



Notification of Agency Contract Agreement/Termination.

Core Data

RDA Number:	000001132A
Effective Date:	2020-05-15
Record Series Abstract:	Records consist of, but not limited to, Notification of Agency Contract or Agreement, and Termination Notice of Agency Contract or Agreement received in paper format by the Agency Licensing Director of Commerce and Insurance.
Record Series Active:	Yes
Cut Off at End of:	Other
Total Retention Years:	0
Total Retention Months:	0
Retention End Action:	Permanent
Disposition Notes:	Maintain records in paper or electronic format in agency. Records that were originally received in paper may be migrated to FileNet. Once verified, the paper or electronic record will be maintained permanently.
RDA Signed Agency Form:	1132A.pdf



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Worksheet (A)

Record Location:	500 James Robertson Parkway Nashville, TN 37243
File Arrangement:	License numerical by license identification number
Media Format Generated:	Electronic
Media Format Generated Summary:	Electronic: Text Paper: Sheet
Media Format Stored:	Electronic Paper
Media Format Stored Summary:	Electronic: Text Paper: Sheet
Date Range:	2010 to Current
Agency:	Dept. of Commerce and Insurance
Allotment Code:	335.02
Annual Accumulation:	.15 cubic feet paper; .001 GB
Current Volume:	.01 cubic feet paper;.01 GB



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Worksheet (B)

Record Value:	Administrative Fiscal Legal
Audit Requirements:	Both
Information Shared Outside the State:	Yes
Shared Agencies:	National Association of Insurance Commissioners. The information is also shared with the General Public. No personal information is shared with the exception of the name and date.
Essential Record:	Yes - Original
Confidential:	Yes
Does this record series contain sensitive information?:	Yes
Agency Retention:	Permanent
Retention Legal Citation:	TCA 10-7-504-(a)(29)
Record Sample PDF:	1484.sample_0.pdf



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Electronic Records Plan Inventory

System Name:	FileNet
Hardware Description:	The current State FileNet environment is an on-premise solution with all servers and data residing at the state data centers.
Software Description:	FileNet is accessed via a web interface along with a defined user id and password. Both are accessed via the state's local area network (LAN).
System Location:	The servers are located in the North and South Data Centers. All back end storage is replicated between the two data centers.
Backup Procedures:	Daily Incremental tape backups (an incremental backup is a type of backup that only copies files that have changed since the last full backup) are done. Weekly full-backups are done. Monthly backup is done once the completed tape is sent to offsite storage.
Disaster Recovery:	Files are restored from incremental backups, a weekly full backup and a monthly full back up.
Data Migration Description:	Documents are scanned to the Electronic Records Management System (FileNet) and stored on the designated servers.
Metadata Description:	The digitized data is saved as a pdf, jpg, png, gif of variable length as a digitized document.



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RDA Comments	
Records Management Division (RMD)	2020-04-09 No recommended changes.
Tennessee State Library and Archives	2020-04-09 No recommended changes.
Comptroller Audit Review	2020-04-14 We have reviewed RDA 01132A from an audit standpoint. We concur with the recommended retention and disposition specifications.
Agency Records Officer	2020-04-14 The agency concurs with no recommended changes.
RMD Director	2020-04-20 RDA 1132A is a request to revise an RDA. The retention period will be permanent and the format will be paper/electronic. The Abstract, Disposition Notes, and Worksheet have been updated. Recommend approval of the request to revise RDA 1132A.
Public Records Commission	2020-05-15 PRC approves RDA 1132A