



Tennessee Secretary of State Tre Hargett

Records Management Division

RDA

RDA Management System

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| RDA | |
| Title: | Tennessee Employee Charitable Campaign (TECC) Application |
| RDA Number: | 11263 |
| Record Series Abstract: | This application is to certify eligibility of an organization wanting to participate in TECC. This application confirms their non-profit and tax exempt status. |
| Record Series Active: | Yes |
| Cut Off at End of: | Calendar Year |
| If Other, Explain: | |
| Total Retention Years: | 5 |
| Total Retention Months: | 0 |
| Retention End Action: | Destroy |
| Disposition Notes: | These records are stored and maintained by DOHR Employee Relations division on the 1st floor of the James K. Polk Bldg. in the storage room in filing cabinets. Record series will be kept for 5 years and destroyed via state approved methods. |
| Record Location: | 312 Rosa L. Parks Blvd., TN Tower-16th Floor; Employee Relations (ER) Office, Nashville, TN 37243 |
| File Arrangement: | By year |
| Media Format Generated: | |
| Other Media Format Generated: | |
| Media Format Stored: | |
| Other Media Format Stored: | |
| Date Range: | 2014-current |
| Annual Accumulation: | 2 cf. |

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| Current Volume: | 8 cf |
| 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 37243 1st floor James K. Polk bldg. Employee Relations storage room. |
| Essential Record Media Type: | Paper |
| Confidential: | No |
| Confidential Legal Citation: | |
| Does this Record Series Contain Sensitive Information? | No |
| Media Recommendation Other: | |
| Agency Retention: | 5 years |
| Records Center Retention Period: | 0 |
| Retention Legal Citation: | |
| Legal Citation PDF: | |
| Record Sample PDF: | 2348.sample.pdf |
| System Name: | |
| IT-ABC Number: | |
| Hardware Description: | |
| Software Description: | |
| System Location: | |
| Backup Procedures: | |

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| Disaster Recovery: | |
| Data Migration Description: | |
| Metadata Description: | |

| RDA Comments | |
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| Tennessee State Library and Archives | 2018-03-01 No recommended changes. |
| Records Management Division (RMD) | 2018-03-01 No recommended changes. |
| Comptroller Audit Review | 2018-03-07 We have reviewed RDA 11263 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 11263 is a request to create an RDA. The retention period will be five years and destroy. The format will be Paper. Recommend approval of request to create RDA 11263. |
| Public Records Commission | 2018-10-30 PRC approves RDA 11263. |

| Contact Person | |
|------------------------|---|
| Name: | Steve Lee Brown |
| Email: | Steve.Brown@tn.gov |
| Address: | 505 Deaderick St. James K. Polk Bldg. 2nd Floor |
| Agency Head: | Commissioner Rebecca Hunter |
| Director: | Steve Brown |
| City: | Nashville |
| Zip: | 37243 |
| Agency: | Dept. of Human Resources |
| Allotment Code: | 319 |