



## Tennessee Secretary of State Tre Hargett

Records Management Division

RDA

### RDA Management System

<b>RDA</b>	
<b>Title:</b>	Military Active Duty Orders
<b>RDA Number:</b>	11127
<b>Record Series Abstract:</b>	Records consist of United States military active duty orders for state employee military personnel, and related records. These are utilized by the Tennessee Department of Human Resources to administer active duty employees' pay, benefits, sick leave, longevity pay, etc.
<b>Record Series Active:</b>	Yes
<b>Cut Off at End of:</b>	Other
<b>If Other, Explain:</b>	Upon separation of the employee
<b>Total Retention Years:</b>	5
<b>Total Retention Months:</b>	0
<b>Retention End Action:</b>	Destroy
<b>Disposition Notes:</b>	After separation of the employee, maintain in agency for five (5) years; then destroy by state-approved methods.
<b>Record Location:</b>	312 Rosa L. Parks Blvd., TN Tower-17th Floor; Agency Resource Center (ARC) file room, Nashville, TN 37243
<b>File Arrangement:</b>	Alphabetical
<b>Media Format Generated:</b>	
<b>Other Media Format Generated:</b>	
<b>Media Format Stored:</b>	
<b>Other Media Format Stored:</b>	
<b>Date Range:</b>	2001 to present
<b>Annual Accumulation:</b>	Less than 1 cubic foot

<b>Current Volume:</b>	5 cubic feet
<b>Record Value:</b>	Administrative
<b>Audit Requirements:</b>	State
<b>Information Shared Outside of State:</b>	No
<b>If Shared, List Agencies:</b>	
<b>Essential Record:</b>	No
<b>Essential Record Stored:</b>	
<b>Essential Record Media Type:</b>	
<b>Confidential:</b>	No
<b>Confidential Legal Citation:</b>	
<b>Does this Record Series Contain Sensitive Information?</b>	No
<b>Media Recommendation Other:</b>	
<b>Agency Retention:</b>	5 years
<b>Records Center Retention Period:</b>	n/a
<b>Retention Legal Citation:</b>	
<b>Legal Citation PDF:</b>	
<b>Record Sample PDF:</b>	2028.sample.pdf
<b>System Name:</b>	
<b>IT-ABC Number:</b>	
<b>Hardware Description:</b>	
<b>Software Description:</b>	
<b>System Location:</b>	
<b>Backup Procedures:</b>	

<b>Disaster Recovery:</b>	
<b>Data Migration Description:</b>	
<b>Metadata Description:</b>	

<b>RDA Comments</b>	
<b>Tennessee State Library and Archives</b>	<b>2015-08-06</b> TSLA concurs in RMD comment.
<b>Records Management Division (RMD)</b>	<b>2015-08-06</b> Please clarify if these records are to be kept permanently or destroyed. Please clarify if retention period satisfy public need. Please check if there are any federal or state legal citation.
<b>Comptroller Audit Review</b>	<b>2015-08-10</b> Audit concurs with RMD comments.
<b>Agency Records Officer</b>	<b>2015-08-20</b> These records are to be destroyed after the suggested 5 year retention period with none of them being kept permanently. These active duty military orders are only used to verify when a state employee was officially activated to assist in calculating proper pay and benefits from the state payroll. Public need is meant since according to SECNAVINST 5212.5C, these military orders are only retained by the Federal Government for 2 years then destroyed and the state is keeping them for 5 years. No state legal citation could be found at this time.
<b>RMD Director</b>	<b>2015-09-19</b> RDA 11127 is a request for a new RDA. The retention period will be for five years and destroy. The format will be paper. Recommend approval of request for new RDA 11127 with the following changes: Retention End Action - Destroy
<b>Public Records Commission</b>	<b>2015-10-13</b> PRC approves RDA 11127 with the following changes: Retention End Action - Destroy

<b>Contact Person</b>	
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<b>Zip:</b>	37243
<b>Agency:</b>	Dept. of Human Resources
<b>Allotment Code:</b>	31901