



Workers' Compensation Claim Documentation

Core Data

RDA Number:	11100
Effective Date:	2022-04-25
Record Series Abstract:	Record series contains workers' compensation claim documents for state employees. Files include, but are not limited to: first notices of loss or first reports of injury, medical records, medical bills, letters of denial or approval, and correspondence between medical providers and the third party program administrator. Record series also contains pre-claim documentation where no claim is filed (incident only).
Record Series Active:	Yes
Cut Off at End of:	Other
Total Retention Years:	30
Total Retention Months:	0
Retention End Action:	Permanent
Disposition Notes:	All documents and data are maintained electronically by a third party program administrator. Electronic documents are held for 30 years, and then destroyed by state approved methods and data is maintained permanently.
RDA Signed Agency Form:	11100.pdf



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Worksheet (A)

Record Location:	Andrew Jackson Building, 14th floor
File Arrangement:	Alpha and numeric
Media Format Generated:	Electronic
Media Format Generated Summary:	Electronic: Text
Media Format Stored:	Electronic
Media Format Stored Summary:	Electronic: Text Electronic: Spreadsheet/Database
Date Range:	1980s to Current
Agency:	Dept. of Treasury
Allotment Code:	309
Annual Accumulation:	Records stored electronically and held by the third party program administrator; Treasury department has access to the database.
Current Volume:	Records stored electronically and held by the third party program administrator; Treasury department has access to the database.



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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:	Yes
Does this record series contain sensitive information?:	Yes
Agency Retention:	30 years
Retention Legal Citation:	N/A
Record Sample PDF:	Treasury Sample Withheld_2.pdf



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Electronic Records Plan Inventory

System Name:	System meets or exceeds STS requirements. Information not publicly listed due to security reasons.
Hardware Description:	System Hardware meets or exceeds STS requirements. Information not publicly listed due to security reasons.
Software Description:	System Software meets or exceeds STS requirements. Information not publicly listed due to security reasons.
System Location:	
Backup Procedures:	System Backup Procedures meet or exceed STS requirements. Information not publicly listed due to security reasons.
Disaster Recovery:	System Disaster Recovery meets or exceeds STS requirements. Information not publicly listed due to security reasons.
Data Migration Description:	System Data Migration meets or exceeds STS requirements. Information not publicly listed due to security reasons.
Metadata Description:	System Metadata meets or exceeds STS requirements. Information not publicly listed due to security reasons.



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		RDA Comments
Records Management Division (RMD)	2022-03-31 No recommended changes.	
Tennessee State Library and Archives	2022-04-05 No recommended changes.	
Comptroller Audit Review	2022-04-04 We have reviewed RDA 11100 from an audit standpoint. We concur with the recommended retention and disposition specifications.	
Agency Records Officer	2022-04-05 Agency concurs with recommendations.	
RMD Director	2022-04-11 RDA 11100 is a request to revise an RDA. The retention period will change from thirty years and destroy to permanent. The format will be electronic. The Abstract, Disposition Notes, and Worksheet have been updated. Recommend approval of the request to revise RDA 11100.	
Public Records Commission	2022-04-25 PRC approves RDA 11100	