



## Temporary Property Inventory Records

### Core Data

<b>RDA Number:</b>	10124
<b>Effective Date:</b>	2022-04-25
<b>Record Series Abstract:</b>	Record series contains building information regarding property owned by the state. Records include, but are not limited to: building value; contents value; Construction, Occupancy, Protection, and Exposure (COPE) data; and other underwriting data.
<b>Record Series Active:</b>	Yes
<b>Cut Off at End of:</b>	Other
<b>Total Retention Years:</b>	1
<b>Total Retention Months:</b>	0
<b>Retention End Action:</b>	Destroy
<b>Disposition Notes:</b>	The data is maintained in the system until the property is sold or destroyed; the agency then notifies the Risk Management Division and requests the file's deletion.
<b>RDA Signed Agency Form:</b>	10124.pdf



## Temporary Property Inventory Records

### Worksheet (A)

<b>Record Location:</b>	Andrew Jackson Building, 14th floor
<b>File Arrangement:</b>	Numeric
<b>Media Format Generated:</b>	Electronic
<b>Media Format Generated Summary:</b>	Electronic: Text
<b>Media Format Stored:</b>	Electronic
<b>Media Format Stored Summary:</b>	Electronic: Text
<b>Date Range:</b>	1970s to Current
<b>Agency:</b>	Dept. of Treasury
<b>Allotment Code:</b>	309
<b>Annual Accumulation:</b>	50 Megabyte electronic
<b>Current Volume:</b>	2 Gigabyte electronic



# Temporary Property Inventory Records

## Worksheet (B)

<b>Record Value:</b>	Administrative Fiscal
<b>Audit Requirements:</b>	State
<b>Information Shared Outside the State:</b>	No
<b>Shared Agencies:</b>	
<b>Essential Record:</b>	Yes - Original
<b>Confidential:</b>	No
<b>Does this record series contain sensitive information?:</b>	No
<b>Agency Retention:</b>	0 years
<b>Retention Legal Citation:</b>	N/A
<b>Record Sample PDF:</b>	



# Temporary Property Inventory Records

## Electronic Records Plan Inventory

<b>System Name:</b>	System meets or exceeds STS requirements. Information not publicly listed due to security reasons.
<b>Hardware Description:</b>	System Hardware meets or exceeds STS requirements. Information not publicly listed due to security reasons.
<b>Software Description:</b>	System Software meets or exceeds STS requirements. Information not publicly listed due to security reasons.
<b>System Location:</b>	
<b>Backup Procedures:</b>	System Backup Procedures meet or exceed STS requirements. Information not publicly listed due to security reasons.
<b>Disaster Recovery:</b>	System Disaster Recovery meets or exceeds STS requirements. Information not publicly listed due to security reasons.
<b>Data Migration Description:</b>	System Data Migration meets or exceeds STS requirements. Information not publicly listed due to security reasons.
<b>Metadata Description:</b>	System Metadata meets or exceeds STS requirements. Information not publicly listed due to security reasons.



## Temporary Property Inventory Records

		RDA Comments
<b>Records Management Division (RMD)</b>	<b>2022-03-31</b> No recommended changes.	
<b>Tennessee State Library and Archives</b>	<b>2022-03-31</b> No recommended changes.	
<b>Comptroller Audit Review</b>	<b>2022-04-05</b> We have reviewed RDA 10124 from an audit standpoint. We concur with the recommended retention and disposition specifications.	
<b>Agency Records Officer</b>	<b>2022-04-05</b> Agency concurs with recommendations.	
<b>RMD Director</b>	<b>2022-04-11</b> RDA 10124 is a request to revise an RDA. The retention period will change from zero to one year and then destroy. The format will be electronic. The Abstract, Disposition Notes, and Worksheet have been updated. Recommend approval of the request to revise RDA 10124.	
<b>Public Records Commission</b>	<b>2022-04-25</b> PRC approves RDA 10124	