



## Tennessee Secretary of State Tre Hargett

Records Management Division

RDA

### RDA Management System

<b>RDA</b>	
<b>Title:</b>	Sick Leave Bank Records
<b>RDA Number:</b>	3033
<b>Record Series Abstract:</b>	Records contain: Medical records, PR-0270 (Sick Leave Bank Enrollment), PR-0272 (Sick Leave Bank Medical Certification), PR-0339 (Sick Leave Donation Agreement), PR-0401 (Sick Leave Bank Determination), PR-0433 (Sick Leave Bank Application Checklist), and related correspondence. These records are protected under HIPPA Minimum Necessary rule 45 CFR 164.502(b), 164.514(d)
<b>Record Series Active:</b>	Yes
<b>Cut Off at End of:</b>	Other
<b>If Other, Explain:</b>	Files are to be cut-off upon employee leaving state service.
<b>Total Retention Years:</b>	30
<b>Total Retention Months:</b>	0
<b>Retention End Action:</b>	Destroy
<b>Disposition Notes:</b>	After cutoff, maintain in agency thirty (30) years; then destroy by state-approved method.
<b>Record Location:</b>	312 Rosa L. Parks Blvd., TN Tower-16th Floor; Sick Leave Bank (SLB) Office, Nashville, TN 37243
<b>File Arrangement:</b>	Employee name
<b>Media Format Generated:</b>	
<b>Other Media Format Generated:</b>	
<b>Media Format Stored:</b>	
<b>Other Media Format Stored:</b>	
<b>Date Range:</b>	1988 (the year Sick Leave Bank program was enacted) to present

<b>Annual Accumulation:</b>	Paper: 5 cubic feet Electronic: .2 GB
<b>Current Volume:</b>	Paper: 10 cubic feet Electronic: 3.0 GB
<b>Record Value:</b>	Administrative Legal
<b>Audit Requirements:</b>	State
<b>Information Shared Outside of State:</b>	No
<b>If Shared, List Agencies:</b>	
<b>Essential Record:</b>	Yes - Original
<b>Essential Record Stored:</b>	2nd James K. Polk Building 505 DEADRICK ST NASHVILLE TN 37243; and on agency servers
<b>Essential Record Media Type:</b>	
<b>Confidential:</b>	No
<b>Confidential Legal Citation:</b>	
<b>Does this Record Series Contain Sensitive Information?</b>	No
<b>Media Recommendation Other:</b>	
<b>Agency Retention:</b>	30 years
<b>Records Center Retention Period:</b>	0
<b>Retention Legal Citation:</b>	P.L. 104-191
<b>Legal Citation PDF:</b>	2358.legal.pdf
<b>Record Sample PDF:</b>	2358.sample.pdf
<b>System Name:</b>	FileNet
<b>IT-ABC Number:</b>	NA
<b>Hardware Description:</b>	State database (FileNet).
<b>Software Description:</b>	FileNet

<b>System Location:</b>	Located on OIR server designated for use by the Department of Human Resources, 505 Deaderick St. James K. Polk Bldg. 1st Floor.
<b>Backup Procedures:</b>	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.
<b>Disaster Recovery:</b>	Disaster Recovery procedures established by the Department of Finance and Administration (F&A) under the Information Systems Council (ISC) Policy 9.00
<b>Data Migration Description:</b>	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.
<b>Metadata Description:</b>	<a href="https://ae5.ecm.tn.gov/workplaceXT/Home Page.jsp?">https://ae5.ecm.tn.gov/workplaceXT/Home Page.jsp?</a> Contains documents relating to Sick Leave Bank records 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.

<b>RDA Comments</b>	
<b>Tennessee State Library and Archives</b>	<b>2018-03-01</b> No recommended changes.
<b>Records Management Division (RMD)</b>	<b>2018-03-01</b> No recommended changes.
<b>Comptroller Audit Review</b>	<b>2018-03-07</b> We have reviewed RDA 3033 from an audit standpoint. We concur with the recommended retention and disposition specifications.
<b>Agency Records Officer</b>	<b>2018-09-24</b> No additional comments.
<b>RMD Director</b>	<b>2018-09-25</b> RDA 3033 is a request to revise an RDA. The retention period will change from fifty years to thirty years and destroy. The format will remain paper/electronic. The Abstract, Disposition Notes, and Worksheet have been updated. Recommend approval of request to revise RDA 3033.
<b>Public Records Commission</b>	<b>2018-10-30</b> PRC approves RDA 3033.

<b>Contact Person</b>	
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<b>Agency Head:</b>	Commissioner Rebecca Hunter
<b>Director:</b>	Steve Brown
<b>City:</b>	Nashville
<b>Zip:</b>	37243
<b>Agency:</b>	Dept. of Human Resources
<b>Allotment Code:</b>	319.01