



Disaster Assistance Program Files

Core Data

RDA Number:	2511
Effective Date:	2016-02-25
Record Series Abstract:	Files consist of damage survey reports, records of expenditures, records of information regarding damage sites, correspondence between applicants.
Record Series Active:	Yes
Cut Off at End of:	Other
Total Retention Years:	5
Total Retention Months:	0
Retention End Action:	Permanent
Disposition Notes:	Records are to be maintained permanently at agency. Records are to be maintained in electronic format as long as the electronic content has been verified and will be maintained permantly on agency server.
RDA Signed Agency Form:	942.form.pdf



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Worksheet (A)

Record Location:	National Guard Armory Nashville, TN TEMA OFFICE
File Arrangement:	Numeric
Media Format Generated:	Paper
Media Format Generated Summary:	
Media Format Stored:	Electronic
Media Format Stored Summary:	
Date Range:	2009 - current
Agency:	Dept. of Military
Allotment Code:	34104
Annual Accumulation:	12 cu. ft, 2 GB
Current Volume:	62 cu. ft, 48 GB



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Worksheet (B)

Record Value:	Administrative Fiscal Legal
Audit Requirements:	Both
Information Shared Outside the State:	Yes
Shared Agencies:	Federal Emergency Management Administration (FEMA)
Essential Record:	Yes - Original
Confidential:	Yes
Does this record series contain sensitive information?:	No
Agency Retention:	5 years
Retention Legal Citation:	10-7-504 (3)
Record Sample PDF:	942.sample.pdf



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Electronic Records Plan Inventory

System Name:	TEMA Servers
Hardware Description:	TEMA Servers
Software Description:	Microsoft SQL Microsoft Access
System Location:	TN Military Dept TEMA HQ 3041 Sidco Drive Nashville
Backup Procedures:	Backup nightly
Disaster Recovery:	Restore the files from backup
Data Migration Description:	Extract-Transform-Load
Metadata Description:	Type: (most files are Excel or Word), size, author, date created, date modified



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		RDA Comments
Records Management Division (RMD)	2015-10-29 No recommended changes.	
Tennessee State Library and Archives	2015-10-29 No recommended changes.	
Comptroller Audit Review	2015-10-30 We have reviewed RDA 2511 from an audit standpoint. We concur with the recommended retention and disposition specifications.	
Agency Records Officer	2016-02-08 All Changes are Complete.	
RMD Director	2016-02-10 RDA 2511 is a request to revise an RDA. The Abstract Cut Off, and Disposition have been updated. The retention period will increase from three years to permanent in agency. The format will remain paper/electronic. Recommend approval of request to revise RDA 2511.	
Public Records Commission	2016-02-25 PRC approves RDA 2511.	