



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: 2022

RDA: 11122

Record Series Title: Executive Service Job Application Records

Record Series Abstract: Records consist of résumés 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 th 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: 5 Years 0 Months

Retention End Action: Destroy

Disposition Notes: Maintain in agency for five (5) years; then destroy by state-approved methods.

Worksheet

Worksheet ID:	2024
Record Location:	505 Deaderick Street Nashville, TN James K. Polk Building, First Floor, Commissioner File Room
File Arrangement:	Alphabetical
Media Format Generated:	Paper
Media Format Stored:	Electronic: Other
Date Range:	2012 to present
Annual Accumulation:	0.1 Gigabytes
Current Volume:	0.34 Gigabytes
Record Value:	Administrative
Audit Requirements:	State
Reference Frequency:	Current Year per Month: 10 Past Year: 5 2 - 5 Years: 0 Over 5 Years: 0
Data Update Frequency:	Weekly
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:	
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 Retention Expires: Destroy

Legal Citation:

Electronic Records Plan Inventory

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. 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 in managed by the Department of Finance and Administration within their Office of Informatior 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: 08-21-2015

Comments

	Date	Comments
Records Management Division:	08-27-2015	Please provide a sample. Received sample on 2015-08-28
TSLA:	08-27-2015	TSLA concurs in RMD comment.
Audit:	2015-08-31	We have reviewed RDA 11122 from an audit standpoint. We concur with the recommended retention and disposition specifications.
Agency:	08-28-2015	Submitted sample on 2015-08-28
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: Terence Donaldson
Job Title: Assistant Commissioner
Address 1: 505 Deaderick Street James K. Polk Building
Address 2:
City: Nashville
Zip: 37243-0635
Phone: 615-5325601
Email: terence.d.donaldson@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