



Architectural drawings and administrative documents.

Core Data

RDA Number:	11076
Effective Date:	2015-03-30
Record Series Abstract:	Schematic; design; construction and close-out documents. Drawings, design manuals and associated administrative files.
Record Series Active:	Yes
Cut Off at End of:	Other
Total Retention Years:	5
Total Retention Months:	0
Retention End Action:	Permanent
Disposition Notes:	Records are stored in agency until completion of project, unless superseded by another version of the document or if the record is no longer under the ownership of the state. Each phase of construction is kept until that phase is completed and replaced with the next stage, at which point the earlier version is destroyed. After the cutoff, at the end of construction, all documents are replaced with close-out documents that must be kept permanently. Paper and Mylar close-out documents will be stored in agency for five years, and then transferred to the state records center for permanent storage. Duplicate copies on CD/DVD will be stored in agency for administrative use. Duplicate copies are also owned by DGS and stored electronically and permanently on microfilm.
RDA Signed Agency Form:	1978.form.pdf



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Worksheet (A)

Record Location:	9th Floor, Andrew Johnson Tower. Storage Room.
File Arrangement:	By School, i.e. TSB, TSD, etc.and by date.
Media Format Generated:	Paper
Media Format Generated Summary:	
Media Format Stored:	Paper
Media Format Stored Summary:	
Date Range:	to
Agency:	Dept. of Education
Allotment Code:	331.01
Annual Accumulation:	6 cu ft.
Current Volume:	15 cu ft.



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Worksheet (B)

Record Value:	Administrative 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:	5 years after cutoff
Retention Legal Citation:	
Record Sample PDF:	1978.sample.pdf



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RDA Comments

Records Management Division (RMD)	2014-11-06 No recommended changes.
Tennessee State Library and Archives	2014-11-06 No recommended changes.
Comptroller Audit Review	2014-11-10 We have reviewed RDA 11076 from an audit standpoint. We concur with the recommended retention and disposition specifications.
Agency Records Officer	2014-11-19 No changes needed
RMD Director	2015-01-06 RDA 11076 is a request for a new RDA. The records series will be retained permanently at the state records center. Records series is kept for potential reference in case of new construction as well as for legal reasons. Recommend approval of RDA 11076.
Public Records Commission	2015-03-30 Approved by the PRC.