



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:	2024
RDA:	11123
Record Series Title:	Veteran Bypass Letters
Record Series Abstract:	Then T.E.A.M. Act (Tennessee Excellence in Accountability Management Act) requires state agencies to interview all eligible veterans for a given position in state employment. This record series includes the bypass letters the Department of Human Resources receives and maintains from agencies when a non-veteran is selected for a state position over a veteran.
Record Series Active:	Yes
Cut Off at End of:	Calendar Year
If Other, Explain:	
Total Retention:	7 Years 0 Months
Retention End Action:	Destroy
Disposition Notes:	Maintain in agency 7 years; then destroy by state-approved methods. By law the plaintiff has 5 years to file a lawsuit in reference to this.

Worksheet

Worksheet ID: 2026

Record Location: 505 Deaderick Street, Nashville, TN James K Polk Bldg, 2nd floor

File Arrangement: Alpha-Chronological

Media Format Generated: Paper

Media Format Stored: Paper: Sheet

Date Range: 2001-present

Annual Accumulation: 1 cubic foot

Current Volume: 9 cubic feet

Record Value: Administrative

Audit Requirements: State

Reference Frequency: Current Year per Month: 30
Past Year: 10
2 - 5 Years: 5
Over 5 Years: 1

Data Update Frequency: Weekly

Information Shared Outside of State: No

If Shared, List Agencies:

Essential Record: Yes - Original

Essential Record Stored: 505 Deaderick Street, Nashville, TN James K Polk Bldg, 2nd floor

Essential Record Media Type: Paper

Confidential: No

Confidential Legal Citation:

Media Recommendation:

Media Recommendation Other:

Agency Retention: 7 years

Agency Retention - Years Active: 7 years

Agency Retention - Years Inactive: n/a

Records Center Retention Period: n/a

Final Disposition after: Destroy

Retention Expires:

Legal Citation:

Electronic Records Plan Inventory

System Name:

IT-ABC Number:

Hardware Description:

Software Description:

System Location:

Backup Procedures:

Disaster Recovery:

Data Migration:

Metadata Description:

Comments

Action Requested: New RDA
 Submitted Online: 09-14-2015

Comments

	Date	Comments
Records Management Division:	08-06-2015	Records series should be confidential per TCA 8-30-310 Passing Over a Veteran.
TSLA:	08-06-2015	TSLA concurs in RMD comments.
Audit:	2015-08-10	Audit concurs with RMD comments.
Agency:	08-20-2015	Oversight. We do understand and treat these records under the confidential umbrella.
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

Contact Name: Sheila Marchman
Job Title: Director of Technical Services, TN Dept of Human Resources
Address 1: James K. Polk Bldg - 2nd Floor
Address 2:
City: Nashville
Zip: 37243-0635
Phone: 615-741-2087
Email: sheila.marchman@tn.gov
Agency: Dept. of Human Resources
Agency Head: Rebecca Hunter
Director: Steve Brown
Allotment Code: 31901

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:	<u>Sta Brown</u>	Date:	<u>9-15-15</u>
Director or Secondary Contact:	<u></u>	Date:	<u></u>
Agency Head:	<u>Rebecca R Hunter</u>	Date:	<u>9-17-15</u>