



Agency Case Files

Core Data

RDA Number:	2307
Effective Date:	2016-11-03
Record Series Abstract:	Records series consists of the following: Criminal Investigation Case Files, Drug Investigation Case Files, Technical Services Investigation Case Files, Medicaid Fraud Investigation Case Files, Forensic Services reports, evidence, and other pertinent documentation needed in the case.
Record Series Active:	Yes
Cut Off at End of:	Other
Total Retention Years:	0
Total Retention Months:	0
Retention End Action:	Permanent
Disposition Notes:	The files are to be cut off after verification that the case is fully adjudicated and no other claims or appeals in the case may be filed. Then they are to be permanently kept by the agency. TCA 10-7-504
RDA Signed Agency Form:	757.form.pdf



Agency Case Files

Worksheet (A)

Record Location:	Tennessee Bureau of Investigation 901 R.S. Gass Boulevard Nashville, TN 37216
File Arrangement:	Numeric (Case File)
Media Format Generated:	Both
Media Format Generated Summary:	
Media Format Stored:	
Media Format Stored Summary:	
Date Range:	1951 to current
Agency:	TN Bureau of Investigation
Allotment Code:	
Annual Accumulation:	9 Cu. Ft./10 GB
Current Volume:	1711 Cu.Ft./647 GB



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Worksheet (B)

Record Value:	Administrative 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:	100 years, 0 months- Permanent
Retention Legal Citation:	TCA 10-7-504, no expiration
Record Sample PDF:	757.sample.pdf



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Electronic Records Plan Inventory

System Name:	Investigations + Evidence
Hardware Description:	Physical Server; HP ProLiant DL 380 G6; 8 Xeon X550 Processors @ 2.67 GHZ; 32 GB of RAM; 1 NIC; Raid 50 Array 820 GB (C Partition 292 GB and E Partition 527 GB); HP MSA50 Disrect Attached Storage Array Raid 5- 5 TB Storage Array
Software Description:	Oracle Database 11g Enterprise Edition; Windows Server 2008 Enterprise SP 2
System Location:	Tennessee Bureau of Investigation 901 R.S. Gass Blvd. Nashville, TN 37216
Backup Procedures:	This server replicates to ISIS Server for which is a separate server and storage array from the production I + E Server; Server 2008 R2 Enterprise; 32 Xeon E5-2670 2.67 GHZ Processors; 4 NICS in a team; C drive 2.2 TB; V Drive (Direct Attached Storage Array 5588.76 GB [5.6TB]) Back-ups occur nightly
Disaster Recovery:	Currently in Development- Disaster Recovery site will be at Data Center South
Data Migration Description:	Data will be replicated using recover point appliance recovery will be handled with that data replication
Metadata Description:	Case Number and Name Search



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RDA Comments	
Records Management Division (RMD)	2016-09-29 No recommended changes. Consider adding TCA 38-6-106 and TCA 38-6-107 to Confidential legal citation.
Tennessee State Library and Archives	2016-10-07 No recommended changes.
Comptroller Audit Review	2016-10-10 We have reviewed RDA 2307 from an audit standpoint. We concur with the recommended retention and disposition specifications.
Agency Records Officer	2016-10-10 Agency Concurs
RMD Director	2016-10-13 RDA 2307 is a request to revise an RDA. The retention period will change from one hundred years and destroy to permanent. The format will change to paper/electronic. The Title, Abstract, Cut Off, Disposition, and Worksheet have all been updated. The records series will remain in agency due to the confidential nature of the investigative records. Recommend approval of request to revise RDA 2307.
Public Records Commission	2016-11-03 PRC approves RDA 2307.