



Tennessee Secretary of State Tre Hargett

Records Management Division

RDA

RDA Management System

RDA	
Title:	State Workers' Compensation Reports
RDA Number:	11126
Record Series Abstract:	Records consist of reports from third-party companies contracted by the state of Tennessee to administer the workers' compensation claims on behalf of the state. In addition, these records have documentation and approvals of workers compensation claims for approvals of state employees, but do not contain any medical records.
Record Series Active:	Yes
Cut Off at End of:	Calendar Year
If Other, Explain:	
Total Retention Years:	15
Total Retention Months:	0
Retention End Action:	Destroy
Disposition Notes:	Maintain in agency for fifteen (15) years; then destroy by state-approved methods.
Record Location:	312 Rosa L. Parks Blvd., TN Tower-16th Floor; Protected Leave (PL) office, Nashville, TN 37243
File Arrangement:	Chronological
Media Format Generated:	
Other Media Format Generated:	
Media Format Stored:	
Other Media Format Stored:	
Date Range:	2000 to present
Annual Accumulation:	Less than 1 cubic foot

Current Volume:	8 cubic feet
Record Value:	Administrative
Audit Requirements:	State
Information Shared Outside of State:	No
If Shared, List Agencies:	
Essential Record:	No
Essential Record Stored:	
Essential Record Media Type:	Paper
Confidential:	No
Confidential Legal Citation:	
Does this Record Series Contain Sensitive Information?	No
Media Recommendation Other:	
Agency Retention:	15 years
Records Center Retention Period:	n/a
Retention Legal Citation:	
Legal Citation PDF:	
Record Sample PDF:	2027.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	2016-01-14 No recommended changes.
Records Management Division (RMD)	2016-01-14 No recommended changes.
Comptroller Audit Review	2016-01-14 We have reviewed RDA 11126 from an audit standpoint. We concur with the recommended retention and disposition specifications.
Agency Records Officer	2015-08-26 RDA Updated to fifteen years along with more detail about what records are contained and the fact there are no medical records included. The 15 years should be sufficient to meet the publics need since this retention period is in line with the U.S. Department of Labor- Office of Workers Compensation Programs (NARA) Job Number N1-271-00-1 Received 2-29-00.
RMD Director	2016-02-03 RDA 11126 is a request for a new RDA. The abstract, disposition, and retention period were updated to match federal regulations. The retention period will be fifteen years and the format paper. Recommend approval to create RDA 11126.
Public Records Commission	2016-02-25 PRC approves RDA 11126.

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