



Tennessee Secretary of State Tre Hargett  
Records Management Division

## RDA Management System

### RDA Request from Dept. of Human Resources

Tuesday February 02, 2016

Mail to:

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

### RDA

Database ID:	2027
RDA:	11126
Record Series Title:	State Workers\' Compensation Reports
Record Series Abstract:	Records consist of reports from third-party companies contracted by the state of Tennessee to administer the workers\' compensation claims on behalf of the state. In addition, these records have documentation and approvals of workers compensation claims for approvals of state employees, but do not contain any medical records.
Record Series Active:	Yes
Cut Off at End of:	Calendar Year
If Other, Explain:	
Total Retention:	15 Years 0 Months
Retention End Action:	Destroy
Disposition Notes:	Maintain in agency for fifteen (15) years; then destroy by state-approved methods.



**Worksheet**

Worksheet ID: 2029

Record Location: 505 Deaderick Street James K. Polk Building Nashville, TN, 2nd floor, Technical Services Division file room

File Arrangement: Chronological

Media Format Generated: Paper

Media Format Stored: Paper: Sheet

Date Range: 2000 to present

Annual Accumulation: Less than 1 cubic foot

Current Volume: 8 cubic feet

Record Value: Administrative

Audit Requirements: State

Reference Frequency: Current Year per Month: 10  
 Past Year: 5  
 2 - 5 Years: 3  
 Over 5 Years: 1

Data Update Frequency: Monthly

Information Shared Outside of State: No

If Shared, List Agencies:

Essential Record: No

Essential Record Stored:

Essential Record Media Type: Paper

Confidential: No

Confidential Legal Citation:

Media Recommendation:

Media Recommendation Other:

Agency Retention: 15 years

Agency Retention - Years Active: 15 years

Agency Retention - Years Inactive: n/a

Records Center Retention Period: n/a

Destroy

Final Disposition after  
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: 01-07-2016

Comments

	Date	Comments
<b>Records Management Division:</b>	<b>01-14-2016</b>	<b>No recommended changes.</b>
<b>TSLA:</b>	<b>01-14-2016</b>	<b>No recommended changes.</b>
<b>Audit:</b>	<b>2016-01-14</b>	<b>We have reviewed RDA 11126 from an audit standpoint. We concur with the recommended retention and disposition specifications.</b>
<b>Agency:</b>	<b>08-26-2015</b>	<b>RDA Updated to fifteen years along with more detail about what records are contained and the fact there are no medical records included. The 15 years should be sufficient to meet the publics need since this retention period is in line with the U.S. Department of Labor-Office of Workers Compensation Programs (NARA) Job Number N1-271-00-1 Received 2-29-00.</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**

Contact Name: Sheila Marchman  
Job Title: Director of Agency Resource CenterDivision, TN Dept of Human Resources  
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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>STEVE BROWN</u>	Date:	<u>1-13-16</u>
Director or Secondary Contact:	<u>SA Brown</u>	Date:	<u>1-13-16</u>
Agency Head:	<u>Rebecca R. Hunter</u> dub	Date:	<u>1-20-16</u>