Applications for Disabled Veterans, Senior Citizens and Fishing Applications for Blind Persons

Core Data

RDA Number:	2340
Effective Date:	2026-09-23
Record Series Abstract:	Records include but are not limited to Resident Disability Fishing, Hunting & Trapping Licenses Applications. These licenses are issued for disabled veterans, senior citizens, and fishing applications for blind persons. These licenses are available for a one-time fee and are valid for the rest of the license holder's life.
Record Series Active:	Yes
Cut Off at End of:	Calendar Year
Total Retention Years:	76
Total Retention Months:	0
Retention End Action:	Destroy
Disposition Notes:	Records are maintained in both paper and electronic format. The files are to be cut off at the end of each calendar year, then maintained in-agency 76 years. At the end of this period, the records are destroyed when the applicant reaches the lifetime average of 76 established by the mortality tables.
RDA Signed Agency Form:	RDA 2340 Signed Form.pdf

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Worksheet (A)

Record Location:	5107 Edmondson Pike Nashville, TN 37211
File Arrangement:	
Media Format Generated:	Electronic Paper
Media Format Generated Summary:	Electronic: Text Paper: Sheet
Media Format Stored:	Electronic Paper
Media Format Stored Summary:	Paper: Sheet
Date Range:	
Agency:	TN Wildlife Resources Agency
Allotment Code:	32801
Annual Accumulation:	
Current Volume:	

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Worksheet (B)

Record Value:	
Audit Requirements:	State
Information Shared Outside the State:	No
Shared Agencies:	
Essential Record:	No
Confidential:	No
Does this record series contain sensitive information?:	No
Agency Retention:	
Retention Legal Citation:	NO
Record Sample PDF:	WR-0142 - Misc License App 6-2025.pdf

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Electronic Records Plan Inventory

System Name:	BH01WF53
Hardware Description:	VMWare environment at TWRA Data Center
Software Description:	Windows Server 2008, VMWare Virtual Server
System Location:	TWRA Data Center, Region 5 Ground Floor
Backup Procedures:	Daily hourly snapshots with weekly images sent off site
Disaster Recovery:	Redundant system located at secondary TWRA Data Center. Backup data/images are loaded onto redundant system. Systems tested quarterly. Offsite retrieval of data/images if necessary.
Data Migration Description:	Data migration is handled according to system updates, upgrades and replacement recommendations.
Metadata Description:	Various data being kept according to RDA's. Files which are mostly PDF's, are indexed by date and name of person who created.

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RDA Comments

Records Management Division (RMD)	**2026-08-13** No recommended changes.
Tennessee State Library and Archives	**2026-08-17** No recommended changes.
Comptroller Audit Review	**2026-08-18** We have reviewed RDA 2340 from an audit standpoint. We concur with the recommended retention and disposition specifications.
Agency Records Officer	**2026-08-20** No recommended changes.
RMD Director	**2026-08-20** RDA 2340 is a request to revise an RDA. The retention period will remain seventy-six years and then destroy. The format will be paper/electronic. The Title, Abstract, Cut Off, Disposition Notes, and the Worksheet have been updated. Recommend approval of the request to revise RDA 2340.
Public Records Commission	**2026-09-23** PRC approves RDA 2340.