



## Tennessee Secretary of State Tre Hargett

Records Management Division

RDA

### RDA Management System

<b>RDA</b>	
<b>Title:</b>	Employee Mediation Program Records
<b>RDA Number:</b>	11120
<b>Record Series Abstract:</b>	The records kept are any and all original emails, conversation notes and any other action that was taken during the mediation process.
<b>Record Series Active:</b>	Yes
<b>Cut Off at End of:</b>	Calendar Year
<b>If Other, Explain:</b>	
<b>Total Retention Years:</b>	5
<b>Total Retention Months:</b>	0
<b>Retention End Action:</b>	Destroy
<b>Disposition Notes:</b>	Maintain in agency for five (5) years; then destroy by state-approved methods. This is guided by 42 U.S.C 1983. Records are not referred as cases since that indicates a legal process which it is not.
<b>Record Location:</b>	312 Rosa L. Parks Blvd., TN Tower-16th Floor; Office of General Council (OGC) office, Nashville, TN 37243
<b>File Arrangement:</b>	Alphabetical by surname
<b>Media Format Generated:</b>	
<b>Other Media Format Generated:</b>	
<b>Media Format Stored:</b>	
<b>Other Media Format Stored:</b>	
<b>Date Range:</b>	2013-Present
<b>Annual Accumulation:</b>	2 cubic feet

<b>Current Volume:</b>	4 cubic feet
<b>Record Value:</b>	Administrative Legal
<b>Audit Requirements:</b>	State
<b>Information Shared Outside of State:</b>	No
<b>If Shared, List Agencies:</b>	
<b>Essential Record:</b>	Yes - Original
<b>Essential Record Stored:</b>	505 Deaderick Street James K. Polk Building; Nashville, TN. 1st floor file room
<b>Essential Record Media Type:</b>	Paper
<b>Confidential:</b>	No
<b>Confidential Legal Citation:</b>	
<b>Does this Record Series Contain Sensitive Information?</b>	No
<b>Media Recommendation Other:</b>	
<b>Agency Retention:</b>	5 years
<b>Records Center Retention Period:</b>	N/A
<b>Retention Legal Citation:</b>	42 U.S.C 1983.
<b>Legal Citation PDF:</b>	
<b>Record Sample PDF:</b>	2016.sample.pdf
<b>System Name:</b>	
<b>IT-ABC Number:</b>	
<b>Hardware Description:</b>	
<b>Software Description:</b>	
<b>System Location:</b>	

<b>Backup Procedures:</b>	
<b>Disaster Recovery:</b>	
<b>Data Migration Description:</b>	
<b>Metadata Description:</b>	

<b>RDA Comments</b>	
<b>Tennessee State Library and Archives</b>	<b>2015-09-17</b> No recommended changes.
<b>Records Management Division (RMD)</b>	<b>2015-09-17</b> No recommended changes.
<b>Comptroller Audit Review</b>	<b>2015-09-17</b> We have reviewed RDA 11120 from an audit standpoint. We concur with the recommended retention and disposition specifications.
<b>Agency Records Officer</b>	<b>2015-08-20</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>RMD Director</b>	<b>2015-09-23</b> RDA 11120 is a request for a new RDA. The retention period will be five years and destroy. The format will be paper. Recommend approval of request for new RDA 11120 with the following changes: Legal Citation 42 U.S.C 1983.
<b>Public Records Commission</b>	<b>2015-10-13</b> PRC approves RDA 11120 with the following changes: Legal Citation 42 U.S.C 1983.

<b>Contact Person</b>	
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<b>Agency:</b>	Dept. of Human Resources
<b>Allotment Code:</b>	31901