



BANK DIVISION EXAMINATIONS AND RELATED DOCUMENTS

Core Data

RDA Number:	2484
Effective Date:	2014-02-20
Record Series Abstract:	Reports of examination reflecting the safety and soundness of an institution, including but not limited to, banks, Bank Secrecy Act, information technology, trust, Business and Industrial Development Corporation(BIDCO), money transmitter, BSA, or any other examination conducted by the division.
Record Series Active:	Yes
Cut Off at End of:	Calendar Year
Total Retention Years:	5
Total Retention Months:	0
Retention End Action:	Destroy
Disposition Notes:	These files are to be cut off at the end of each calendar year then, maintain in agency 5 years; then destroy. Any paper migrated to electronic will be verified, upon verification paper will be destroyed.
RDA Signed Agency Form:	919.form.pdf



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Worksheet (A)

Record Location:	TN Dept. of Financial Institutions Citizens Plaza Building 400 Deaderick Street, 6th Floor Nashville, TN 37243
File Arrangement:	Alpha
Media Format Generated:	
Media Format Generated Summary:	
Media Format Stored:	
Media Format Stored Summary:	
Date Range:	to
Agency:	Dept. of Financial Institutions
Allotment Code:	33600
Annual Accumulation:	7 cu. ft./ .42 GB
Current Volume:	20 cu. ft./ 3.81 GB



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Worksheet (B)

Record Value:	Administrative Legal
Audit Requirements:	State
Information Shared Outside the State:	Yes
Shared Agencies:	
Essential Record:	Yes - Duplicate
Confidential:	Yes
Does this record series contain sensitive information?:	No
Agency Retention:	5 years
Retention Legal Citation:	45-1-120
Record Sample PDF:	919.sample.pdf



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Electronic Records Plan Inventory

System Name:	TDFI Imaging
Hardware Description:	VMware, OIR Data Center File Server. Database server location CF0119006WB002
Software Description:	.NET/SQL Server 2005, Windows Server 2003
System Location:	OIR Data Center North
Backup Procedures:	Daily by OIR following OIR Established policy and procedures
Disaster Recovery:	OIR Network recovery following OIR established policy and procedures
Data Migration Description:	Remain the same or migrate to new imaging solution
Metadata Description:	Control number, bank name, city, county, address, document type



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RDA Comments

Records Management Division (RMD)	2014-01-09 Spell out acronyms. No information provided on record location, no electronic volume. No legal citations attached. No sample provided. Records that are maintained electronically must have completed Electronics Plan Inventory. Agency has been notified of these discrepancies. 1-14-2014: RMD met with agency to merge with RDA 2486. RDA on hold until further information is obtained. 2-6-14: Received information from agency to update and revise RDA. 2-7-14: No recommended changes.
Tennessee State Library and Archives	2014-02-03 TSLA concurs with RMD comments to date. 2-13-2014: No recommended changes.
Comptroller Audit Review	2014-02-10 We have reviewed RDA 2484 from an audit standpoint. We concur with the recommended retention and disposition specifications.
Agency Records Officer	2014-02-11 Agency concurs with RMD, TSLA and Audit.
RMD Director	2014-02-13 RDA 2484 is a request to revise an RDA. The retention period will remain five years. The record series will now include both paper and electronic records. Recommend approval of RDA 2484.
Public Records Commission	2014-02-20 PRC approves RDA 2484.