



FILM & TELEVISION INCENTIVE DOCUMENTS

Core Data

RDA Number:	3029
Effective Date:	2014-05-27
Record Series Abstract:	RECORDS MAY INCLUDE BUDGET, CONTRACT, SCRIPT, LIST OF CREATIVE ELEMENTS, SYNOPSIS, PROOF OF INSURANCE, DISTRIBUTION PLANS, CREW & VENDOR LISTS, PAYROLL REPORT, BUSINESS ENTITY DOCUMENTS AND CERTIFICATE CONDITION OF ELIGIBILITY.
Record Series Active:	Yes
Cut Off at End of:	Other
Total Retention Years:	10
Total Retention Months:	0
Retention End Action:	Destroy
Disposition Notes:	Records are to be kept in paper or electronic format in agency for ten (10) years. Records may be transferred to State Records Center for storage as needed. When retention period has expired the records are to be destroyed by State approved method.
RDA Signed Agency Form:	1918.form.pdf



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Worksheet (A)

Record Location:	TN TOWER 26TH FLR 312 ROSA L.PARKS Avenue NASHVILLE,TN
File Arrangement:	ALPHA
Media Format Generated:	Both
Media Format Generated Summary:	
Media Format Stored:	
Media Format Stored Summary:	
Date Range:	5/2007-CURRENT
Agency:	Dept. of Economic and Community Development
Allotment Code:	33002
Annual Accumulation:	2 CU. FT of paper and 849 mb electronically per year
Current Volume:	10 CU. FT. paper and 8.64 gb electronically



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Worksheet (B)

Record Value:	Administrative Fiscal Legal
Audit Requirements:	State
Information Shared Outside the State:	No
Shared Agencies:	
Essential Record:	Yes - Original
Confidential:	No
Does this record series contain sensitive information?:	No
Agency Retention:	10 YEARS
Retention Legal Citation:	
Record Sample PDF:	1918.sample.pdf



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Electronic Records Plan Inventory

System Name:	Microsoft Server Active Directory file Share Structure
Hardware Description:	Server Name AG0319006wf524, Microsoft Windows Server Active Directory File Share Structure
Software Description:	Microsoft Word, Excel, PowerPoint, and Adobe pdf docs, jpg photos and SQL database tables
System Location:	Microsoft SQL Application 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 SQL database products allow for data files to be automatically upgraded to new version of software by opening and choosing to convert files on the first open with the new software versions.
Metadata Description:	.pdf, .doc, .jpg



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RDA Comments

Records Management Division (RMD)	2014-03-27 Electronic inventory section does not provide enough information on server hardware, and information on virtual server software including type and version. 5/13/14: Received additional information on server hardware.
Tennessee State Library and Archives	2014-05-12 TSLA concurs with RMD comment.
Comptroller Audit Review	2014-04-25 We have reviewed RDA 3029 from an audit standpoint. We concur with the recommended retention and disposition specifications.
Agency Records Officer	2014-05-13 Agency agrees.
RMD Director	2014-05-16 RDA 3029 is a request for a revision. The agency is adding the electronic format to the RDA. The retention period is unchanged. Recommend approval of RDA 3029.
Public Records Commission	2014-05-27 PRC approves RDA 3029