



Tennessee Secretary of State Tre Hargett
Records Management Division

RDA Management System

RDA Request from Dept. of Human Resources

Tuesday September 15, 2015

Mail to:

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

RDA

Database ID: 1226

RDA: 3033

Record Series Title: Sick Leave Bank Records

Record Series Abstract: 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)

Record Series Active: Yes

Cut Off at End of: Other

If Other, Explain: Files are to be cut-off upon employee leaving state service.

Total Retention: 50 Years 0 Months

Retention End Action: Destroy

Disposition Notes: After cutoff, maintain in agency fifty (50) years; then destroy by state-approved method.

Worksheet

Worksheet ID: 1226

Record Location: First Floor James K. Polk Building 505 DEADRICK ST NASHVILLE TN 37243;
and on agency servers

File Arrangement: alpha, numeric, and date

Media Format Generated: Both

Media Format Stored: Paper/Electronic

Date Range: 1988 (the year Sick Leave Bank program was enacted) to present

Annual Accumulation: Paper: 5 cubic feet Electronic: .2 GB

Current Volume: Paper: 173 cubic feet Electronic: 1.9 GB

Record Value: Administrative, Legal

Audit Requirements: State

Reference Frequency: Current Year per Month: 50
Past Year: 40
2 - 5 Years: 20
Over 5 Years: 15

Data Update Frequency: Daily

Information Shared Outside of State: No

If Shared, List Agencies:

Essential Record: Yes - Original

Essential Record Stored: First Floor James K. Polk Building 505 DEADRICK ST NASHVILLE TN 37243;
and on agency servers

Essential Record Media Type:

Confidential: No

Confidential Legal Citation: Although this record series is not confidential as a whole, it does contain medical records which are subject to the Health Insurance Portability and Accountability Act (HIPAA).

Media Recommendation:

Media Recommendation Other:

Agency Retention: 50 years

Agency Retention - Years Active: 50 years

Agency Retention - Years Inactive:

Records Center Retention
Period: 0

Final Disposition after
Retention Expires: Destroy

Legal Citation: NO

Electronic Records Plan Inventory

System Name: Sick Leave Bank G, H & K 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: NA

Metadata Description:

Comments

Action Requested: New RDA
Submitted Online: 09-15-2015

Comments

	Date	Comments
Records Management Division:	08-06-2015	Recommend cut off to include Upon notice of Deceased Employee. PLease include HIPAA information under legal citation. Please provide Data Migration and Metadata Description.
TSLA:	08-06-2015	TSLA concurs in RMD comments.
Audit:	2015-08-10	Audit concurs with RMD comments.
Agency:	08-20-2015	This RDA should not involve deceased employees. We have requested a new RDA specific to this.
RMD Director Recomendations:	00-00-0000	

Signed Form Received: 00-00-0000
PRC Meeting Date: 00-00-0000
PRC Comments:
PRC Action: Pending

Contact Information

Contact Name: Jessica Montgomery
Job Title: SLB-Admin
Address 1: James K. Polk Bldg
Address 2: 1st Floor
City: Nashville
Zip: 37243
Phone: 615-741-4787
Email: jessica.montgomery@tn.gov
Agency: Dept. of Human Resources
Agency Head: Rebecca Hunter
Director: Steve Brown
Allotment Code: 319.01

Signatures

The undersigned agree that the Records Disposition Authorization abides by and is in compliance with the State of Tennessee statutes, rules and regulations and the policies and rules of the Public Records Commission, including its Electronic Records Policy.

Contact: SA Bunn DIR. OF RECORDS Date: 2015-09-01

Director or Secondary Contact: _____ Date: _____

Agency Head: Rebecca R Hunter Date: 9/10/15