



Federal Aid Project Files

Core Data

RDA Number:	2918
Effective Date:	2024-04-24
Record Series Abstract:	Records include but not limited to, documents relating to projects funded by the Federal Highway Administration (FHWA). Includes proposals, reports, summaries, and the following forms: (US-1) Request to fund project; (POFA-5) FHWA Project Authorization Form; (PR-2) Verifies amount of funds that will be spent on the project; (PR-2A) Indicates additional funds needed for the project; (FMIS-Federal Management Information System).
Record Series Active:	Yes
Cut Off at End of:	Other
Total Retention Years:	5
Total Retention Months:	0
Retention End Action:	Permanent
Disposition Notes:	After cutoff, maintain in agency for five (5) years in paper and electronic format. At the end of the five (5) year retention the paper records are to be destroyed after confirmation that the records have been successfully converted to electronic format. Electronic records shall be maintained in agency five (5) years and then permanent. Agency shall maintain paper and microfilm records permanent in agency or at the state records center unless converted to electronic format.
RDA Signed Agency Form:	2918_1.pdf



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Worksheet (A)

Record Location:	James K. Polk Bldg. Suite 600 505 Deaderick St. Nashville, TN 37243 and Strategic Technology Solutions (STS) North and South Data Centers.
File Arrangement:	Alpha-Numeric by project number.
Media Format Generated:	Electronic Paper
Media Format Generated Summary:	Electronic: Text Paper: Sheet
Media Format Stored:	Electronic Paper
Media Format Stored Summary:	Electronic: Text Paper: Sheet Film: Microfilm
Date Range:	1975 to Current
Agency:	Dept. of Transportation
Allotment Code:	403.33
Annual Accumulation:	18 cu. ft., 20 GB
Current Volume:	600 cu. ft., 450 microfilm rolls, 100 GB



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Worksheet (B)

Record Value:	Administrative Fiscal Legal
Audit Requirements:	Both
Information Shared Outside the State:	Yes
Shared Agencies:	Federal Highway Administration (FHWA)
Essential Record:	Yes - Original
Confidential:	No
Does this record series contain sensitive information?:	No
Agency Retention:	5 years
Retention Legal Citation:	23 C.F.R. § 710.201; 2 C.F.R. § 200.333.
Record Sample PDF:	RDA 2918_Record Sample_New.pdf



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Electronic Records Plan Inventory

System Name:	\\tdot05nas001\TDOT-RDA2918 by Federal Aid Project Number, TDOT SharePoint
Hardware Description:	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.
Software Description:	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.
System Location:	Strategic Technology Solutions (STS) South Data Center hosts the servers that are utilized for the storage of the TDOT data managed by STS.
Backup Procedures:	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.
Disaster Recovery:	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.
Data Migration Description:	Strategic Technology Solutions (STS) LanCentral manages Agency Data.
Metadata Description:	Project number; Project status; Project funding; County; Route



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RDA Comments

Records Management Division (RMD)	2024-02-29 No recommended changes.
Tennessee State Library and Archives	2024-02-29 No recommended changes.
Comptroller Audit Review	2024-03-04 We have reviewed RDA 2918 from an audit standpoint. We concur with the recommended retention and disposition specifications.
Agency Records Officer	2024-03-18 No recommended changes.
RMD Director	2024-03-21 RDA 2918 is a request to revise an RDA. The retention period will remain permanent. The format will be paper/electronic. The Abstract, Cut Off, Disposition Notes, and Worksheet have been updated. Recommend approval of the request to revise RDA 2918.
Public Records Commission	2024-04-24 PRC approves RDA 2918