



## Tennessee Secretary of State Tre Hargett

Records Management Division

RDA

### RDA Management System

RDA	
<b>Title:</b>	LONGEVITY PAYROLL PRINT-OUT, ROSTER RECORDS, PAYROLL REGISTERS, AND LONGEVITY PAYROLL REGISTERS. Record series is no longer generated by agency since Edison came on line in Sep 2008. Retiring RDA in September 2073.
<b>RDA Number:</b>	1626
<b>Record Series Abstract:</b>	THE RECORDS INCLUDE MONTHLY REPORTS & ROSTERS USED TO AUDIT PAYROLL HISTORY AND LONGEVITY FROM DEC 1974-SEP 2008
<b>Record Series Active:</b>	No
<b>Cut Off at End of:</b>	Other
<b>If Other, Explain:</b>	THE RECORDS ARE IMAGED ON MICRIFICHE AND SHOULD BE MAINTAINED FOR 65 YEARS.
<b>Total Retention Years:</b>	65
<b>Total Retention Months:</b>	0
<b>Retention End Action:</b>	Destroy
<b>Disposition Notes:</b>	STORED ON MICROFICHE WITHIN AGENCY AND SHOULD BE KEPT BEYOND THE POINT A STATE EMPLOYEE REQUESTS RETIREMENT BENEFITS/CREDIT
<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>	indexed alphabetically and by year.
<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>	Dec 1974 - Sep 2008
<b>Annual Accumulation:</b>	This record series not produced anymore.
<b>Current Volume:</b>	Approx. 470,000 sheets of microfilm
<b>Record Value:</b>	Administrative Fiscal Legal
<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>	65 years
<b>Records Center Retention Period:</b>	NA
<b>Retention Legal Citation:</b>	NO
<b>Legal Citation PDF:</b>	
<b>Record Sample PDF:</b>	
<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>2015-09-03</b> No recommended changes.
<b>Records Management Division (RMD)</b>	<b>2015-09-03</b> No recommended changes.
<b>Comptroller Audit Review</b>	<b>2015-09-03</b> We have reviewed RDA 1626 from an audit standpoint. We concur with the recommended retention and disposition specifications.
<b>Agency Records Officer</b>	<b>2015-09-01</b> No longer generated in September 2008 when Edison came on line and currently each agency has access to this data through Edison.
<b>RMD Director</b>	<b>2015-09-22</b> RDA 1626 is a request to revise an RDA. The retention period will change from one hundred and fifty years to sixty-five years. The records series is no longer generated as agency indicates these records are now generated by Department of Treasury. Recommend approval of request to revise RDA 1626.
<b>Public Records Commission</b>	<b>2015-10-13</b> PRC approves RDA 1626.

<b>Contact Person</b>	
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<b>Allotment Code:</b>	31901