



Tennessee Secretary of State Tre Hargett
Records Management Division

RDA Management System

RDA Request from Dept. of Human Resources

Monday September 14, 2015

Mall to:

Division of Records Management
TN Tower, 8th Floor
312 Rosa L. Parks Avenue
Nashville, TN 37243

RDA

Database ID:	226
RDA:	1280
Record Series Title:	Separated Employee Records
Record Series Abstract:	The official personnel records for each state employee who has separated from state service.
Record Series Active:	Yes
Cut Off at End of:	Other
If Other, Explain:	Upon employee\\\\\\\\\\\\\\\\'s separation from state service.
Total Retention:	65 Years 0 Months
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.

Worksheet

Worksheet ID: 226

Record Location: MICROFILM OF SEPARATED EMPLOYEE RECORDS ARE LOCATED AT 505 DEADERICK STREET, JAMES K. POLK BLDG., 2ND FLOOR, DEPARTMENT OF HUMAN RESOURCES, RECORDS DIVISION, FILE ROOM AREA. DIGITIZED SEPARATED EMPLOYEE RECORDS ARE MAINTAINED IN FILENET MANAGED BY OIR.

File Arrangement: MICROFILM RECORDS ARE INDEXED BY ALPHABETICAL NAME

Media Format Generated: Both

Media Format Stored: Electronic/Film

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 $30 \times 12 = 22,842,000(KB)$ ANNUALLY.

Current Volume: PAPER- 300 CUBIC FT. ELECTRONIC-794 GB MICROFILM ROLLS-1183

Record Value: Administrative, Fiscal, Legal

Audit Requirements: State

Reference Frequency:

Current Year per Month:	825
Past Year:	900
2 - 5 Years:	39
Over 5 Years:	0

Data Update Frequency: Daily

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.

Essential Record Media Type: Electronic

Confidential: No

Confidential Legal Citation:

Media Recommendation:

Media Recommendation Other:

Agency Retention: 65 YEARS

Agency Retention - Years
Active: 65

Agency Retention - Years
Inactive: 0

Records Center Retention
Period: 0

Final Disposition after
Retention Expires: Destroy

Legal Citation: NO

Electronic Records Plan Inventory

System Name: FileNet

IT-ABC Number: NA

Hardware Description: Vendor server farm (FileNet).

Software Description: Proprietary on-line vendor software.

System Location: <http://ae.ecm.tn.gov/WorkplaceXT/ContainerLogin.jsp> Physical location unknown.

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: 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:

Comments

Action Requested: New RDA

Submitted Online: 09-14-2015

Comments

	Date	Comments
Records Management Division:	08-06-2015	Recommend retention period be at least 75 years. Please provide Metadata Description.
TSLA:	08-06-2015	TSLA concurs in RMD comments.
Audit:	2015-08-10	Audit concurs with RMD comments.
Agency:	09-01-2015	According to NARA, under the Federal General Records Schedule-1 (N1-GRS-87-12 item 1b2), separated employees records are destroyed after 65 years. The state should move to this retention period to not only reduce the amount of tax dollars to store these records, but to also reduce the liability on the state.
RMD Director Recommendations:	00-00-0000	

Signed Form Received: 00-00-0000

PRC Meeting Date: 00-00-0000

PRC Comments:

PRC Action: Pending

Contact Information

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