



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: 2030

RDA: 11128

Record Series Title: Strategic Learning Solutions Division Training Course Cover Sheets and Rosters

Record Series Abstract: Record series consists of training course cover sheets, rosters of training attendees and related items. These records are no longer generated, maintained, or utilized by the agency. The agency requests that the retention be set to zero (0) so these records may be destroyed.

Record Series Active: No

Cut Off at End of: Calendar Year

If Other, Explain:

Total Retention: 0 Years 0 Months

Retention End Action: Permanent

Disposition Notes: Maintain in agency zero (0) years; then destroy by state-approved methods.

## Worksheet

Worksheet ID: 2032

Record Location: 505 Deaderick Street James K. Polk Building, Nashville, TN 1st Floor SLS  
File Room

File Arrangement: Chronological

Media Format Generated: Paper

Media Format Stored: Paper: Sheet

Date Range: 1997-2010

Annual Accumulation: This record series is no longer generated.

Current Volume: 22 Cubic Feet

Record Value: Administrative

Audit Requirements: State

Reference Frequency: Current Year per Month: 0  
Past Year: 0  
2 - 5 Years: 0  
Over 5 Years: 0

Data Update Frequency: Yearly

Information Shared Outside of State: No

If Shared, List Agencies:

Essential Record: No

Essential Record Stored:

Essential Record Media Type:

Confidential: No

Confidential Legal Citation:

Media Recommendation:

Media Recommendation Other:

Agency Retention: 0

Agency Retention - Years Active: 0

Agency Retention - Years Inactive: n/a

Records Center Retention Period: n/a

Final Disposition after            Destroy  
Retention Expires:

Legal Citation:

**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>	<b>08-06-2015</b>	<b>Please explain reasoning of Permanent end action and notation of destruction in Record Series Abstract. Recommend 5 years retention period for records still in existence.</b>
<b>TSLA:</b>	<b>08-06-2015</b>	<b>TSLA concurs in RMD comment.</b>
<b>Audit:</b>	<b>2015-08-10</b>	<b>Audit concurs with RMD comments.</b>
<b>Agency:</b>	<b>08-20-2015</b>	<b>All paper version of these records are already beyond 5 years and since 2009 when Edison came on board this data has been captured electronically. We are merely creating this RDA to properly destroy the outdated records and then <del>IX</del> request a cancelation of this RDA.</b>
<b>RMD Director Recommendations:</b>	<b>00-00-0000</b>	

Signed Form Received: 00-00-0000

PRC Meeting Date: 00-00-0000

PRC Comments:

PRC Action: Pending

## Contact Information

Contact Name: Sharon Buwalda  
Job Title: Administrative Assistant  
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Address 2:  
City: Nashville  
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Phone: 615-741-4157  
Email: sharon.buwalda@tn.gov  
Agency: Dept. of Human Resources  
Agency Head: Rebecca Hunter  
Director: Steve Brown, DOHR Director of Records Management  
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:	<u>Steve Brown DIR. OF RECORDS</u>	Date:	<u>2015-09-01</u>
Director or Secondary Contact:	<u>Rebecca R Hunter</u>	Date:	<u>9/10/15</u>
Agency Head:		Date:	