



Driver Data Information Request Records

Core Data

RDA Number:	2940
Effective Date:	2018-10-30
Record Series Abstract:	Driver Data Information Request Form
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:	Records are generated in paper and electronic. Records received in paper are scanned, verified for completeness and accuracy and then destroyed by state approved methods. Electronic records are maintained for the remainder of the retention period and then destroyed by state approved methods.
RDA Signed Agency Form:	1136.form.pdf



Driver Data Information Request Records

Worksheet (A)

Record Location:	STS Data Center
File Arrangement:	alpha & numeric
Media Format Generated:	Both
Media Format Generated Summary:	
Media Format Stored:	Electronic
Media Format Stored Summary:	
Date Range:	2016 - current
Agency:	Dept. of Safety
Allotment Code:	34901
Annual Accumulation:	62.8 mb
Current Volume:	314mb



Driver Data Information Request Records

Worksheet (B)

Record Value:	Administrative Legal
Audit Requirements:	State
Information Shared Outside the State:	No
Shared Agencies:	
Essential Record:	No
Confidential:	No
Does this record series contain sensitive information?:	No
Agency Retention:	5
Retention Legal Citation:	T.C.A. 55-25-101 through 55-25-112 The Federal statute is 18 U.S.C. 2721 - 2725, the Driver Privacy Protection Act of 1994
Record Sample PDF:	



Driver Data Information Request Records

Electronic Records Plan Inventory

System Name:	SharePoint 2013
Hardware Description:	SharePoint is a web-based collaborative platform that integrates with Microsoft Office Products. SharePoint is primarily used as a document management and storage system.
Software Description:	This is a web-based system that integrates with the state's Active Directory System to provide security roles allowing access to users based on rights.
System Location:	Currently the system is located in the STS North Datacenter on Virtual Servers.
Backup Procedures:	STS performs nightly backups on all Virtual Servers
Disaster Recovery:	This will be performed by STS in the order in which they have us in the DR queue.
Data Migration Description:	STS maintains and migrates data according to system updates, upgrades and replacements. Full procedures are available with STS
Metadata Description:	Name, DL number, Date



Driver Data Information Request Records

RDA Comments	
Records Management Division (RMD)	2018-10-04 Recommend agency retire RDA 2940 under SW 35 - Open Records Request.
Tennessee State Library and Archives	2018-10-04 TSLA concurs in RMD comment.
Comptroller Audit Review	2018-10-04 Audit concurs with RMD comments.
Agency Records Officer	2018-10-09 SW 35 does not apply because the requests associated with these forms are not received from "the public" and do not reference "Open Records." The Federal Drivers Protection Act prohibits the disclosure of certain information, except under specific circumstances, without express consent from the individual. The records associated with this RDA contain the attestation that protected information is being released under one of the exceptions provided in federal statute.
RMD Director	2018-10-12 RDA 2940 is a request to revise an RDA. The retention period will remain five years and destroy. The format will be paper/electronic. The Abstract, Disposition Notes, and Worksheet have been updated. Agency adequately explained why these records should not fall under RDA SW35. Recommend approval of request to revise RDA 2940.
Public Records Commission	2018-10-30 PRC approves RDA 2940.