



Tennessee Secretary of State Tre Hargett

Records Management Division

RDA

RDA Management System

RDA	
Title:	Class-Comp Plans, Job Specifications, and Exams Records
RDA Number:	11119
Record Series Abstract:	Records include: Class Comp Plans which contain job analysis and studies for minimum qualifications standards for positions; job specifications and related records; records of the former Exams Division which include: written tests, job applicant rating guidelines, minimum qualifications for positions, and studies generated by the Exams Division (Note: the Exams Division no longer exists as of 2012 and the former division's records are now maintained and utilized by Class-Comp Division);
Record Series Active:	No
Cut Off at End of:	Calendar Year
If Other, Explain:	
Total Retention Years:	25
Total Retention Months:	0
Retention End Action:	Destroy
Disposition Notes:	Maintain in agency for twenty-five (25) years; then destroy by state-approved methods. This will retire in 2028.
Record Location:	312 Rosa L. Parks Blvd., TN Tower-17th Floor; Agency Resource Center (ARC) file room, Nashville, TN 37243
File Arrangement:	Alpha-Numeric
Media Format Generated:	
Other Media Format Generated:	
Media Format Stored:	
Other Media Format Stored:	

Date Range:	1975 to present
Annual Accumulation:	Paper: 0 cubic feet (Paper records are no longer generated, but DOHR still maintains paper records in its current volume) Electronic: Less than 1 Gigabyte
Current Volume:	Paper: 136 cubic feet
Record Value:	Administrative Legal
Audit Requirements:	State
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 and 2nd floor file room; agency servers
Essential Record Media Type:	Paper
Confidential:	No
Confidential Legal Citation:	
Does this Record Series Contain Sensitive Information?	No
Media Recommendation Other:	
Agency Retention:	25 years
Records Center Retention Period:	N/A
Retention Legal Citation:	
Legal Citation PDF:	
Record Sample PDF:	2015.sample.pdf
System Name:	
IT-ABC Number:	
Hardware Description:	

Software Description:	
System Location:	
Backup Procedures:	
Disaster Recovery:	
Data Migration Description:	
Metadata Description:	

RDA Comments	
Tennessee State Library and Archives	2015-09-17 No recommended changes.
Records Management Division (RMD)	2015-09-17 No recommended changes.
Comptroller Audit Review	2015-09-17 We have reviewed RDA 11119 from an audit standpoint. We concur with the recommended retention and disposition specifications.
Agency Records Officer	2015-08-20 After further investigation and talking to the owners of the records series, these are all kept in paper version and no longer generated since 2012. No electronic version so migration description and metadata not required.
RMD Director	2015-09-19 RDA 11119 is a request to create a new RDA. The retention period will be twenty-five years. The format requested is paper. This record series is inactive and will be eligible to be retired in the year 2038. Recommend approval of request to create RDA 11119 with the following changes: Media Format Stored- Paper Electronic Inventory Section - Delete section as the records are only in Paper format.
Public Records Commission	2015-10-13 PRC approves RDA 11119 with the following changes: Media Format Stored- Paper Electronic Inventory Section - Delete section as the records are only in Paper format.

Contact Person	
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