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Tennessee Secretary of State Tre Hargett  
Records Management Division  
RDA

# RDA Management System

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## RDA Details

Add instructions

### RDA

Agency: Dept. of Human Resources

ID: 2017

RDA: 11136

Record Series Title: Step II Appeal Records

Record Series Abstract:

Record series includes: all Step II appeals documents which may include: letters to employee/agency acknowledging receipt of Step II appeal, documentation provided by employee/agency for review including: disciplinary letter, Step I appeal form, Step I decision letter, and any other relevant documentation; Step II decision letters are also included in this record series. Justification for the recommended retention period- Once Step II decision letters are issued, if the discipline involves a suspension of 3 days or more, a demotion, or a dismissal, an employee may file an appeal with the Board of Appeals (which is Step III in the appeals process). Depending on the outcome at Step III, an employee or agency may move forward with filing with Chancery Court. Records need to be retained to allow for resolution of process.

Record Series Active: Yes

Cut Off at End of:	Other
If Other, Explain:	After resolution of appeal
Total Retention:	7 Years 0 Months
Retention End Action:	Destroy
Disposition Notes:	Maintain in agency for seven (7) years; then destroy by state-approved methods.
View Signed Form:	<a href="#">View Form</a>

## Worksheet

Worksheet ID:	2019
Record Location:	505 Deaderick Street Nashville, TN, James K. Polk Building 1st Floor; and on agency servers
File Arrangement:	Alpha-Numeric
Media Format Generated:	Paper
Media Format Stored:	Paper: Sheet
Date Range:	2012 to present
Annual Accumulation:	Paper: 5 cubic feet;
Current Volume:	Paper: 15 cubic feet;
Record Value:	Administrative, Legal
Audit Requirements:	State
Reference Frequency:	Current Year per Month: 30 Past Year: 10 2 - 5 Years: 5 Over 5 Years: 0
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 Building 1st Floor; and on agency servers
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:	NA
Records Center Retention Period:	NA
Final Disposition after Retention Expires:	Destroy
Legal Citation:	
Record Sample:	<a href="#">View Sample</a>
Legal Documentation:	No Legal Documentation

### **Electronic Records Plan Inventory**

System Name:

IT-ABC Number:

Hardware  
Description:

Software  
Description:

System Location:

Backup Procedures:

Disaster Recovery:

Data Migration  
Description:

Metadata  
Description:

## Contact Information

Contact Name: Brigitte Tubbs-Jones  
Job Title: Director of Legal Services  
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Agency: Dept. of Human Resources  
Agency Head: Rebecca Hunter  
Director: Steve Brown  
Allotment Code: 31901

## Status

Action Requested: New RDA  
Submitted Online: 01-25-2016

Comments

	Date	Comments
<b>Records Management Division:</b>	01-28-2016	No recommended changes.
<b>TSLA:</b>	02-01-2016	No recommended changes.
<b>Audit:</b>	2016-02-01	We have reviewed RDA 11136 from an audit standpoint. We concur with the recommended retention and disposition specifications.
<b>Agency:</b>	02-02-2016	Record series includes: all Step II appeals documents which may include: letters to employee/agency acknowledging receipt of Step II appeal, documentation provided by employee/agency for review including: disciplinary letter, Step I appeal form, Step I decision letter, and any other relevant documentation; Step II decision letters are also included in this record series. Justification for the recommended retention period- Once Step II decision letters are issued, if the discipline involves a suspension of 3 days or more, a demotion, or a dismissal, an employee may file an appeal with the Board of Appeals (which is Step III in the appeals process). Depending on the outcome at Step III, an employee or agency may move forward with filing with Chancery Court. Records need to be retained to allow for resolution of process.
<b>RMD Director recommendations:</b>	02-03-2016	RDA 11136 is a request for a new RDA. The retention period will be seven years and the format will be paper. Recommend approval of request to create RDA 11136.

Signed Form Received: 02-02-2016

PRC Meeting Date: 02-25-2016

PRC Comments: PRC approves RDA 11136.

PRC Action: Approved

RDA History

ID	RDA	PRC Reviewed	PRC Action
2017	11136	2016-02-25	Approved

**Tennessee Secretary of State Tre Hargett**  
 Records Management  
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