



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: 330

RDA: 1626

Record Series Title: 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.

Record Series Abstract: THE RECORDS INCLUDE MONTHLY REPORTS & ROSTERS USED TO AUDIT PAYROLL HISTORY AND LONGEVITY FROM DEC 1974-SEP 2008

Record Series Active: Yes

Cut Off at End of: Other

If Other, Explain: THE RECORDS ARE IMAGED ON MICRIFICHE AND SHOULD BE MAINTAINED FOR 6 YEARS.

Total Retention: 65 Years 0 Months

Retention End Action: Destroy

Disposition Notes: STORED ON MICROFICHE WITHIN AGENCY AND SHOULD BE KEPT BEYOND THE POINT A STATE EMPLOYEE REQUESTS RETIREMENT BENEFITS/CREDIT



Worksheet

Worksheet ID: 330

Record Location: 505 Deaderick St. Nashville, TN 37243. James K. Polk Bldg. 2nd floor.

File Arrangement: indexed alphabetically and by year.

Media Format Generated:

Media Format Stored: MICROFILM

Date Range: Dec 1974 - Sep 2008

Annual Accumulation: This record series not produced anymore.

Current Volume: Approx. 470,000 sheets of microfilm

Record Value: Administrative, Fiscal, Legal

Audit Requirements: State

Reference Frequency: Current Year per Month: 25
Past Year: 300
2 - 5 Years: 600
Over 5 Years: 1500

Data Update Frequency:

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:

Media Recommendation Other:

Agency Retention: 65 years

Agency Retention - Years Active:

Agency Retention - Years Inactive:

Records Center Retention Period: NA

Final Disposition after Destroy

Retention Expires:

Legal Citation: NO

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: 09-01-2015
 Comments

	Date	Comments
Records Management Division:	08-06-2015	Please provide date when records were no longer generated, and whom and where these records are being maintained.
TSLA:	08-06-2015	TSLA concurs in RMD comment.
Audit:	2015-08-10	Audit concurs with RMD comments.
Agency:	09-01-2015	No longer generated in September 2008 when Edison came on line and currently each agency has access to this data through Edison.
RMD Director Recommendations:	00-00-0000	

Signed Form Received: 00-00-0000
 PRC Meeting Date: 00-00-0000
 PRC Comments:
 PRC Action: Pending

Contact Information

Contact Name: Steve Brown
Job Title: Director, Quality Assurance & Records Management
Address 1: 505 Deaderick Street James K. Polk Building
Address 2:
City: Nashville
Zip: 37243-0635
Phone: 6157410668
Email: steve.brown@tn.gov
Agency: Dept. of Human Resources
Agency Head: Rebecca Hunter
Director: Steve Brown
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: Steve BROWN DIR. OF RECORDS Date: 2015-09-01

Director or Secondary Contact: _____ Date: _____

Agency Head: Rebecca R Hunter Date: 9/10/15