



# Junkyard Control Permit Files and Junkyard Certification Files (Perpetual)

## Core Data

<b>RDA Number:</b>	2349
<b>Effective Date:</b>	2025-10-20
<b>Record Series Abstract:</b>	Records include but are not limited to: Cumulative files on junkyard control permits; applications (Form DT-1365) for original and renewal permits; copies of permit certificates; field inspection reports (Form DT-1366); copies of receipts for fees and permits; records relating to the certification and licensing of junkyard and automotive dismantler and recycler proposed sites; certification letters; location maps; digital photos; and correspondence between the TN Motor Vehicle Commission and applicants and/or permit holders, including related and other relevant information.
<b>Record Series Active:</b>	Yes
<b>Cut Off at End of:</b>	Other
<b>Total Retention Years:</b>	0
<b>Total Retention Months:</b>	0
<b>Retention End Action:</b>	Permanent
<b>Disposition Notes:</b>	Records are generated in paper. Once records are received they are scanned. Once records are reviewed for completeness and accuracy paper records are destroyed by state-approved methods. Electronic records are kept permanently.
<b>RDA Signed Agency Form:</b>	RDA 2349 Signed Form.pdf



## Junkyard Control Permit Files and Junkyard Certification Files (Perpetual)

### Worksheet (A)

<b>Record Location:</b>	HQ - Nashville, TN; Region 1 - Knoxville, TN ; Region 2 - Chattanooga, TN; Region 3 - Nashville, TN; Region 4 - Memphis, TN
<b>File Arrangement:</b>	Numeric by Permit Number
<b>Media Format Generated:</b>	Electronic Paper
<b>Media Format Generated Summary:</b>	Electronic: Text Paper: Sheet
<b>Media Format Stored:</b>	Electronic
<b>Media Format Stored Summary:</b>	Electronic: Text Paper: Sheet
<b>Date Range:</b>	1965 to Current
<b>Agency:</b>	Dept. of Transportation
<b>Allotment Code:</b>	40565
<b>Annual Accumulation:</b>	1.5 cu ft./ 1.5 GB
<b>Current Volume:</b>	20 cu. ft./ 18 GB



## Junkyard Control Permit Files and Junkyard Certification Files (Perpetual)

### Worksheet (B)

<b>Record Value:</b>	Administrative
<b>Audit Requirements:</b>	Both
<b>Information Shared Outside the State:</b>	Yes
<b>Shared Agencies:</b>	Federal Highway Administration (FHWA)
<b>Essential Record:</b>	Yes - Original
<b>Confidential:</b>	No
<b>Does this record series contain sensitive information?:</b>	No
<b>Agency Retention:</b>	0 years then permanent
<b>Retention Legal Citation:</b>	Not required -- business decision between FHWA and TDOT for long-term accessibility of records
<b>Record Sample PDF:</b>	Combined_C2349_2363.pdf



# Junkyard Control Permit Files and Junkyard Certification Files (Perpetual)

## Electronic Records Plan Inventory

<b>System Name:</b>	P: Drive - Signs\Junkyard Control Permit Files (ECM is FileNet with ongoing process for migrating documents over)
<b>Hardware Description:</b>	Strategic Technology Solutions (STS) managed File Server Storage for TDOT is on 4 Vmware servers. These servers consist of required computer and storage resources for the data housed.
<b>Software Description:</b>	These servers run Windows Server 2012 Enterprise 64-bit R2 or later. The servers run the current version of SEP for virus protection. Avamar is the Enterprise backup solution.
<b>System Location:</b>	Strategic Technology Solutions (STS) South Data Center hosts the servers that are utilized for the storage of the TDOT data managed by STS.
<b>Backup Procedures:</b>	Strategic Technology Solutions (STS) will conduct backup procedures. These procedures consist of daily backups that are kept on the Data Domain for 31 days. These are then moved off to ECS and maintained as long term storage.
<b>Disaster Recovery:</b>	Strategic Technology Solutions (STS) conducts disaster recovery. This procedure is a prioritized process of enabling critical and essential applications first and then continuing through the priority list to less significant applications. Disaster Recovery begins with the utilization of the STS's North Data Center for both operations and data. If both STS's South Data Center and STS's North Data Center are out of operation, new operations will begin by acquiring appropriate hardware and software from a third party supplier and restoring data from backups.
<b>Data Migration Description:</b>	Strategic Technology Solutions (STS) LanCentral manages Agency Data.
<b>Metadata Description:</b>	Customer; County; Dates; Permit Numbers; Log Mile



# Junkyard Control Permit Files and Junkyard Certification Files (Perpetual)

## RDA Comments

<b>Records Management Division (RMD)</b>	<b>2025-09-18</b> No recommended changes.
<b>Tennessee State Library and Archives</b>	<b>2025-09-22</b> No recommended changes.
<b>Comptroller Audit Review</b>	<b>2025-09-22</b> We have reviewed RDA 2349 from an audit standpoint. We concur with the recommended retention and disposition specifications.
<b>Agency Records Officer</b>	<b>2025-09-23</b> No recommended changes.
<b>RMD Director</b>	<b>2025-09-26</b> RDA 2349 is a request to revise an RDA. The retention period will remain permanent. The format will be paper/electronic. The Title, Abstract, Cut Off, Disposition Notes, and Worksheet have been updated. Recommend approval of the request to revise RDA 2349.
<b>Public Records Commission</b>	<b>2025-10-20</b> PRC approves RDA 2349