



Tennessee Secretary of State Tre Hargett

Records Management Division

RDA

RDA Management System

RDA	
Title:	Separated Employee, Pay, & Leave Records
RDA Number:	1280
Record Series Abstract:	The official personnel records for each state employee who has separated from state service, pay and leave information, including Supplemental pay records.
Record Series Active:	Yes
Cut Off at End of:	Other
If Other, Explain:	Upon employee separation from state service.
Total Retention Years:	65
Total Retention Months:	0
Retention End Action:	Destroy
Disposition Notes:	Upon cutoff, the records are to be scanned and stored on electronic server; the hard copies are to be destroyed upon verification that the records were properly scanned and uploaded to the server; maintain in agency 65 years, then destroy by approved methods. Original and duplicate microfilm reels of separated employee personnel records from 1936 to 1995 are maintained at the state records center (original reels) and in-agency (duplicate reels). After approval of this RDA by the Public Records Commission, all microfilm records 65 years old or greater shall be destroyed by approved methods.
Record Location:	312 Rosa L. Parks Blvd., TN Tower-16th Floor; Records Team file room, Nashville, TN 37243
File Arrangement:	MICROFILM RECORDS ARE INDEXED BY ALPHABETICAL NAME
Media Format Generated:	
Other Media Format Generated:	
Media Format Stored:	
Other Media Format Stored:	

Date Range:	1936 TO CURRENT.
Annual Accumulation:	DOHR'S FILE ROOM MAINTAINS A CONSTANT 300 CUBIC FT. OF SEPARATED EMPLOYEE FILES IN THE PROCESSING PIPELINE. THEY ALSO MAINTAIN 1183 MICROFILM ROLLS WITHIN THE RECORDS DIVISION ALONG WITH A DUPLICATE SET MAINTAINED AT THE STATE RECORDS CENTER. THE ELECTRONIC ANNUAL ACCUMULATION OF SEPARATED EMPLOYEE FILES IS EQUAL TO 30 CUBIC FT. RECEIVED MONTHLY(360 CUBIC FT. ANNUAL) AVERAGING 25 RECORDS PER CUBIC FOOT AVERAGING 2,538(KB) PER RECORD RESULTING IN 63,450(KB)PER.CUBIC FEET WHICH EQUALS 1,903,500(KB) MONTHLY 30X12= 22,842,000(KB)ANNUALLY. Pay and leave information is generated every 2 weeks for all state employees. Supplemental pay records are unpredictable and varies from month-to-month on total accumulation. DOHR currently has approx. 500,000 sheets of microfiche on hand pertaining to pay and leave records. Annual accumulation 5,000,000 KB Pay & Leave Records
Current Volume:	PAPER- 100 CUBIC FT. Separated Employee Files ELECTRONIC-794 GB Separated Employee Files MICROFILM ROLLS-2366 Separated Employee Files MICRIFICHE 500,000 sheets Pay & Leave Records
Record Value:	Administrative Fiscal Legal
Audit Requirements:	State
Information Shared Outside of State:	No
If Shared, List Agencies:	
Essential Record:	Yes - Duplicate
Essential Record Stored:	ORIGINAL SEPARATED STATE EMPLOYEE RECORDS ARE DESTROYED ONCE AN ELECTRONIC(1995-CURRENT)DUPLICATE IS MADE. 1936-1995 ORIGINAL MICROFILM REELS OF SEPARATED EMPLOYEES ARE MAINTAINED AT THE STATE STORAGE CENTER AND A DUPLICATE COPY OF MICROFILM IS MAINTAINED INSIDE THE RECORDS DIVISION OF THE DEPT. OF HUMAN RESOURCES. Pay & Leave Data is no longer generated on paper and captured in Edison. Supplemental pay records are generated on paper and converted to electronic and stored in FileNet.
Essential Record Media Type:	Electronic
Confidential:	No
Confidential Legal Citation:	
Does this Record Series Contain Sensitive Information?	No
Media Recommendation	

Other:	
Agency Retention:	65 YEARS
Records Center Retention Period:	0
Retention Legal Citation:	NO
Legal Citation PDF:	
Record Sample PDF:	2325.sample.pdf
System Name:	FileNet and Edison
IT-ABC Number:	NA
Hardware Description:	Vendor server farm (FileNet). Vendor server farm (Edison)
Software Description:	Proprietary on-line vendor software.
System Location:	http://ae.ecm.tn.gov/WorkplaceXT/ContainerLogin.jsp Physical location unknown. https://www.edison.tn.gov/
Backup Procedures:	Vendor conducts incremental backup daily and full system backup weekly.
Disaster Recovery:	Disaster Recovery procedures established by the Department of Finance and Administration (F&A) under the Information Systems Council (ISC) Policy 9.00
Data Migration Description:	No current migration of data needed, but in the event, data migration will occur when support for the existing file format is deemed obsolete or when software or hardware system changes require the movement of this electronic data from a specified format to a different file format. Annual reviews of this data will be conducted by DOHR's Records Director to ensure file formats are functional and operational. In the event migration is needed, the IT section and the Records Director will develop a solution to move data to a current file format that is appropriate to the RDA retention requirement for that specific data. This migration may include translation of the data to a current file format, conversion to an acceptable current file format to preserve the integrity of the information of the data, or movement of the data to a legacy architecture that maintains the environment where the format is considered current as long as this effort has full functional and operational support.
Metadata Description:	Content Subject/Title (FileFileNet Workplace XT My Workplace/ https://ae5.ecm.tn.gov/workplaceXT/Home Page.jsp? Contains documents relating to separated employee's work history with the state of Tennessee. Date created 1996. Located on OIR server designated for use by the Department of Human Resources, 505 Deaderick St. James K. Polk Bldg. 1st Floor.

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 1280 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 1280 is a request to revise an RDA. The retention period will remain sixty-five years and destroy. The format will remain paper/electronic/film. The Title, Abstract, Disposition Notes, and Worksheet have been updated. Recommend approval of request to revise RDA 1280.
Public Records Commission	2018-10-30 PRC approves RDA 1280.

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:	31901