



Capital Project Files and Financial Status Reports/Financial Records

Core Data

RDA Number:	000052_010
Effective Date:	2015-06-23
Record Series Abstract:	Fiscal project file includes the entire financial record of all expenditures and contractual documents for a state building commission project(including the project status reports(formerly known as the 837 Reports). Includes any associated correspondence.
Record Series Active:	Yes
Cut Off at End of:	Other
Total Retention Years:	30
Total Retention Months:	0
Retention End Action:	Destroy
Disposition Notes:	The files are to be cut off after the last bond is sold on the project. Maintain in agency 2 years, then transfer to state records center, and hold 28 years, then destroy. If for any reason the bond project is reopened the thirty year period starts over. Destroy by state approved methods after retention period ends.
RDA Signed Agency Form:	1516.form.pdf



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Worksheet (A)

Record Location:	20th Floor TN Tower File Room
File Arrangement:	Alpha
Media Format Generated:	Both
Media Format Generated Summary:	
Media Format Stored:	
Media Format Stored Summary:	
Date Range:	2000 to current
Agency:	Dept. of Finance and Administration
Allotment Code:	31701
Annual Accumulation:	15CF / 2GB
Current Volume:	80 CF / 7GB



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Worksheet (B)

Record Value:	Administrative Fiscal Legal
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:	2 years
Retention Legal Citation:	
Record Sample PDF:	



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Electronic Records Plan Inventory

System Name:	ECM - Edison Object Store
Hardware Description:	Images are stored on two (replicated) Hitachi storage devices, while index values are stored in the shared SQL Server 2008 database environment(also replicated). Each database record has a pointer to the image file in describes.
Software Description:	IBM Filenet software for the images, Microsoft SQL Server for the index values.
System Location:	Replicated across Data Center North and Data Center South.
Backup Procedures:	Daily tape backups
Disaster Recovery:	OIR Silver Disaster Recovery Plan
Data Migration Description:	The register (which had been generated by the legacy system and then printed) is now an input form in Edison. Data entered into the form is stored in an Edison database. Vouchers and other supporting documents are scanned into ECM via an Edison interface.
Metadata Description:	Each scanned image has the following metadata (index values) assigned: DOC Entry Financial Business Unit FNInvDOC Type PS Vendor No Vendor Invoice No Voucher ID.



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RDA Comments

Records Management Division (RMD)	2015-05-21 Please clarify title, abstract, cut off, and disposition notes. Please provide sample. 6/1/2015 Spoke with agency and updated the title, abstract, cut off, and disposition notes as per agency instructions. Agency does not have a bond sample to provide due to concerns over financial information posted on site.
Tennessee State Library and Archives	2015-05-21 TSLA concurs in RMD comments. 6/3/2015 - TSLA approves the new title, abstract, cut off, and disposition as revised.
Comptroller Audit Review	2015-05-21 Audit concurs with RMD comments. 06/05/2015: We have reviewed RDA 000052_010 from an audit standpoint. We concur with the recommended retention and disposition specifications.
Agency Records Officer	2015-06-01 Agency concurs with Records Management
RMD Director	2015-06-02 RDA 000052_010 is a request to revise an RDA. The retention period will remain thirty years. The Title, abstract and disposition have been updated to reflect the inclusion of the 837 Reports from RDA 000052_009, which is being retired. Recommend approval of RDA 000052_010.
Public Records Commission	2015-06-23 PRC approves RDA 000052_010.