



Tennessee Secretary of State Tre Hargett
Records Management Division

RDA Management System

RDA Request from Dept. of Human Resources

Monday September 14, 2015

Mail to:

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

RDA

Database ID: 1492

RDA: 000001603B

Record Series Title: State Employee Suggestion Award Program

Record Series Abstract: Files consist of Employee Suggestion Award Program forms and evaluations of the suggestions by the Tennessee Department of Human Resources.

Record Series Active: Yes

Cut Off at End of: Other

If Other, Explain: Cutoff upon receipt of completed employee suggestion form.

Total Retention: 10 Years 0 Months

Retention End Action: Destroy

Disposition Notes: After cutoff, maintain in agency for 10 years; then destroy by state-approved method.

Retention Expires:

Legal Citation: NO

Electronic Records Plan Inventory

System Name: DOHR G Drive

IT-ABC Number: NA

Hardware Description: Internal DOHR server located on the 1st floor of the James K. Polk Bldg. at 505 Deaderick Street Nashville, TN 37243.

Software Description: Microsoft Office Suite installed on work stations of DOHR employees.

System Location: DOHR internal server I located on the 1st floor of the James K. Polk Bldg. a 505 Deaderick Street Nashville, TN 37243.

Backup Procedures: Backup procedures-Symantec Net backup every night at 6:00 pm and incremental backups 7 days a week. This process is managed by the Department of Finance and Administration within their Office of Information Resources (OIR) division.

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:	08-27-2015	No recommended changes.
TSLA:	08-27-2015	No recommended changes.
Audit:	2015-08-31	We have reviewed RDA 1603B from an audit standpoint. We concur with the recommended retention and disposition specifications.
Agency:	09-01-2015	Waiting for Print Signature option in RDA application.
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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Agency: Dept. of Human Resources
Agency Head: Rebecca Hunter
Director: Steve Brown
Allotment Code: 31901

