



Governor Office Incoming Correspondence

Core Data

RDA Number:	10084
Effective Date:	2016-06-22
Record Series Abstract:	All of the governor's correspondence. Copies of all scannable correspondence received in the governor's office, illegible scanned correspondence received is referenced.
Record Series Active:	Yes
Cut Off at End of:	Other
Total Retention Years:	0
Total Retention Months:	0
Retention End Action:	Permanent
Disposition Notes:	Transfer to State Library and Archives at the end of the administration. Permanent retention is required by Tennessee State constitution.
RDA Signed Agency Form:	1355.form.pdf



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Worksheet (A)

Record Location:	Governors office
File Arrangement:	Alpha numeric
Media Format Generated:	Electronic
Media Format Generated Summary:	
Media Format Stored:	Electronic
Media Format Stored Summary:	
Date Range:	1995 to current
Agency:	Dept. of Executive
Allotment Code:	315.01
Annual Accumulation:	4 gigabytes 12 tape/cartridge/disk
Current Volume:	8 gigabytes 1 tape/cartridge/disk



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Worksheet (B)

Record Value:	Administrative Historic Legal
Audit Requirements:	State
Information Shared Outside the State:	No
Shared Agencies:	
Essential Record:	Yes - Original
Confidential:	No
Does this record series contain sensitive information?:	No
Agency Retention:	1 year
Retention Legal Citation:	ARTICLE III, SECTION 17 OF THE TENNESSEE STATE CONSTITUTION
Record Sample PDF:	1355.sample.pdf



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Electronic Records Plan Inventory

System Name:	Keyfile/govtrak Correspondence System
Hardware Description:	NT Server 4.0/Keyfile Software v3.22/Optical Jukebox for 1.2GB/4GB Fixed Storage Access 2. Medium recording capacity and density is 1.2 gigabytes. Fixed disks (3-38.9G) utilizing fault tolerance RAIS 5. Medium capacity is approximately 30G with 6G currently in use. I. For document imaging: FileNet Document services v4.3 running Oracle v7.3 backend. This is all currently running on a Compaq Proliant 5500 server running NT Server 4.0 Service Pack 5 operating system. Access is available by one of two methods: a. Document services IDM desktop program b. Web access via IDM Web server running on an HP Netserver LH Pro running NT Server 4.0 Service Pack 5 operating system and Internet Information Server. II. For data management: Custom written application (written by OIR/SDS) running on the state's standard Oracle servers and Sun web servers at the data center. this application is the front end for logging the receipt of correspondence and tracking the flow of a response.
Software Description:	Intranet Quorum (IQ) software. Active = fixed magnetic disk. Archival = Disk Cartridge. Database software is Oracle version # 7.3. Supporting information is maintained in GCS DOcs in OIR/SDS - Filenet Manuals on CD in Caitol & Phone/Internet support. Document Imaging: FileNet Document Services v4.3 running Oracle v7.3 backend. NT Server 4.0 Service Pack 5. Database: Custom written running with state's standard Oracle and Net Dynamics Web servers.
System Location:	Capitol Building G-10 server room. Backup is stored offsite with vendor, Iron Mountain.
Backup Procedures:	Backup is performed 4 times daily with weekly and monthly (5 times) backups taken offsite to vendor.
Disaster Recovery:	Disaster recovery plan is in place with building management and STS.
Data Migration Description:	Transfer to Library & Archives



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Metadata Description:

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RDA Comments

Records Management Division (RMD)	2016-05-19 No recommended changes
Tennessee State Library and Archives	2016-05-19 No recommended changes.
Comptroller Audit Review	2016-05-20 We have reviewed RDA 10084 from an audit standpoint. We concur with the recommended retention and disposition specifications.
Agency Records Officer	Resubmitted with edits per RMD comments.
RMD Director	2016-06-01 RDA 10084 is a request to revise an RDA. The retention period will zero years and permanent. The format will remain electronic. The records are transferred to Library and Archives at the end of each administration for historic preservation. The Cut Off, Disposition, and Worksheet were updated. Recommend approval of request to revise RDA 10084.
Public Records Commission	2016-06-22 PRC approves RDA 10084