# GRANT RECORDS

## Core Data

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|---|---|
| **RDA Number:** | 2960 |
| **Effective Date:** | 2014-09-10 |
| **Record Series Abstract:** | THE RECORDS INCLUDE THE FOLLOWING: AC-0159 GRANT APPLICATION, AC-0173 TECH. ASSISTANCE GRANT APPLICATION, AC-0175 TOURING ARTS GRANT APPLICATION, AC-0176 ARTS IN ED. GRANT APPLICATION, AC-0178 PROF. ARTIST SUPPORT GRANT APPLICATION, ETC. |
| **Record Series Active:** | Yes |
| **Cut Off at End of:** | Other |
| **Total Retention Years:** | 5 |
| **Total Retention Months:** | 0 |
| **Retention End Action:** | Destroy |
| **Disposition Notes:** | Disposition Notes: The files are to be cut off at the end of each Fiscal Year when the Grant closes. Maintain records in agency for three years and then transfer to the State Records Center for two years. Any records converted from paper to electronic formats will be reviewed for completeness and accuracy before destruction of paper records. Destroy after the end of the retention period. |
| **RDA Signed Agency Form:** | 1155.form.pdf |

# GRANT RECORDS

**Worksheet (A)**

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|---|---|
| **Record Location:** | 401 CHARLOTTE AVE. NASHVILLE, TN 37243 AND STATE RECORD CENTER |
| **File Arrangement:** | Alphabetically by Grant Category |
| **Media Format Generated:** | Both |
| **Media Format Generated Summary:** | |
| **Media Format Stored:** | |
| **Media Format Stored Summary:** | |
| **Date Range:** | 2010 TO CURRENT |
| **Agency:** | TN Arts Commission |
| **Allotment Code:** | 31625 |
| **Annual Accumulation:** | 25 cubic ft.; 6 gb |
| **Current Volume:** | 75 cubic ft.; 25 gb |

# GRANT RECORDS

**Worksheet (B)**

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|---|---|
| **Record Value:** | Administrative<br>Fiscal |
| **Audit Requirements:** | Both |
| **Information Shared Outside the State:** | No |
| **Shared Agencies:** | |
| **Essential Record:** | Yes - Original |
| **Confidential:** | No |
| **Does this record series contain sensitive information?:** | No |
| **Agency Retention:** | 5 YEARS OR UNTIL AUDIT |
| **Retention Legal Citation:** | NO |
| **Record Sample PDF:** | 1155.sample.pdf |

# GRANT RECORDS

## Electronic Records Plan Inventory

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|---|---|
| **System Name:** | eGrant/Pearl |
| **Hardware Description:** | OIR State Server |
| **Software Description:** | Access database, Web front-end. works in conjunction with Dreamweaver and Adobe Acrobat. |
| **System Location:** | OIR State Server |
| **Backup Procedures:** | OIR State Daily backup and Department daily backup for Pearl database. eGrant web software backs up grant structure at clients server at Bromelkamp Company in Minneapolis, Minnesota |
| **Disaster Recovery:** | OIR State Daily backup and Department daily backup for Pearl database. eGrant web software backs up grant structure at clients server at Bromelkamp Company in Minneapolis, Minnesota |
| **Data Migration Description:** | OIR Data Migration Procedure |
| **Metadata Description:** | PDF, Date Created, Date Modified |

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## RDA Comments

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|---|---|
| **Records Management Division (RMD)** | **2013-04-03**<br>No recommended changes. |
| **Tennessee State Library and Archives** | **2014-05-12**<br>No recommended changes. |
| **Comptroller Audit Review** | **2014-06-18**<br>We have reviewed RDA 2960 from an audit standpoint. We concur with the recommended retention and disposition specifications. |
| **Agency Records Officer** | **2014-07-31**<br>Thank you. |
| **RMD Director** | **2014-08-12**<br>RDA 2960 is a request to revise the RDA. The RDA retention period will remain five years. The format will change to paper/electronic. Recommend approval of RDA 2960 with the following change to clarify the transfer of records from agency to records center: Disposition Notes: The files are to be cut off at the end of each Fiscal Year when the Grant closes. Maintain records in agency for three years and then transfer to the State Records Center for two years. Any records converted from paper to electronic formats will be reviewed for completeness and accuracy before destruction of paper records. Destroy after the end of the retention period. |
| **Public Records Commission** | **2014-09-10**<br>PRC approved RDA 2960 with the following changes: Disposition Notes: The files are to be cut off at the end of each Fiscal Year when the Grant closes. Maintain records in agency for three years and then transfer to the State Records Center for two years. Any records converted from paper to electronic formats will be reviewed for completeness and accuracy before destruction of paper records. Destroy after the end of the retention period. |