



Tennessee Secretary of State Tre Hargett

Records Management Division

RDA

RDA Management System

RDA	
Title:	Executive Service Job Application Records
RDA Number:	11122
Record Series Abstract:	Records consist of resumes and cover letters for individuals applying for Executive Service positions with the state of Tennessee. Executive service positions do not have the same hiring rules as Preferred service employees and are employed at the pleasure of the agency Commissioner and do not have appeal rights like Preferred service when a termination occurs.
Record Series Active:	Yes
Cut Off at End of:	Calendar Year
If Other, Explain:	
Total Retention Years:	5
Total Retention Months:	0
Retention End Action:	Destroy
Disposition Notes:	Maintain in agency for five (5) years; then destroy by state-approved methods.
Record Location:	312 Rosa L. Parks Blvd., TN Tower-16th Floor; Human Resources (HR) office, Nashville, TN 37243
File Arrangement:	Alphabetical
Media Format Generated:	
Other Media Format Generated:	
Media Format Stored:	
Other Media Format Stored:	
Date Range:	2012 to present
Annual Accumulation:	0.1 Gigabytes

Current Volume:	0.34 Gigabytes
Record Value:	Administrative
Audit Requirements:	State
Information Shared Outside of State:	No
If Shared, List Agencies:	
Essential Record:	No
Essential Record Stored:	
Essential Record Media Type:	
Confidential:	No
Confidential Legal Citation:	
Does this Record Series Contain Sensitive Information?	No
Media Recommendation Other:	
Agency Retention:	5 years
Records Center Retention Period:	n/a
Retention Legal Citation:	
Legal Citation PDF:	
Record Sample PDF:	2022.sample.pdf
System Name:	DOHR I-Drive Executive Service Job Application Records
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. at 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 Description:	No current migration of data needed, but in the event, data migration will occur when support for the existing file format is deemed obsolete or when software or hardware system changes require the movement of this electronic data from a specified format to a different file format. Annual reviews of this data will be conducted by DOHR's Records Director to ensure file formats are functional and operational. In the event migration is needed, the IT section and the Records Director will develop a solution to move data to a current file format that is appropriate to the RDA retention requirement for that specific data. This migration may include translation of the data to a current file format, conversion to an acceptable current file format to preserve the integrity of the information of the data, or movement of the data to a legacy architecture that maintains the environment where the format is considered current as long as this effort has full functional and operational support
Metadata Description:	Content Subject/Title (AG03SDCWF00508\Data)(I:)(Lisa Spencer)(Executive Positions)(Resume). Contains documents relating to cover letters for individuals applying for executive service positions with the state of Tennessee. Date created May 2008 pdf. Located on OIR server (I) drive designated for use by the Department of Human Resources, 505 Deaderick St. James K. Polk Bldg. 1st Floor.

RDA Comments	
Tennessee State Library and Archives	2015-08-27 TSLA concurs in RMD comment.
Records Management Division (RMD)	2015-08-27 Please provide a sample. Received sample on 2015-08-28
Comptroller Audit Review	2015-08-31 We have reviewed RDA 11122 from an audit standpoint. We concur with the recommended retention and disposition specifications.
Agency Records Officer	2015-08-28 Submitted sample on 2015-08-28
RMD Director	2015-09-19 RDA 11122 is a request for a new RDA. The retention period will be for five years and destroy. The format will be paper/electronic. Recommend approval of request for new RDA 11122.
Public Records Commission	2015-10-13 PRC approves RDA 11122.

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