



MEDICAL FACILITIES PROJECT CONSTRUCTION FILES

Core Data

RDA Number:	495
Effective Date:	2022-04-25
Record Series Abstract:	These files are a reproduction of all technical drawings or engineering drawings used to build or renovate our Health Care Facilities. They contain interior, exterior, complete facility, mechanical and technical blueprints for components, electrical wiring relate to each drawing as required by the State of TN. The drawings or blueprints are kept organized in storage cabinets and flat files and some roll files in shallow file drawers allowing documents to be laid flat for storage. Roll files requiring less space are rolled up and sored in upright or side-access cabinets.
Record Series Active:	Yes
Cut Off at End of:	Other
Total Retention Years:	5
Total Retention Months:	0
Retention End Action:	Destroy
Disposition Notes:	Records are generated and stored in paper and electronic. Project files will be maintained in agency for 2 years then sent to the document center and maintained for 3 years. Once retention period expires records are destroyed by state approved methods or returned to facility/owner at their request.
RDA Signed Agency Form:	495.pdf



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Worksheet (A)

Record Location:	665 Mainstream; 2nd floor
File Arrangement:	alpa numeric
Media Format Generated:	Electronic Paper
Media Format Generated Summary:	Electronic: Other Paper: Sheet Paper: Oversized Paper: Other
Media Format Stored:	Electronic Paper
Media Format Stored Summary:	Electronic: Other Paper: Sheet Paper: Oversized Paper: Other
Date Range:	2015 to current
Agency:	Dept. of Health
Allotment Code:	343.05
Annual Accumulation:	53 cu ft / 2GB
Current Volume:	100cu. ft. /31.74gb



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Worksheet (B)

Record Value:	Administrative
Audit Requirements:	State
Information Shared Outside the State:	Yes
Shared Agencies:	Architects and Engineers
Essential Record:	Yes - Original
Confidential:	No
Does this record series contain sensitive information?:	No
Agency Retention:	5
Retention Legal Citation:	NO
Record Sample PDF:	



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Electronic Records Plan Inventory

System Name:	Filenet
Hardware Description:	Dell server 6850
Software Description:	Windows Server 2003 FileNet version 4.04
System Location:	STS Data Center North/South
Backup Procedures:	Nightly by STS
Disaster Recovery:	Disaster Recovery plan for Dept. of Health on file with STS
Data Migration Description:	Java application which connects to Legacy System and converts information to the current enterprise offering
Metadata Description:	Document type, profession code, file number, retention, and page count. These core data elements enable retrieval of the records image and complete data of the record searched.



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RDA Comments

Records Management Division (RMD)	2022-03-31 No recommended changes.
Tennessee State Library and Archives	2022-04-05 No recommended changes.
Comptroller Audit Review	2022-04-01 We have reviewed RDA 495 from an audit standpoint. We concur with the recommended retention and disposition specifications.
Agency Records Officer	2022-04-06 Thank You.
RMD Director	2022-04-07 RDA 495 is a request to revise an RDA. The retention period will increase from two years to five years and destroy. The format will be paper/electronic. The Abstract, Cut Off, Disposition Notes, and Worksheet have been updated. Recommend approval of the request to revise RDA 495.
Public Records Commission	2022-04-25 PRC approves RDA 495