COMPREHENSIVE RETENTION SCHEDULE

Core Data

RDA Number:	1851
Effective Date:	1992-03-27
Record Series Abstract:	BUSINESS RECORDS, PERSONNEL RECORDS, STUDENT RECORDS AND MISCELLANEOUS.
Record Series Active:	Yes
Cut Off at End of:	Other
Total Retention Years:	0
Total Retention Months:	0
Retention End Action:	Destroy
Disposition Notes:	Attached retention schedule and policy contains the details for specific records types. Agency personnel shall follow destruction or preservation of records as specified.
RDA Signed Agency Form:	

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Worksheet (A)

Record Location:	University of TN - various offices
File Arrangement:	alpha numeric
Media Format Generated:	Both
Media Format Generated Summary:	
Media Format Stored:	
Media Format Stored Summary:	
Date Range:	Current
Agency:	University of Tennessee-Knoxville
Allotment Code:	
Annual Accumulation:	Varies by records series - records officer shall track volume
Current Volume:	Varies by records series - records officer shall track volume

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Worksheet (B)

Record Value:	Administrative Fiscal Historic Legal
Audit Requirements:	State
Information Shared Outside the State:	No
Shared Agencies:	
Essential Record:	Yes - Original
Confidential:	Yes
Does this record series contain sensitive information?:	No
Agency Retention:	Varies according to items - see attached
Retention Legal Citation:	T.C.A. 10-7-504
Record Sample PDF:	

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Electronic Records Plan Inventory

System Name:	Records Officer shall document system name.
Hardware Description:	All hardware for maintaining the records series shall meet the specifications set by the governing University policy.
Software Description:	All software for maintaining the records series shall meet the specifications set by the governing University policy.
System Location:	Department shall document the system locations.
Backup Procedures:	Backup procedures system for maintaining the records series shall meet the specifications set by the governing University policy. Backup procedures shall be reviewed and tested annually.
Disaster Recovery:	Disaster Recovery Plan for the system shall meet the specifications set by the governing University policy. Disaster Recovery plans shall be reviewed annually.
Data Migration Description:	Departments will have a plan for migrating the electronic records in case of a software upgrade/change, hardware replacement, or a disaster. Data Migration plans shall be in place by governing University policy.
Metadata Description:	The metadata collected will vary by records series item according to University policy.

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	RDA Comments
Records Management Division (RMD)	**1992-03-27** RDA approved prior to web application.
Tennessee State Library and Archives	**1992-03-27** RDA approved prior to web application.
Comptroller Audit Review	**1992-03-27** RDA approved prior to web application.
Agency Records Officer	
RMD Director	**1992-03-27** RDA approved prior to web application.
Public Records Commission	**1992-03-27** RDA approved prior to web application.