



Tennessee Secretary of State Tre Hargett

Records Management Division

RDA

RDA Management System

RDA	
Title:	Overturned Personnel Actions
RDA Number:	11137
Record Series Abstract:	Records related to personnel actions by agencies that have been overturned by the Tennessee Department of Human Resources. The records consist of the decision letter, correspondence, and supporting documentation on dismissals and suspensions.
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 for seven (7) years; then destroy by state-approved methods.
Record Location:	312 Rosa L. Parks Blvd., TN Tower-17th Floor; Agency Resource Center (ARC) file room, Nashville, TN 37243
File Arrangement:	Chronological
Media Format Generated:	
Other Media Format Generated:	
Media Format Stored:	
Other Media Format Stored:	
Date Range:	2000 to present
Annual Accumulation:	less than 1 cubic foot

Current Volume:	15 cubic feet
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:	7 years
Records Center Retention Period:	n/a
Retention Legal Citation:	
Legal Citation PDF:	
Record Sample PDF:	2324.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	2018-02-15 No recommended changes.
Records Management Division (RMD)	2018-02-15 No recommended changes.
Comptroller Audit Review	2018-02-15 We have reviewed RDA 11137 from an audit standpoint. We concur with the recommended retention and disposition specifications.
Agency Records Officer	2018-09-24 No additional comments.
RMD Director	2018-09-25 RDA 11137 is a request to revise an RDA. The retention period will change from fifteen years to seven years and destroy. The format will remain paper. The Disposition Notes and Worksheet have been updated. Recommend approval of request to revise RDA 11137.
Public Records Commission	2018-10-30 PRC approves RDA 11137.

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Agency:	Dept. of Human Resources
Allotment Code:	31901