



Tennessee Secretary of State Tre Hargett

Records Management Division

RDA

RDA Management System

RDA	
Title:	Sick Leave Bank Records for Deceased Employees
RDA Number:	11121
Record Series Abstract:	PR-0272 (Sick Leave Bank Medical Certification) PR-0339 (Sick Leave Donation Agreement) PR-0401 (Sick Leave Bank Determination) PR-0472 (Request for Sick Donated Sick Leave) PR-0471 (Medical Statement for the Transfer of Donated Sick Leave) PR-0400 (Withdraw Request Application) Related correspondences Related medical records Sick Leave Bank Donation records
Record Series Active:	No
Cut Off at End of:	Other
If Other, Explain:	Upon agency receipt of notification that the employee has deceased.
Total Retention Years:	1
Total Retention Months:	0
Retention End Action:	Destroy
Disposition Notes:	The records are to be kept in agency one (1) year after notification that the employee has deceased; then destroy by state-approved methods. Authority for retention: See Minutes for the Sick Leave Bank Board of Trustees Meeting, November 16, 2009, that reads in pertinent part, The Board voted unanimously in favor of a motion that files of deceased employees be destroyed after one year of the expiration of the employee or notification of expiration.
Record Location:	312 Rosa L. Parks Blvd., TN Tower-16th Floor; Sick Leave Bank (SLB) Office, Nashville, TN 37243
File Arrangement:	Alphabetical
Media Format Generated:	
Other Media Format Generated:	
Media Format Stored:	

Other Media Format Stored:	
Date Range:	1988-present
Annual Accumulation:	0.5 cubic foot 0.1 gigabytes
Current Volume:	10 cubic ft 0.5 gigabytes
Record Value:	Administrative
Audit Requirements:	State
Information Shared Outside of State:	No
If Shared, List Agencies:	
Essential Record:	No
Essential Record Stored:	n/a
Essential Record Media Type:	
Confidential:	No
Confidential Legal Citation:	29 CFR 1910.1020
Does this Record Series Contain Sensitive Information?	No
Media Recommendation Other:	
Agency Retention:	1 year
Records Center Retention Period:	n/a
Retention Legal Citation:	
Legal Citation PDF:	2018.legal.pdf
Record Sample PDF:	2018.sample.pdf
System Name:	Sick Leave Bank file on the H: Drive
IT-ABC Number:	NA

Hardware Description:	Internal DOHR server located on the 1st floor of the James K. Polk Bldg. at 505 Deaderick Street Nashville, TN 37243.
Software Description:	Microsoft Office Suite installed on work stations of DOHR employees.
System Location:	DOHR internal server I located on the 1st floor of the James K. Polk Bldg. at 505 Deaderick Street Nashville, TN 37243.
Backup Procedures:	Backup procedures-Symantec Net backup every night at 6:00 pm and incremental backups 7 days a week. This process is managed by the Department of Finance and Administration within their Office of Information Resources (OIR) division.
Disaster Recovery:	Disaster Recovery procedures established by the Department of Finance and Administration (F&A) under the Information Systems Council (ISC) Policy 9.00
Data Migration Description:	NA
Metadata Description:	NA

RDA Comments	
Tennessee State Library and Archives	2015-08-06 TSLA concurs in RMD comments.
Records Management Division (RMD)	2015-08-06 Recommend combining with RDA 3033 due to the similar nature of these records.
Comptroller Audit Review	2015-08-10 Audit concurs with RMD comments.
Agency Records Officer	2015-08-20 Sick leave bank is a reoccurring use program that employees can use throughout their entire career no matter how many times they come in and out of state government. They are only entitled to so many days of sick leave bank per ailment hence why its tracked. Deceased employees will obviously no longer be seeking benefits from the sick leave bank justifying why we don't need to maintain these records the 50 years RDA 3033 calls for.
RMD Director	2015-09-19 RDA 11121 is a request for a new RDA. The retention period requested is for one year and destroy. The format will be paper. The records series is identical to RDA 3033 Sick Leave Bank Records, which currently has a one year retention period but is being revised with a fifty year retention period. Part of the reason the original RDA is being revised, is that it is difficult to determine when an employee who has left the state has passed. So the state has difficulty in determining when these records should be destroyed unless a person passes while still employed. A longer retention period allows the families and estate of deceased employees opportunity to review the records if any issues arise. Recommend request for new RDA 11121 be accepted with a five year retention period.
Public Records Commission	2015-10-13 PRC approves RDA 11121

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