



## VRISM Point of Sale Module

### Core Data

<b>RDA Number:</b>	10143
<b>Effective Date:</b>	2018-04-25
<b>Record Series Abstract:</b>	VRISM Point of Sale Module is used to track orders placed for certificates of Birth, Death, Marriage, Divorce. The Point of Sale or issuance portion of the VRISM application allows for the processing and tracking of orders placed for certificates of Birth, Death, Marriage and Divorce. Fees received are noted and balanced for each request. On-line info allows staff to respond to public inquiry. Funds are tracked via Edison and Inovah. The current Vital Records Tracking System will be absorbed into the VRISM point of sale module and will be phased out.
<b>Record Series Active:</b>	Yes
<b>Cut Off at End of:</b>	Calendar Year
<b>Total Retention Years:</b>	0
<b>Total Retention Months:</b>	0
<b>Retention End Action:</b>	Permanent
<b>Disposition Notes:</b>	Electronic records are maintained permanently in the office of Vital Records, data is migrated as advancements are made in technology. Funds are tracked via Edison and Inovah.
<b>RDA Signed Agency Form:</b>	1410.form.pdf



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### Worksheet (A)

<b>Record Location:</b>	710 James Robertson Pkwy Andrew Johnson Building
<b>File Arrangement:</b>	By certificate type and chronologically
<b>Media Format Generated:</b>	Electronic
<b>Media Format Generated Summary:</b>	
<b>Media Format Stored:</b>	Electronic
<b>Media Format Stored Summary:</b>	
<b>Date Range:</b>	2015-current
<b>Agency:</b>	Dept. of Health
<b>Allotment Code:</b>	34320
<b>Annual Accumulation:</b>	1 megabyte data
<b>Current Volume:</b>	1 megabyte data



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### Worksheet (B)

<b>Record Value:</b>	Administrative Legal
<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>	Permanent
<b>Retention Legal Citation:</b>	1200-07-01 (Rules), TCA 68-3-206 and TCA 68-3-207
<b>Record Sample PDF:</b>	1410.sample.pdf



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### Electronic Records Plan Inventory

<b>System Name:</b>	Vital Records Information Systems Management (VRISM) for data and Tennessee Vital Records System.
<b>Hardware Description:</b>	VRISM resides in the VMWare environment at State Data Center, web, application and database.
<b>Software Description:</b>	VRISM is a proprietary web based vital records software product of ManTech International customized for Tennessee. Oracle is the database management software.
<b>System Location:</b>	STS Data Center
<b>Backup Procedures:</b>	Daily data backup with weekly image tape back up by STS.
<b>Disaster Recovery:</b>	Bronze level, redundant systems located at secondary STS Data Center. Back up data/images are loaded onto redundant systems. Boot redundant systems monthly. Test annually.
<b>Data Migration Description:</b>	Data migration typically occurs every 5-10 years as advancements are made in technology.
<b>Metadata Description:</b>	Order information that includes who ordered the certificate(s), what certificates were ordered, when they were ordered, monies received and charged, tracked by requester last name, first name and date of request. Also trackable by certificate ordered via event type, date of event, first-middle-last name, county of event, certificate number, index number. These core data elements enable retrieval of the vital records data of the record searched.



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RDA Comments	
<b>Records Management Division (RMD)</b>	<b>2018-03-15</b> No recommended changes.03/08/18 Memo received from agency explaining permanent retention. Memo has been added to the legal citation.
<b>Tennessee State Library and Archives</b>	<b>2018-03-16</b> No recommended changes.
<b>Comptroller Audit Review</b>	<b>2018-03-20</b> We have reviewed RDA 10143 from an audit standpoint. We concur with the recommended retention and disposition specifications.
<b>Agency Records Officer</b>	<b>2016-12-12</b> Thank you.
<b>RMD Director</b>	<b>2018-03-29</b> RDA 10143 is a request to revise an RDA. The retention period will change from six months to permanent. The format will remain electronic. The Title, Abstract, Cut Off, Disposition Notes, and Worksheet have been updated. Agency has provided memo explaining the reason for permanent retention in Legal Justification. Recommend approval of request to revise RDA 10143.
<b>Public Records Commission</b>	<b>2018-04-25</b> PRC approves RDA 10143.