



Tennessee Secretary of State Tre Hargett

Records Management Division

RDA

RDA Management System

RDA	
Title:	Veteran Bypass Letters
RDA Number:	11123
Record Series Abstract:	Then T.E.A.M. Act (Tennessee Excellence in Accountability Management Act) requires state agencies to interview all eligible veterans for a given position in state employment. This record series includes the bypass letters the Department of Human Resources receives and maintains from agencies when a non-veteran is selected for a state position over a veteran.
Record Series Active:	Yes
Cut Off at End of:	Calendar Year
If Other, Explain:	
Total Retention Years:	7
Total Retention Months:	0
Retention End Action:	Destroy
Disposition Notes:	Maintain in agency 7 years; then destroy by state-approved methods. By law the plaintiff has 5 years to file a lawsuit in reference to this.
Record Location:	312 Rosa L. Parks Blvd., TN Tower-17th Floor; Agency Resource Center (ARC) file room, Nashville, TN 37243
File Arrangement:	Alpha-Chronological
Media Format Generated:	
Other Media Format Generated:	
Media Format Stored:	
Other Media Format Stored:	
Date Range:	2001-present

Annual Accumulation:	1 cubic foot
Current Volume:	9 cubic feet
Record Value:	Administrative
Audit Requirements:	State
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 Bldg, 2nd floor
Essential Record Media Type:	Paper
Confidential:	No
Confidential Legal Citation:	T.C.A. 8-30-307
Does this Record Series Contain Sensitive Information?	No
Media Recommendation Other:	
Agency Retention:	7 years
Records Center Retention Period:	n/a
Retention Legal Citation:	T.C.A 8-30-307
Legal Citation PDF:	2024.legal.pdf
Record Sample PDF:	2024.sample.pdf
System Name:	
IT-ABC Number:	
Hardware Description:	
Software Description:	
System Location:	

Backup Procedures:	
Disaster Recovery:	
Data Migration Description:	
Metadata Description:	

RDA Comments	
Tennessee State Library and Archives	2015-09-17 No recommended changes.
Records Management Division (RMD)	2015-09-17 No recommended changes.
Comptroller Audit Review	2015-09-17 We have reviewed RDA 11123 from an audit standpoint. We concur with the recommended retention and disposition specifications.
Agency Records Officer	2015-08-20 Oversight. We do understand and treat these records under the confidential umbrella.
RMD Director	2015-09-19 RDA 11123 is a request to create a new RDA. The retention period will be seven years. The format requested is paper. The records is confidential as per T.C.A. 8-30-307. Recommend approval of request to create RDA 11123.
Public Records Commission	2015-10-13 PRC approves RDA 11123.

Contact Person	
Name:	Sheila Marchman
Email:	Sheila.Marchman@tn.gov
Address:	17th floor, WRS Tennessee Tower, 312 Rosa L. Parks Blvd.
Agency Head:	Juan Williams
Director:	Lesley Farmer
City:	Nashville
Zip:	37243
Agency:	Dept. of Human Resources
Allotment Code:	31901