



Tennessee Secretary of State Tre Hargett  
Records Management Division

## RDA Management System

### RDA Request from Dept. of Human Resources

Tuesday February 02, 2016

Mall to:

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

### RDA

Database ID:	2025
RDA:	11124
Record Series Title:	Employee Relations Records
Record Series Abstract:	Records include: Performance Management Administrative Review records and related correspondence; Reduction in Force (RIF) records which include RIF approval letters; agency RIF plans and Employee Rating Reports.
Record Series Active:	Yes
Cut Off at End of:	Calendar Year
If Other, Explain:	
Total Retention:	10 Years 0 Months
Retention End Action:	Destroy
Disposition Notes:	Maintain in agency for ten (10) years; then destroy by state-approved methods.

**Worksheet**

Worksheet ID: 2027

Record Location: 505 Deaderick Street, 1st Floor James K. Polk Bldg. Nashville, TN

File Arrangement: alpha-numeric

Media Format Generated: Paper

Media Format Stored: Paper/Electronic

Date Range: 2004 to present

Annual Accumulation: Less than 1 cubic foot Less than 1 gigabyte

Current Volume: 6 cubic feet 4.5 gigabytes

Record Value: Administrative

Audit Requirements: State

Reference Frequency: Current Year per Month: 50  
 Past Year: 10  
 2 - 5 Years: 5  
 Over 5 Years: 1

Data Update Frequency: Daily

Information Shared Outside of State: No

If Shared, List Agencies:

Essential Record: Yes - Original

Essential Record Stored: 505 Deaderick Street, 1st Floor James K. Polk Bldg. Nashville, TN

Essential Record Media Type: Electronic

Confidential: No

Confidential Legal Citation:

Media Recommendation:

Media Recommendation Other:

Agency Retention: 10 years

Agency Retention - Years Active: 10 years

Agency Retention - Years Inactive: n/a

Records Center Retention Period: n/a

Final Disposition after Retention Expires: Destroy

Legal Citation:

**Electronic Records Plan Inventory**

System Name: Edison Performance Management / DOHR H-Drive Employee Relations

IT-ABC Number: NA

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

Software Description: Proprietary on-line vendor software / Microsoft Office Suite installed on work stations of DOHR employees.

System Location: Vendor server farm (Edison) / DOHR internal server I located on the 1st floor of the James K. Polk Bldg. at 505 Deaderick Street Nashville, TN 37243.

Backup Procedures: Edison is backed up incrementally everyday and full systems backup once a week. 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: 01-25-2016

Comments

	Date	Comments
<b>Records Management Division:</b>	<b>01-28-2016</b>	<b>Agency will provide Records Management Data Migration and Metadata Description. Records management will update RDA when information is provided.</b>
<b>TSLA:</b>	<b>02-01-2016</b>	<b>TSLA concurs with RMD comments.</b>
<b>Audit:</b>	<b>2016-02-01</b>	<b>We have reviewed RDA 11124 from an audit standpoint. We concur with the recommended retention and disposition specifications.</b>
<b>Agency:</b>	<b>02-02-2016</b>	<b>These records are individual employee records. The Migration and Metadata description are not applicable since these records are housed in Edison and individual agencies don't have the ability to back-up, manipulate or perform any other functions other than input data on pre-existing templates. Edison is the standard state contracted program used by all state agencies, boards and commissions. I discussed this Data Migration and Metadata Description topic with Director Kevin Callaghan and we agreed this is not something we can control or track since this is a State approved vendor that manages this site information (Edison) and DOHR has no control over migrating this data.</b>
<b>RMD Director Recommendations:</b>	<b>00-00-0000</b>	

Signed Form Received: 00-00-0000

PRC Meeting Date: 00-00-0000

PRC Comments:

PRC Action: Pending

## Contact Information

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