Cut Off at End of: Other

If Other, Explain: Upon agency receipt of notification that the employee has deceased.

Total Retention: 1 Years 0 Months

Retention End Action: Destroy

Disposition Notes: The records are to be kept in agency one (1) year after notification that the employee has deceased; then destroy by state-approved methods. Authority for retention: See Minutes for the Sick Leave Bank Board of Trustees Meeting, November 16, 2009, that reads in pertinent part, "The Board voted unanimously in favor of a motion that files of deceased employees be destroyed after one year of the expiration of the employee or notification of expiration."

Worksheet

Worksheet ID:	2020
Record Location:	505 Deaderick Street James K. Polk Building
File Arrangement:	Alphabetical
Media Format Generated:	Paper
Media Format Stored:	Paper: Sheet
Date Range:	1988-present
Annual Accumulation:	0.5 cubic foot 0.1 gigabytes
Current Volume:	10 cubic ft 0.5 gigabytes
Record Value:	Administrative
Audit Requirements:	State
Reference Frequency:	Current Year per Month: 5 Past Year: 3 2 - 5 Years: 2 Over 5 Years: 0
Data Update Frequency:	Yearly
Information Shared Outside of State:	No
If Shared, List Agencies:	
Essential Record:	No
Essential Record Stored:	n/a
Essential Record Media Type:	
Confidential:	Yes
Confidential Legal Citation:	29 CFR 1910.1020
Media Recommendation:	
Media Recommendation Other:	
Agency Retention:	1 year
Agency Retention - Years Active:	n/a
Agency Retention - Years Inactive:	1 year
Records Center Retention Period:	n/a
Final Disposition after	Destroy

Retention Expires:

Legal Citation:

Electronic Records Plan Inventory

System Name: Sick Leave Bank file on the 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

Comments

Action Requested: New RDA
Submitted Online: 08-05-2015

Comments

	Date	Comments
Records Management Division:	08-06-2015	Recommend combining with RDA 3033 due to the similar nature of these records.
TSLA:	08-06-2015	TSLA concurs in RMD comments.
Audit:	2015-08-10	Audit concurs with RMD comments.
Agency:	08-20-2015	Sick leave bank is a reoccurring use program that employees can use throughout their entire career no matter how many times they come in and out of state government. They are only entitled to so many days of sick leave bank per ailment hence why its tracked. Deceased employees will obviously no longer be seeking benefits from the sick leave bank justifying why we don't need to maintain these records the 50 years RDA 3033 calls for.
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: Jessica Montgomery
Job Title: SLB-Admin
Address 1: 505 Deaderick Street James K. Polk Building
Address 2:
City: Nashville
Zip: 37243-0635
Phone: 615-741-1787
Email: jessica.montgomery@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: Steve Brown DIR. OF RECORDS Date: 2015-09-01

Director or Secondary Contact: _____ Date: _____

Agency Head: Rebecca R Hunter Date: 9/10/15