



Local Government Planning Advisory Committee

Core Data

RDA Number:	11029
Effective Date:	2014-09-10
Record Series Abstract:	92 County Growth Plans (does not include the three metro counties), 100 municipal designated regional planning commissions, and 92 county wide regional planning commissions(These documents are in the form of official resolutions and ordinances, memos and letters, studies and reports, and maps.)
Record Series Active:	Yes
Cut Off at End of:	Other
Total Retention Years:	10
Total Retention Months:	0
Retention End Action:	Permanent
Disposition Notes:	Maintain in paper form ten years in agency. Paper will be scanned and converted to electronic format (PDF) and then converted to microfilm. Electronic and microfilm record will be reviewed for completeness and accuracy before paper record may be destroyed. Microfilm master will be transferred to state records center for permanent retention. After the transfer of microfilm to state records center the agency will maintain a copy of the microfilm in agency as well. Agency will maintain a paper/electronic copy in agency as needed to be available for review by the legislature, local government property owners, attorneys, regional planning authorities and others requiring info about the original adoption of planning regions specified under Title 13, Chapter 3 and growth plans under Title 6, Chapter 58. Records destroyed will be done so according to state standards.
RDA Signed Agency Form:	1866.form.pdf



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Worksheet (A)

Record Location:	312 Rosa L Parks Avenue, 26th Floor, TN Tower, Nashville, TN
File Arrangement:	alpha
Media Format Generated:	Paper
Media Format Generated Summary:	
Media Format Stored:	
Media Format Stored Summary:	
Date Range:	1935 to Current
Agency:	Dept. of Economic and Community Development
Allotment Code:	330.07
Annual Accumulation:	.10 cu ft. in paper and 300 mb electronically
Current Volume:	28 cu ft. in paper and 7.5 gb electronically



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Worksheet (B)

Record Value:	Administrative Historic
Audit Requirements:	State
Information Shared Outside the State:	Yes
Shared Agencies:	Tennessee Legislature, Local government, attorneys, Comptroller Office, and public inquiries
Essential Record:	Yes - Original
Confidential:	No
Does this record series contain sensitive information?:	No
Agency Retention:	permanently
Retention Legal Citation:	TCA 13-3-101
Record Sample PDF:	1866.sample.pdf



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Electronic Records Plan Inventory

System Name:	state data server
Hardware Description:	state data center managed by OIR
Software Description:	ArcGIS Desktop, Microsoft Word, Excel, PowerPoint, Adobe
System Location:	Microsoft File Server located at the State of TN Data Center
Backup Procedures:	Nightly incremental back up, weekly full back up on Friday night, monthly full back up on last Friday of the month, magnetic tape and the tapes are stored off-site at Iron Mountain back up storage facility
Disaster Recovery:	If data becomes lost or corrupted, a RFS will be submitted to OIR requesting a data restoration from the backup tapes containing the lost or corrupted data to its original location on the file server
Data Migration Description:	All Microsoft Office and ArcGIS products allow for data files to be automatically upgraded to newer version of software by opening and choosing to convert files on the first open with the software versions.
Metadata Description:	Record of official actions, minutes, and files of approved plans. 9 GB (doc., pdf, mxd, shp, gdb, cov)



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RDA Comments

Records Management Division (RMD)	<p>2014-04-17 TCA states that record has a 3 year retention period, questions why being changed to permanent retention.</p>
Tennessee State Library and Archives	<p>2014-05-12 TSLA concurs in RMD comment and cannot accept digital files on a portable storage medium. Please contact TSLA for further guidance.</p>
Comptroller Audit Review	<p>2014-06-20 We have reviewed RDA 11029 from an audit standpoint. We concur with the recommended retention and disposition specifications.</p>
Agency Records Officer	<p>2014-07-02 These records should be retained permanently due to their significance to property rights and regulations in Tennessee. The records series demonstrates the establishment of legal boundaries that effect planning jurisdiction, land use regulations, municipal annexation. This is part of the determining where ECD and other state agencies grant funds for development of infrastructure and jobs. ECD will store a copy in agency in paper format to have them available for instant access to the original record. All the paper records from 1935 to the current date will be converted to a pdf and then converted to microfilm. The microfilm will be transferred to TSLA for permanent retention as the official record. In the future, we will continue to convert the original paper records to a pdf. Every ten years, we will have the pdfs converted to microfilm and transferred to TSLA for permanent retention.</p>



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<p>RMD Director</p>	<p>2014-08-12 RDA 11029 is a request for a new RDA. The records series includes planning records from all over the state. The agency explains that these records impact property rights and thus should be maintained permanently. The agency's proposal to convert the records to microfilm for storage at TSLA provides a long term solution to preserving these records. Recommend approval of RDA 11029 with the following changes: Total Retention: 10 years Disposition Notes: Maintain in paper form ten years in agency. Paper will be scanned and converted to electronic format (PDF) and then converted to microfilm. Electronic and microfilm record will be reviewed for completeness and accuracy before paper record may be destroyed. Microfilm master will be transferred to TN State Library and Archives (TSLA) for permanent retention. After the transfer of microfilm to TSLA the agency will maintain a paper/electronic copy in agency as needed to be available for review by the legislature, local government property owners, attorneys, regional planning authorities and others requiring info about the original adoption of planning regions specified under Title 13, Chapter 3 and growth plans under Title 6, Chapter 58. Records destroyed will be done so according to state standards. Final Disposition after retention expires: Transfer to TSLA Agency Retention: 10 years</p>
<p>Public Records Commission</p>	<p>2014-09-10 RDA approved with the following changes: Abstract: 92 County Growth Plans (does not include the three metro counties), 100 municipal designated regional planning commissions, and 92 county wide regional planning commissions(These documents are in the form of official resolutions and ordinances, memos and letters, studies and reports, and maps.) Total Retention Period: 10 years Disposition Notes: Maintain in paper form ten years in agency. Paper will be scanned and converted to electronic format (PDF) and then converted to microfilm. Electronic and microfilm record will be reviewed for completeness and accuracy before paper record may be destroyed. Microfilm master will be transferred to state records center for permanent retention. After the transfer of microfilm to state records center the agency will maintain a copy of the microfilm in agency as well. Agency will maintain a paper/electronic copy in agency as needed to be available for review by the legislature, local government property owners, attorneys, regional planning authorities and others requiring info about the original adoption of planning regions specified under Title 13, Chapter 3 and growth plans under Title 6, Chapter 58. Records destroyed will be done so according to state standards. Essential Record Type: microfilm Media Recommendation: microfilm Agency Retention Active: 10 years Record Center Retention Period: microfilm permanent Final Disposition after Retention Expires: convert to microfilm</p>