



Tennessee Short Line Railroad Files

Core Data

RDA Number:	2370
Effective Date:	2014-05-27
Record Series Abstract:	Documents relating to activities with Tennessee's short line railroad and engineers. Files include: by-laws; rehabilitation and engineering contracts; change orders; amendments; supplemental agreements; grade crossing files, bid tabulations, operator's contracts, correspondences; inspection letters; annual operator's reports; audit reports; termination letters; annual allocation letters; invoices; and 587S.
Record Series Active:	Yes
Cut Off at End of:	Fiscal Year
Total Retention Years:	5
Total Retention Months:	0
Retention End Action:	Destroy
Disposition Notes:	Maintain in-agency five (5) years; then destroy by state-approved method.
RDA Signed Agency Form:	818.form.pdf



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Worksheet (A)

Record Location:	505 Deaderick Street, Ste 1800 J. K. Polk Bldg.
File Arrangement:	Alpha/numeric
Media Format Generated:	Both
Media Format Generated Summary:	
Media Format Stored:	
Media Format Stored Summary:	
Date Range:	2008 - current
Agency:	Dept. of Transportation
Allotment Code:	405.42
Annual Accumulation:	9 cu. ft. 12 GB
Current Volume:	35 cu. ft 28 GB



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Worksheet (B)

Record Value:	Administrative Fiscal Legal
Audit Requirements:	Both
Information Shared Outside the State:	Yes
Shared Agencies:	United States Federal Railroad Administration
Essential Record:	Yes - Original
Confidential:	No
Does this record series contain sensitive information?:	No
Agency Retention:	Five (5) years
Retention Legal Citation:	23 CFR (CH 1), (710.201.f.1)
Record Sample PDF:	818.sample.pdf



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Electronic Records Plan Inventory

System Name:	Railroad Files jj0019083wf012.tdot.state.tn.us K:\\MultiModal and JJ01SDCWB00003 [SharePoint Site TBD]
Hardware Description:	The active Railroad Files are on located on Shared Drives and then inactive files are transferred to the SharePoint site on servers at the State of TN Enterprise VMWare farm OIR's South Datacenter (SDC) in Smyrna, TN. The VMWare farm physically resides and runs on a series of HP DL580 Class Servers.
Software Description:	The active Railroad Files are on located on Shared Drives and then inactive files are transferred to the SharePoint site located at the State of TN Enterprise VMWare farm OIR's South Datacenter (SDC) in Smyrna, TN. The VMWare Farm runs on the current level of VMWare ESX Server which is 4.1, and all TDOT virtual servers are running Microsoft Server 2008 R2 as an operating system. SharePoint currently operates using SharePoint Server 2013 Enterprise. Version June 2013 15.0.4517.1005 CU
System Location:	OIR's South Data Center, located in Smyrna Tennessee, hosts the servers that will be utilized for the storage to comply with both the Statewide and TDOT Electronic Records Policy.
Backup Procedures:	OIR will conduct backup procedures. These procedures consist of daily incremental backups and weekly total backups on the weekend. The back-up servers are Hitachi and EMC SANs. The process for Backing Up the data from OIR's South Data Center is to mirror the information at OIR's North Data Center, and then create a weekly backup tape that is currently stored by the Vendor: Iron Mountain Incorporated Iron Mountain Nashville 6005 Dana Way Nashville, TN 37013 800-899-4766
Disaster Recovery:	OIR 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 OIR's North Data Center for both operations and data. If both OIR's South Data Center and OIR'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 the offline tape backups stored with the current vendor: Iron Mountain Incorporated.



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Data Migration Description:	<p>Data Migration will occur when support for the existing file format moves from Current to Twilight or Obsolete, or when software or hardware systems changes require the movement of RDA electronic data from a specified format to a different file format. Annual reviews will be conducted by the TDOT Records Officer and the TDOT IT Director in accordance with the Section 3 of the TDOT ERP. Additionally, the TDOT IT Director will provide information and guidance to the TDOT Records Officer at the time of discovery regarding functional and operational performance of software and hardware that will change the status of file formats from Current to Twilight or Obsolete. The annual review process of file formats status and the level of in those file formats confidence, with regards to specific RDA retention requirements, will result in the generation of a File Type Confidence Report. Time for measuring the required three year limit for migration completion of affected data will begin at the time of discovery of the file format status change to Twilight or Obsolete, even if it is outside the annual review where it is reported with time remaining. The TDOT IT Director will advise and develop a solution to move the data to a Current file format that is appropriate to the RDA retention requirement for the specific data. This may include translation of the data to a Current file format, conversion to an acceptable Current File format to preserve the integrity of the information of the data, or movement of the data to a legacy architecture that maintains the environment where the file format is considered Current as long as this effort has full functional and operational support.</p>
Metadata Description:	<p>Content Subject/Title: Railroad Files jj0019083wf012.tdot.state.tn.us K:\MultiModal and JJ01SDCWB00003 (SharePoint Site TBD [Railroad Files]) Documents relating to activities with tennessee's short line railroad and include: by-laws, rehabilitation and engineering contracts, change orders, amendments, supplemental agreements, correspondences, inspection letters, annual operator's reports, audit reports, termination extension letters, allocation letters, invoices, and 587s. Date Created: 5/25/2006 Format:.doc, .docx, .pdf, .xls, .xlsx Content Size: 21 GB Location: South Data Center, in the VMWare Server Farm on Server jj0019083wf012.tdot.state.tn.us and JJ01SDCWB00003 (SharePoint Site TBD [Railroad Files])</p>



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RDA Comments

Records Management Division (RMD)	2014-04-03 No recommended changes.
Tennessee State Library and Archives	2014-05-12 No recommended changes.
Comptroller Audit Review	2014-05-02 We have reviewed RDA 2370 from an audit standpoint. We concur with the recommended retention and disposition specifications.
Agency Records Officer	2014-05-13 Agency agrees and has no recommended changes. Thank you.
RMD Director	2014-05-16 RDA 2370 is a request to revise an RDA. The title will change from Railroad Rehab Contracts to Tennessee Shortline Railroad Files to reflect the nature of the records covered. The retention period will change from twenty years to five years and the electronic format will be added. Abstract has been expanded to cover other records series (RDA 2371, 2374, & 2380) that will be merged into this RDA. Recommend approval of RDA 2370.
Public Records Commission	2014-05-27 PRC approves RDA 2370.