



Tennessee Secretary of State Tre Hargett

Records Management Division

RDA

RDA Management System

RDA	
Title:	State Employee Suggestion Award Program
RDA Number:	000001603B
Record Series Abstract:	Files consist of Employee Suggestion Award Program forms and evaluations of the suggestions by the Tennessee Department of Human Resources.
Record Series Active:	Yes
Cut Off at End of:	Other
If Other, Explain:	Cutoff upon receipt of completed employee suggestion form.
Total Retention Years:	10
Total Retention Months:	0
Retention End Action:	Destroy
Disposition Notes:	After cutoff, maintain in agency for 10 years; then destroy by state-approved method.
Record Location:	312 Rosa L. Parks Blvd., TN Tower-16th Floor; Employee Relations (ER) Office, Nashville, TN 37243
File Arrangement:	Alphabetical
Media Format Generated:	
Other Media Format Generated:	
Media Format Stored:	
Other Media Format Stored:	
Date Range:	1977 to present
Annual Accumulation:	0.3 Cubic Feet 0.2 GB

Current Volume:	3 cu ft 2.8 GB
Record Value:	Administrative Fiscal
Audit Requirements:	State
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:	
Does this Record Series Contain Sensitive Information?	No
Media Recommendation Other:	
Agency Retention:	10 years
Records Center Retention Period:	N/A
Retention Legal Citation:	NO
Legal Citation PDF:	
Record Sample PDF:	1492.sample.pdf
System Name:	DOHR G 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:	No current migration of data needed, but in the event, data migration will occur when support for the existing file format is deemed obsolete or when software or hardware system changes require the movement of this electronic data from a specified format to a different file format. Annual reviews of this data will be conducted by DOHR's Records Director to ensure file formats are functional and operational. In the event migration is needed, the IT section and the Records Director will develop a solution to move data to a current file format that is appropriate to the RDA retention requirement for that specific data. This migration may include translation of the data to a current file format, conversion to an acceptable current file format to preserve the integrity of the information of the data, or movement of the data to a legacy architecture that maintains the environment where the format is considered current as long as this effort has full functional and operational support.
Metadata Description:	Content Subject/Title (AG03SDCWF00508\Data)(G:)\Data\Data\EMP_SUGG. Contains documents relating to suggestions made by employees on how to improve state processes or improvements and the cost savings associated. Date created June 2000. Located on OIR server (G) drive designated for use by the Department of Human Resources, 505 Deaderick St. James K. Polk Bldg. 1st Floor.

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 1603B from an audit standpoint. We concur with the recommended retention and disposition specifications.
Agency Records Officer	2015-09-01 Waiting for Print Signature option in RDA application.
RMD Director	2015-09-22 RDA 1603B is a request to revise an RDA. The retention period will change from thirty-two years to ten years. The format will change to paper/electronic. Recommend approval of request to revise RDA 1603B.
Public Records Commission	2015-10-13 PRC approves RDA 000001603B

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