



## Tennessee Secretary of State Tre Hargett

Records Management Division

RDA

### RDA Management System

<b>RDA</b>	
<b>Title:</b>	Step II Appeal Records
<b>RDA Number:</b>	11136
<b>Record Series Abstract:</b>	Record series includes: all Step II appeals documents which may include: letters to employee/agency acknowledging receipt of Step II appeal, documentation provided by employee/agency for review including: disciplinary letter, Step I appeal form, Step I decision letter, and any other relevant documentation; Step II decision letters are also included in this record series. Justification for the recommended retention period- Once Step II decision letters are issued, if the discipline involves a suspension of 3 days or more, a demotion, or a dismissal, an employee may file an appeal with the Board of Appeals (which is Step III in the appeals process). Depending on the outcome at Step III, an employee or agency may move forward with filing with Chancery Court. Records need to be retained to allow for resolution of process.
<b>Record Series Active:</b>	Yes
<b>Cut Off at End of:</b>	Other
<b>If Other, Explain:</b>	After resolution of appeal
<b>Total Retention Years:</b>	7
<b>Total Retention Months:</b>	0
<b>Retention End Action:</b>	Destroy
<b>Disposition Notes:</b>	Maintain in agency for seven (7) years; then destroy by state-approved methods.
<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>	Alpha-Numeric
<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>	2012 to present
<b>Annual Accumulation:</b>	Paper: 5 cubic feet;
<b>Current Volume:</b>	Paper: 15 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 Nashville, TN, James K. Polk Building 1st Floor; and on agency servers
<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>	7 years
<b>Records Center Retention Period:</b>	NA
<b>Retention Legal Citation:</b>	
<b>Legal Citation PDF:</b>	
<b>Record Sample PDF:</b>	2017.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>2016-02-01</b> No recommended changes.
<b>Records Management Division (RMD)</b>	<b>2016-01-28</b> No recommended changes.
<b>Comptroller Audit Review</b>	<b>2016-02-01</b> We have reviewed RDA 11136 from an audit standpoint. We concur with the recommended retention and disposition specifications.
<b>Agency Records Officer</b>	<b>2016-02-02</b> Record series includes: all Step II appeals documents which may include: letters to employee/agency acknowledging receipt of Step II appeal, documentation provided by employee/agency for review including: disciplinary letter, Step I appeal form, Step I decision letter, and any other relevant documentation; Step II decision letters are also included in this record series. Justification for the recommended retention period- Once Step II decision letters are issued, if the discipline involves a suspension of 3 days or more, a demotion, or a dismissal, an employee may file an appeal with the Board of Appeals (which is Step III in the appeals process). Depending on the outcome at Step III, an employee or agency may move forward with filing with Chancery Court. Records need to be retained to allow for resolution of process.
<b>RMD Director</b>	<b>2016-02-03</b> RDA 11136 is a request for a new RDA. The retention period will be seven years and the format will be paper. Recommend approval of request to create RDA 11136.
<b>Public Records Commission</b>	<b>2016-02-25</b> PRC approves RDA 11136.

<b>Contact Person</b>	
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<b>Allotment Code:</b>	31901