



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:	2029
RDA:	11137
Record Series Title:	Overtured Personnel Actions
Record Series Abstract:	Records related to personnel actions by agencies that have been overturned by the Tennessee Department of Human Resources. The records consist of the decision letter, correspondence, and supporting documentation on dismissals and suspensions.
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:	2031
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:	10 cubic feet
Record Value:	Administrative
Audit Requirements:	State
Reference Frequency:	Current Year per Month: 10 Past Year: 5 2 - 5 Years: 2 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:	
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

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
<b>Records Management Division:</b>	<b>08-27-2015</b>	<b>No recommended changes.</b>
<b>TSLA:</b>	<b>08-27-2015</b>	<b>No recommended changes.</b>
<b>Audit:</b>	<b>2015-08-31</b>	<b>We have reviewed RDA 11137 from an audit standpoint. We concur with the recommended retention and disposition specifications.</b>
<b>Agency:</b>	<b>09-01-2015</b>	<b>Waiting to get the Print Signature option on the RDA Application site.</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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Agency: Dept. of Human Resources  
Agency Head: Rebecca Hunter  
Director: Steve Brown, DOHR Director of Records Management  
Allotment Code: 31901

