



Tennessee Secretary of State Tre Hargett  
Records Management Division

## RDA Management System

### RDA Request from Dept. of Human Resources

Tuesday September 01, 2015

Mail to:

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

### RDA

Database ID: 1323

RDA: 10048

Record Series Title: Training Information System Data for Continuing Education Units (CEU)

Record Series Abstract: Record series consists of applications for Continuing Education Unit programs and data collected from the course rosters used to create transcripts for attendees.

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 method.

**Worksheet**

Worksheet ID:	1323
Record Location:	505 Deaderick Street 2nd floor
File Arrangement:	Alpha
Media Format Generated:	Paper
Media Format Stored:	Paper: Sheet
Date Range:	1986-current
Annual Accumulation:	Less than 1 cubic foot
Current Volume:	6 cubic feet
Record Value:	Administrative
Audit Requirements:	None
Reference Frequency:	Current Year per Month: 5 Past Year: 2 2 - 5 Years: 1 Over 5 Years: 1
Data Update Frequency:	
Information Shared Outside of State:	No
If Shared, List Agencies:	
Essential Record:	TRUE
Essential Record Stored:	No
Essential Record Media Type:	
Confidential:	FALSE
Confidential Legal Citation:	
Media Recommendation:	
Media Recommendation Other:	
Agency Retention:	10 years
Agency Retention - Years Active:	10 years
Agency Retention - Years Inactive:	0
Records Center Retention Period:	0
Final Disposition after	Convert to Microfilm

Retention Expires:

Legal Citation: NO

**Electronic Records Plan Inventory**

System Name:

IT-ABC Number:

Hardware Description:

Software Description:

System Location:

Backup Procedures:

Disaster Recovery:

## Comments

Action Requested: New RDA  
 Submitted Online: 08-05-2015  
 Comments

	Date	Comments
<b>Records Management Division:</b>	08-06-2015	Please provide Audit Requirements. Please change Final Disposition After Retention Expires to reflect current practices.
<b>TSLA:</b>	08-06-2015	TSLA concurs in RMD comments.
<b>Audit:</b>	2015-08-10	Audit concurs with RMD comments.
<b>Agency:</b>	02-27-2015	This RDA was a duplicate of RDA 1620. These records were never meant to be maintained permanently, and have no value to the agency or others after 1 year. These records are training course sign-in sheets, which are used to enter the attending employees' names into what is essentially a database on Edison. The Edison system uses the data to designate on the attending employees' Edison profiles that they attended the training course. After discussion with Kevin Callaghan on 2/27/2015, we decided that these records should fall under Statewide 17 - Working Papers. We are therefore retiring this RDA 10048, along with its duplicate RDA 1620.
<b>RMD Director Recommendations:</b>	00-00-0000	

Signed Form Received: 00-00-0000  
 PRC Meeting Date: 00-00-0000  
 PRC Comments:  
 PRC Action: Pending

## Contact Information

Contact Name: Steve Brown  
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Email: steve.brown@tn.gov  
Agency: Dept. of Human Resources  
Agency Head: Rebecca Hunter  
Director: Terence Donaldson  
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: State Board of Records Date: 2015-09-01

Director or Secondary Contact: \_\_\_\_\_ Date: \_\_\_\_\_

Agency Head: Rebecca R Hunter Date: 9/10/15