

STATE OF TENNESSEE RDA Report



Agency: *Statewide*

Total Agency RDA Count: 23

STATE OF TENNESSEE RDA Report



Allotment Code: N/A

Allotment Code Count: 23

Agency: **Statewide**

RDA #	Record Series	One-Time RDA	
00000S1376	FORMS JUSTIFICATION AND APPROVAL	<input type="checkbox"/>	
Effective (Approved) Date	Revision Date	Allotment Code	Media
8/28/1990		N/A	
Governing Laws			
Record Series Abstract			
FILES CONSISTS OF FORMS JUSTIFICATION AND APPROVAL REQUEST AND A SAMPLE COPY OF THE FORM SUBMITTED FOR APPROVAL. INCLUDES ELECTRONIC MEDIA THAT COMMUNICATES THE ABOVE.			
Disposition Abstract			
RETAIN IN ACTIVE FILES UNTIL FORMS APPROVED BY THE RECORDS MANAGEMENT DIVISION HAVE BEEN SUPERSEDED OR DELETED BY THE AGENCY.			
Vital Record	Confidential	TSLA	Permanent Retention
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retention			
0 Yr. Active, 0 Yr. Dormant			
Notes			

STATE OF TENNESSEE

RDA Report



Agency: **Statewide**

RDA #		Record Series	One-Time RDA
00000S1523		CERTIFICATION OF ELIGIBLES FILES	<input type="checkbox"/>
Effective (Approved) Date	Revision Date	Allotment Code	Media
11/3/1997		N/A	
Governing Laws			
Record Series Abstract			
FILES CONSIST OF COPIES OF CERTIFICATION OF ELIGIBLES, LETTERS TO APPLICANTS, EMPLOYMENT APPLICATIONS, AND ANY RELATED CORRESPONDENCE.			
Disposition Abstract			
DESTROY AFTER 3 YEARS AND AUDIT.			
Vital Record	Confidential	TSLA	Permanent Retention
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retention			
3 Yr. Active, 0 Yr. Dormant			
Notes			

STATE OF TENNESSEE

RDA Report



Agency: **Statewide**

RDA #		Record Series	One-Time RDA
00000S1913		DAILY TRANSACTION REGISTERS (858)	<input type="checkbox"/>
Effective (Approved) Date	Revision Date	Allotment Code	Media
11/3/1997		N/A	
Governing Laws			
Record Series Abstract			
RECORDS CONSIST OF DAILY TRANSACTION REGISTERS ON THE VARIOUS DOCUMENTS PROCESSED, EXCEPT FOR DISBURSEMENT VOUCHERS. THIS RDA IS NOT APPLICABLE FOR THE DIVISION OF ACCOUNTS, FINANCE AND ADMINISTRATION.			
Disposition Abstract			
MAINTAIN RECORDS IN OFFICE BY EFFECTIVE MONTH. DESTROY RECORDS AFTER MONTHLY ACCOUNTING REPORTS HAVE BEEN REVIEWED.			
Vital Record	<input type="checkbox"/>	Confidential	<input type="checkbox"/>
TSLA	<input type="checkbox"/>	Permanent Retention	<input type="checkbox"/>
Retention			
0 Yr. Active, 0 Yr. Dormant			
Notes			

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RDA Report



Agency: **Statewide**

RDA #		Record Series	One-Time RDA
00000S1914		DAILY ERROR REPORTS (REPORT 361)	<input type="checkbox"/>
Effective (Approved) Date	Revision Date	Allotment Code	Media
11/3/1997		N/A	
Governing Laws			
Record Series Abstract			
RECORDS CONSIST OF REPORT (361) GENERATED OFF STARS TO IDENTIFY ERRORS. THIS RDA IS NOT APPLICABLE FOR THE DIVISION OF ACCOUNTS, FINANCE AND ADMINISTRATION.			
Disposition Abstract			
MAINTAIN IN OFFICE ONE (1) WEEK AND THEN DESTROY.			
Vital Record	<input type="checkbox"/>	Confidential	<input type="checkbox"/>
TSLA	<input type="checkbox"/>	Permanent Retention	<input type="checkbox"/>
Retention			
0 Yr. Active, 0 Yr. Dormant			
Notes			

STATE OF TENNESSEE RDA Report



Agency: **Statewide**

RDA #		Record Series	One-Time RDA
00000S1916		REPORT OF WARRANTS BY DUE DATE(#827)&(#828)	<input type="checkbox"/>
Effective (Approved) Date	Revision Date	Allotment Code	Media
11/3/1997		N/A	
Governing Laws			
Record Series Abstract			
RECORDS CONSIST OF DAILY REPORT OF WARRANTS BY DUE DATE (REPORT 827) AND DAILY IT BATCH STATUS REPORT (REPORT 828).			
Disposition Abstract			
MAINTAIN RECORDS IN OFFICE ONE (1) WEEK AND THEN DESTROY.			
Vital Record	<input type="checkbox"/>	Confidential	<input type="checkbox"/>
TSLA	<input type="checkbox"/>	Permanent Retention	<input type="checkbox"/>
Retention			
0 Yr. Active, 0 Yr. Dormant			
Notes			

STATE OF TENNESSEE RDA Report



Agency: **Statewide**

RDA #		Record Series	One-Time RDA
00000S2953		STUDENT ACADEMIC RECORDS (K-12)	<input type="checkbox"/>
Effective (Approved) Date	Revision Date	Allotment Code	Media
4/5/2005		N/A	PAPER
Governing Laws			
YES, TCA 10-7-504			
Record Series Abstract			
RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO INSTITUTION ACADEMIC TRANSCRIPTS; GRADE REPORTS; RECORDS OF GRADE CHANGES; STANDARDIZED EXAM REPORTS LETTER OF RECOMMENDATION; BIRTH RECORDS, GPA, CLASS RANK, LETTERS OF RECOMMENDATION; AND RELATED DOCUMENTATION			
Disposition Abstract			
THE FILES ARE TO BE CUT OFF AT DISCHARGE OF GRADUATION THEN, MAINTAIN IN AGENCY; THEN MAINTAIN PERMANENTLY.			
Vital Record	<input type="checkbox"/>	Confidential	<input type="checkbox"/>
TSLA	<input type="checkbox"/>	Permanent Retention	<input checked="" type="checkbox"/>
Retention			
Permanent Retention			
Notes			

STATE OF TENNESSEE RDA Report



Agency: **Statewide**

RDA # 0000S10115		Record Series BACKUP FILES (STATEWIDE:ELECTRONIC)		One-Time RDA <input type="checkbox"/>
Effective (Approved) Date 8/29/2000	Revision Date	Allotment Code N/A	Media	
Governing Laws				
Record Series Abstract A COPY OF A COMPUTER FILES(S) OR DATA TO BE USED IN THE EVENT THE ORIGINAL IS LOST, DAMAGED, OR DESTROYED.				
Disposition Abstract FILES WILL BE MAINTAINED IN ACCORDANCE WITH AGENCY POLICY AND PROCEDURE, BUT UNDER NO CIRCUMSTANCE WILL BACKUP DATA OR INFO EXIST PAST THE LIFE OF THE PRIMARY RECORD.				
Vital Record <input type="checkbox"/>	Confidential <input type="checkbox"/>	TSLA <input type="checkbox"/>	Permanent Retention <input type="checkbox"/>	
Retention 0 Yr. Active, 0 Yr. Dormant				
Notes				

STATE OF TENNESSEE RDA Report



Agency: **Statewide**

RDA #		Record Series	One-Time RDA
00S1603REV		STATE EMPLOYEE SUGGESTION AWARD PROGRAM	<input type="checkbox"/>
Effective (Approved) Date	Revision Date	Allotment Code	Media
3/24/1988		N/A	
Governing Laws			
Record Series Abstract			
FILES CONSIST OF EMPLOYEE SUGGESTION AWARD PROGRAM FORMS (PR-0185) AND EMPLOYEE SUGGESTION EVALUATION FORMS (PR-0190). USED TO ALLOW STATE EMPLOYEES TO PARTICIPATE IN THE PROGRAM BY SUBMITTING IDEAS FOR WAYS TO IMPROVE STATE			
Disposition Abstract			
UPON COMPLETION OF EVALUATION, TRANSFER TO INACTIVE FILES AND HOLD ONE (1) YEAR AFTER CURRENTYEAR. MICROFILM AFTER THE ONE (1) YEAR PERIOD HAS EXPIRED PRODUCING ONE (1) SILVER NEGATIVE AND ONE (1) DIAZO DUPLICATE. UPON VERIFICATION, DESTROY.			
Vital Record	<input type="checkbox"/>	Confidential	<input type="checkbox"/>
TSLA	<input type="checkbox"/>	Permanent Retention	<input type="checkbox"/>
Retention			
2 Yr. Active, 30 Yr. Dormant			
Notes			

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Agency: **Statewide**

RDA #		Record Series		One-Time RDA
SW01		ACCOUNTING JOURNAL VOUCHERS AND DEPOSITS SLIPS		<input type="checkbox"/>
Effective (Approved) Date	Revision Date	Allotment Code	Media	
11/29/2010		N/A		
Governing Laws				
Record Series Abstract				
DOCUMENTS RELATING TO ACCOUNTS RECEIVABLES AND DEPOSITS WITH SUPPORTING DOCUMENTATIONEXAMPLES: JOURNAL VOUCHER TYPE A, DEPOSIT SLIP TYPE C, ACCRUED LIABILITY JOURNAL VOUCHER TYPE G, FRONT-END JOURNAL VOUCHER TYPE I, JOURNAL VOUCHER TYPE J, WARRANT CANG				
Disposition Abstract				
FILES ARE TO BE CUT OFF AT THE END OF THE FISCAL YEAR. DESTROY THE FILES AFTER THE REQUIRED AUDIT OR WHEN 5 YEARS OLD, WHICHEVER OCCURS FIRST.				
Vital Record	<input type="checkbox"/>	Confidential	<input type="checkbox"/>	TSLA
				<input type="checkbox"/>
Permanent Retention				
<input type="checkbox"/>				
Retention				
AUDIT OR 5 YEARS ACTIVE				
Notes				
FORMER RDA's MERGED: S1725, S1729, S1730, S1731, S1732, S1733, S1734, S1735, S1736, S1737, S1738, S1739, S1740, S1915				

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Agency: **Statewide**

RDA #		Record Series		One-Time RDA
SW02		ACCOUNTING REPORTS		<input type="checkbox"/>
Effective (Approved) Date	Revision Date	Allotment Code	Media	
11/30/2010		N/A		
Governing Laws				
Record Series Abstract				
DOCUMENTS RELATING TO MONTHLY ACCOUNTING REPORTS, BUDGET WORKING PAPERS, AND BUDGET REQUESTS. EXAMPLES: ACCOUNTING REPORTS FROM THE STARS SYSTEM - 801, 802, 803, 804, 805, 807, 808, 815, 818, 820, 821, 822, 823, 829, 830, 831, 832, 834, 837, 838, 839, 8				
Disposition Abstract				
FILES ARE TO BE CUT OFF AT THE END OF THE FISCAL YEAR. DESTROY THE FILES AFTER THE REQUIRED AUDIT OR WHEN 5 YEARS OLD, WHICHEVER OCCURS FIRST.				
Vital Record	<input type="checkbox"/>	Confidential	<input type="checkbox"/>	TSLA
				<input type="checkbox"/>
Retention				
AUDIT OR 5 YEARS ACTIVE				
Notes				
FORMER RDA's MERGED: S1912, S1917, S2159				

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Agency: **Statewide**

RDA #		Record Series		One-Time RDA
SW03		HUMAN RESOURCES DOCUMENTS		<input type="checkbox"/>
Effective (Approved) Date	Revision Date	Allotment Code	Media	
11/29/2010		N/A	PAPER	
Governing Laws				
Record Series Abstract				
DOCUMENTS PERTAINING TO OFFICE PERSONNEL LOCATOR INFORMATION, SUPERVISOR/AGENCY EMPLOYEE INFORMATION, AND SEPARATED EMPLOYEE RECORDSEXAMPLES: CARDS OR SHEETS SHOWING NAME, ADDRESS AND TELEPHONE NUMBER AND SIMILAR DATA FOR EACH OFFICE EMPLOYEE; PRINTOU				
Disposition Abstract				
FILES ARE TO BE CUT OFF WHEN THE EMPLOYEE TERMINATES. THEN TRANSFER THE FILES TO RECORDS MANAGEMENT WHERE THEY SHOULD BE MAINTAINED (INACTIVE) 75 YEARS. THEN DESTROY.				
Vital Record	<input type="checkbox"/>	Confidential	<input type="checkbox"/>	TSLA
				<input type="checkbox"/>
Retention				
75 YEARS INACTIVE				
Notes				
FORMER RDA's MERGED: S470-2, S470-3, S470-5, S1280				

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RDA #		Record Series		One-Time RDA	
SW04		EMPLOYEE MEDICAL RECORDS		<input type="checkbox"/>	
Effective (Approved) Date	Revision Date	Allotment Code	Media		
11/29/2010		N/A			
Governing Laws					
29 CFR 1910.1020					
Record Series Abstract					
DOCUMENTS RELATING TO CONFIDENTIAL EMPLOYEE MEDICAL RECORDS EXAMPLES: DOCUMENTATION OF PHYSICALS AND HEALTH STATUS, AA TREATMENT STATEMENT, DRUG RELATED TREATMENT, INJURED IN THE LINE OF DUTY AND WORKERS COMPENSATION CLAIMS					
Disposition Abstract					
FILES ARE TO BE CUT OFF WHEN EMPLOYEE TERMINATES. THEN TRANSFER THE FILES TO RECORDS MANAGEMENT WHERE THEY SHOULD BE MAINTAINED (INACTIVE) 30 YEARS. THEN DESTROY.					
Vital Record	<input type="checkbox"/>	Confidential	<input type="checkbox"/>	TSLA	<input type="checkbox"/>
Retention					
30 YEARS INACTIVE					
Notes					
FORMER RDA's MERGED: S2418, S2489					

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RDA #		Record Series		One-Time RDA	
SW05		ADMINISTRATIVE DOCUMENTS		<input type="checkbox"/>	
Effective (Approved) Date	Revision Date	Allotment Code	Media		
11/30/2010		N/A			
Governing Laws					
Record Series Abstract					
DOCUMENTS THAT RELATE TO THE DAY-TO-DAY ADMINISTRATION OF PERSONNEL; POLICIES, PROCEDURES, AND RULES; INSTRUCTIONAL DOCUMENTS; DOCUMENTS RELATED TO SUPPLIES AND EQUIPMENT, SECURITY AGREEMENTS, OFFICE FINANCIAL FILES; AND SPACE ASSIGNMENT DOCUMENTSEXAMPL					
Disposition Abstract					
FILES ARE TO BE CUT OFF ANNUALLY AND MAINTAINED IN THE AGENCY (ACTIVE) 2 YEARS, THEN DESTROYED.					
Vital Record		Confidential		TSLA	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Permanent Retention					
<input type="checkbox"/>					
Retention					
2 YEARS ACTIVE					
Notes					
FORMER RDA's MERGED: S470-1, S836-1, S836-2, S836-3, S836-4, S836-5, S836-6, S836-7, S836-10, S836-11, S836-12, S836-13, S836-14, S836-15, S836-17					

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Agency: **Statewide**

RDA #		Record Series	One-Time RDA
SW06		BOARDS AND COMMISSIONS DOCUMENTS	<input type="checkbox"/>
Effective (Approved) Date	Revision Date	Allotment Code	Media
11/23/2010		N/A	
Governing Laws			
Record Series Abstract			
DOCUMENTS OR RECORDINGS RELATING TO MEETINGS OF BOARDS, COMMISSIONS, COUNCILS, AND COMMITTEES. ALSO, DOCUMENTS RELATING TO ALL RESPONSIBILITY OF AGENCY HEADS, SUCH AS CORRESPONDENCE OR MEMOS TO INTERNAL PERSONNEL, OFFICIALS OF OTHER STATE AGENCIES (INCLU			
Disposition Abstract			
FILES ARE TO BE CUT OFF ANNUALLY AND MAINTAINED IN THE AGENCY (ACTIVE) 3 YEARS, THEN TRANSFERRED TO TENNESSEE STATE LIBRARY AND ARCHIVES WHERE THEY WILL BE PERMANENTLY RETAINED.			
Vital Record	<input type="checkbox"/>	Confidential	<input type="checkbox"/>
TSLA	<input checked="" type="checkbox"/>	Permanent Retention	<input type="checkbox"/>
Retention			
3 YEARS ACTIVE, TSLA			
Notes			
FORMER RDA's MERGED: S528, S1615			

kevin.callaghan@tn.gov | [Logout](#)[Request New RDA](#) | [List of RDAs](#) | [Public Page](#) | [RMD Admin](#) | [PRC Admin](#)

Tennessee Secretary of State Tre Hargett
Records Management Division
RDA

RDA Management System

RDA Details

Add instructions

RDA

Agency:	Statewide
ID:	1798
RDA:	SW07
Record Series Title:	TRAVEL AUTHORIZATION FILES
Record Series Abstract:	DOCUMENTS RELATING TO REQUESTS AND AUTHORIZATIONS FOR IN-STATE AND OUT-OF-STATE TRAVEL AND RELATED CORRESPONDENCE, INCLUDING COST ESTIMATES FOR TRAVEL
Record Series Active:	Yes
Cut Off at End of:	Fiscal Year
If Other, Explain:	
Total Retention:	5 Years 0 Months
Retention End Action:	Destroy
Disposition Notes:	FORMER RDA: S470-6 Any records relative to Board or Commissioner level travel should be considered part of SW06 (Board and Commission Documents) and SW08 (Commissioner's Subject Files) If documents are transferred from paper to digital

image the agency is responsible to verify the legibility and accuracy of the record before destroying the original.

View Signed
Form:

[View Form](#)

Worksheet

Worksheet ID:	1798
Record Location:	Varies according to agency.
File Arrangement:	Alpha Numeric
Media Format Generated:	Both
Media Format Stored:	Paper/Electronic
Date Range:	current
Annual Accumulation:	Varies according to agency
Current Volume:	Varies according to agency
Record Value:	Administrative, Fiscal
Audit Requirements:	State
Reference Frequency:	Current Year per Month: 0 Past Year: 0 2 - 5 Years: 0 Over 5 Years: 0
Data Update Frequency:	Monthly
Information Shared Outside of State:	No
If Shared, List Agencies:	
Essential Record:	FALSE
Essential Record Stored:	
Essential Record Media Type:	
Confidential:	FALSE

Confidential Legal
Citation:

Media Recommendation: Current Format

Media Recommendation
Other:

Agency Retention: 5 years

Agency Retention -
Years Active: 5

Agency Retention -
Years Inactive: 0

Records Center
Retention Period: 0

Final Disposition after
Retention Expires: Destroy

Legal Citation:

Record Sample: No Sample

Legal Documentation: No Legal Documentation

Electronic Records Plan Inventory

System Name: Varies according to agency.

IT-ABC Number:

Hardware Description: Varies according to agency. Agency is responsible for maintaining the records according to the Electronic Records policy and industry standards.

Software Description: Varies according to agency. Agency is responsible for maintaining the records according to the Electronic Records policy and industry standards.

System Location: Varies according to agency. Agency is responsible for maintaining the records according to the Electronic Records policy and industry standards.

Backup Procedures: Varies according to agency. Agency is responsible for maintaining the records according to the Electronic Records policy and industry standards.

Disaster Recovery: Varies according to agency. Agency is responsible for maintaining the records according to the Electronic Records policy and industry standards.

Data Migration Description: Varies according to agency. Agency is responsible for maintaining the records according to the Electronic Records policy and industry standards.

Metadata Description: Varies according to agency. Agency is responsible for maintaining the records according to the Electronic Records policy and industry standards.

Contact Information

Contact Name: Kevin Callaghan

Job Title: Director Records Management Division

Address 1: 8th Floor TN Tower

Address 2:

City: Nashville

Zip: 37243

Phone: 615-253-4566

Email: kevin.callaghan@tn.gov

Agency: Statewide

Agency Head: Tre Hargett

Director: Cody York

Allotment Code:

Status

Action Requested: New RDA

Submitted Online: 06-04-2013

Comments

	Date	Comments
Records Management Division:	06-10-2013	The proposed RDA meets retention and disposition standards. There are minor corrections to the Cut Off Period from Calendar to Fiscal Year.
TSLA:	06-06-2013	TSLA concurs with RMD comment.

Audit:	2013-06-10	We have reviewed RDA SW07 from an audit standpoint. We concur with the recommended retention and disposition specifications.
Agency:	06-10-2013	Not Applicable since it is a statewide rda.
RMD Director Recommendations:	06-05-2013	The proposed RDA SW07 meets retention and disposition standards.

Signed Form Received: 06-10-2013

PRC Meeting Date: 06-11-2013

PRC Comments: For Cut Off change Calendar Year to Fiscal Year.

PRC Action: Approved with Changes

RDA History

ID	RDA	PRC Reviewed	PRC Action
1798	SW07	2013-06-11	Approved with Changes

Tennessee Secretary of State Tre Hargett
 Records Management
 312 Rosa L. Parks Avenue, Snodgrass Tower, 8th Floor
 Nashville, TN 37243
 615-741-2650
Kevin.Callaghan@tn.gov

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STATE OF TENNESSEE

RDA Report



Agency: **Statewide**

RDA #		Record Series	One-Time RDA
SWo8		COMMISSIONER'S SUBJECT FILES	<input type="checkbox"/>
Effective (Approved) Date	Revision Date	Allotment Code	Media
11/29/2010		N/A	
Governing Laws			
Record Series Abstract			
DOCUMENTS RELATING TO ALL AREAS OF THE COMMISSIONER AND HIS EXECUTIVE STAFFEXAMPLES: CORRESPONDENCE AND MEMORANDUMS WITH INTERNAL PERSONNEL OFFICIALS OF OTHER STATE AGENCIES INCLUDING THE GOVERNOR AND GENERAL ASSEMBLY			
Disposition Abstract			
FILES ARE TO BE CUT OFF UPON TERMINATION OF APPOINTMENT AND MAINTAINED IN THE AGENCY (ACTIVE) 3 YEARS. THEN TRANSFER THE FILES TO RECORDS MANAGEMENT WHERE THEY SHOULD BE MAINTAINED (INACTIVE) 4 YEARS. LASTLY, TRANSFER THE FILES TO TENNESSEE STATE LIBRAR			
Vital Record	Confidential	TSLA	Permanent Retention
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Retention			
3 YEARS ACTIVE, 4 YEARS INACTIVE, TSLA			
Notes			
FORMER RDA: S590			

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Agency: **Statewide**

RDA #		Record Series	One-Time RDA
SW09		ATTENDANCE AND LEAVE RECORDS	<input type="checkbox"/>
Effective (Approved) Date	Revision Date	Allotment Code	Media
11/29/2010		N/A	
Governing Laws			
Record Series Abstract			
DOCUMENTS RELATING TO ATTENDANCE AND LEAVE, INCLUDING CORRESPONDENCE SUCH AS NOTICE OF HOLIDAYS AND HOURS WORKED			
Disposition Abstract			
FILES ARE TO BE CUT OFF ANNUALLY AND MAINTAINED IN THE AGENCY (ACTIVE) 3 YEARS, THEN DESTROYED.			
Vital Record	<input type="checkbox"/>	Confidential	<input type="checkbox"/>
TSLA	<input type="checkbox"/>	Permanent Retention	<input type="checkbox"/>
Retention			
3 YEARS ACTIVE			
Notes			
FORMER RDA: S1505			

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Agency: **Statewide**

RDA #		Record Series	One-Time RDA
SW10		REAL PROPERTY LEASE FILES	<input type="checkbox"/>
Effective (Approved) Date	Revision Date	Allotment Code	Media
11/29/2010		N/A	PAPER
Governing Laws			
TCA 12-2-108(C); TCA 10-7-303(E)			
Record Series Abstract			
DOCUMENTS RELATING TO THE LEASE SPACE HOUSING STATE AGENCIES AND DEPARTMENTS. EXAMPLES: SPACE ACTION REQUEST FORM (FA-0006), RFP, AND RELATED CORRESPONDENCE			
Disposition Abstract			
FILES ARE TO BE IMMEDIATELY TRANSFERRED TO FINANCE & ADMINISTRATION REAL PROPERTY DIVISION WHERE THEY WILL BE PERMANENTLY RETAINED.			
Vital Record	Confidential	TSLA	Permanent Retention
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Retention			
PERMANENT RETENTION WITH F&A			
Notes			
FORMER RDA: S1685*THIS RDA WILL BE MODIFIED AND MICROFILM REQUIREMENTS WILL BE ADDED AT A FUTURE DATE			

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Agency: **Statewide**

RDA #		Record Series	One-Time RDA
SW11		INTERNAL AUDIT REPORTS AND WORKING PAPERS	<input type="checkbox"/>
Effective (Approved) Date	Revision Date	Allotment Code	Media
11/29/2010		N/A	
Governing Laws			
Record Series Abstract			
DOCUMENTS RELATING TO INTERNAL AUDIT REPORTS AND WORKING PAPERS THAT ARE SUBMITTED TO THE COMMISSIONER AND COMPTROLLER			
Disposition Abstract			
FILES ARE TO BE CUT OFF ANNUALLY AND MAINTAINED IN THE AGENCY (ACTIVE) 10 YEARS, THEN DESTROYED.			
Vital Record	<input type="checkbox"/>	Confidential	<input type="checkbox"/>
TSLA	<input type="checkbox"/>	Permanent Retention	<input type="checkbox"/>
Retention			
10 YEARS ACTIVE			
Notes			
FORMER RDA: S2099			

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RDA #		Record Series	One-Time RDA
SW12		CONTRACTS AND REQUESTS FOR PROPOSALS (RFP'S)	<input type="checkbox"/>
Effective (Approved) Date	Revision Date	Allotment Code	Media
11/29/2010		N/A	
Governing Laws			
Record Series Abstract			
DOCUMENTS RELATING TO CONTRACTS BETWEEN STATE AGENCIES AND VENDORS			
Disposition Abstract			
FILES ARE TO BE CUT OFF UPON TERMINATION OF CONTRACT. DESTROY THE FILES AFTER THE REQUIRED AUDIT OR WHEN 5 YEARS OLD, WHICHEVER OCCURS FIRST.			
Vital Record	Confidential	TSLA	Permanent Retention
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retention			
AUDIT OR 5 YEARS ACTIVE			
Notes			
FORMER RDA: S2272			

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RDA #		Record Series	One-Time RDA
SW13		VOTER REGISTRATION DECLINATION FILES	<input type="checkbox"/>
Effective (Approved) Date	Revision Date	Allotment Code	Media
11/29/2010		N/A	PAPER
Governing Laws			
TCA 2-2-202			
Record Series Abstract			
DOCUMENTS RELATING TO DECLINATION OF VOTER REGISTRATION			
Disposition Abstract			
FILES ARE TO BE CUT OFF ANNUALLY AND MAINTAINED IN THE AGENCY (ACTIVE) 2 YEARS, THEN DESTROYED.			
Vital Record	Confidential	TSLA	Permanent Retention
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retention			
2 YEARS ACTIVE			
Notes			
FORMER RDA: S2922			

STATE OF TENNESSEE

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Agency: Statewide

RDA #		Record Series	One-Time RDA
SW14		DISCRIMINATION AND WORKPLACE HARASSMENT INVESTIGATIONS	<input type="checkbox"/>
Effective (Approved) Date	Revision Date	Allotment Code	Media
11/29/2010		N/A	PAPER
Governing Laws			
Record Series Abstract			
DOCUMENTS RELATING TO DISCRIMINATION AND WORKPLACE HARASSMENT INVESTIGATIONS EXAMPLES: INVESTIGATION INTAKE/REFERRAL (PR-0411), INVESTIGATION MEMOS, EQUAL EMPLOYMENT OPPORTUNITY COMMISSION CHARGES/DOCUMENTS, TENNESSEE HUMAN RIGHTS COMMISSION CHARGES/DO			
Disposition Abstract			
FILES ARE TO BE CUT OFF ANNUALLY AND MAINTAINED IN THE AGENCY (ACTIVE) 5 YEARS, THEN DESTROYED.			
Vital Record	<input type="checkbox"/>	Confidential	<input type="checkbox"/>
TSLA	<input type="checkbox"/>	Permanent Retention	<input type="checkbox"/>
Retention			
5 YEARS ACTIVE			
Notes			
FORMER RDA: S2963			

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Agency: **Statewide**

RDA #		Record Series		One-Time RDA
SW15		ANNUAL REPORTS		<input type="checkbox"/>
Effective (Approved) Date	Revision Date	Allotment Code	Media	
12/22/2010		N/A	PAPER	
Governing Laws				
TCA 4-4-114				
Record Series Abstract				
DOCUMENTS RELATING TO ANNUAL REPORTS PREPARED BY ALL AGENCIES.				
Disposition Abstract				
FILES ARE TO BE CUT OFF ANNUALLY AND MAINTAINED IN THE AGENCY (ACTIVE) 5 YEARS, THEN TRANSFERRED TO TENNESSEE STATE LIBRARY AND ARCHIVES WHERE THEY WILL BE PERMANENTLY RETAINED.				
Vital Record	Confidential	TSLA	Permanent Retention	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Retention				
5 YEARS ACTIVE, TSLA				
Notes				
FORMER RDA: S718				