Probation and Parole Community Supervision Files

Core Data

RDA Number:	11088
Effective Date:	2024-04-24
Record Series Abstract:	Active and inactive probation and parole files including: monthly reports, pre-sentence referral, arrest report, probation order, client introduction sheet, and payment receipt; parole certificate, violation reports, chronological records, and correspondence; finger prints, photographs, parole officer reports; receipt book for criminal injuries fund payment information sheets; appointment card, monthly and weekly activity report; inspection assignment list; work project weekly reports and coordinator statistical report CR-3896, CR-3882, CR-3872, CR-3808, CR-3848
Record Series Active:	Yes
Cut Off at End of:	Other
Total Retention Years:	5
Total Retention Months:	0
Retention End Action:	Destroy
Disposition Notes:	Records are maintained in Agency for 5 years after cut off in paper or electronic format and then destroyed by state approved methods.
RDA Signed Agency Form:	Signed Forms 11088.pdf

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Worksheet (A)

Record Location:	Probation and Parole Offices located across the state.
File Arrangement:	Alpha Numeric
Media Format Generated:	Paper
Media Format Generated Summary:	
Media Format Stored:	Electronic Paper
Media Format Stored Summary:	
Date Range:	1990 to current
Agency:	Dept. of Correction
Allotment Code:	32901
Annual Accumulation:	Approximately 1500 cu. ft.
Current Volume:	Approximately 25,000 cu. ft.

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Worksheet (B)

Record Value:	Administrative Legal
Audit Requirements:	State
Information Shared Outside the State:	Yes
Shared Agencies:	Probation and Parole Offices in other States; Federal and State Law Enforcement Agencies
Essential Record:	Yes - Original
Confidential:	No
Does this record series contain sensitive information?:	Yes
Agency Retention:	5 years
Retention Legal Citation:	
Record Sample PDF:	2008.sample.pdf

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Electronic Records Plan Inventory

System Name:	Filenet or other approved storage solution
Hardware Description:	SQL Server
Software Description:	Word, excel, adobe
System Location:	Data center
Backup Procedures:	Nightly job is run to create back ups of each individual database. Backups are kept on the server.
Disaster Recovery:	Back up data will be used to restore application information to server.
Data Migration Description:	The records within the database will be migrated to another electronic application if it is determined that the existing system no longer meets the requirements of TDOC and/or STS. At that time, TDOC and STS staff will coordinate with the vendor/software supplier to map data exchanges between the current application and the new application. Data conversion will be required in order to format the current data values into the format required by a replacement system. Preserving data integrity is the highest priority when migrating from one system to another system.
Metadata Description:	date, time, file type, storage space.

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RDA Comments

Records Management Division (RMD)	**2024-03-21** No recommended changes.
Tennessee State Library and Archives	**2024-03-22** No recommended changes.
Comptroller Audit Review	**2024-03-22** We have reviewed RDA 11088 from an audit standpoint. We concur with the recommended retention and disposition specifications.
Agency Records Officer	**2024-03-25** No recommended changes
RMD Director	**2024-03-26** RDA 11088 is a request to revise an RDA. The retention period will remain five years and then destroy. The format will be paper/electronic. The Abstract, Disposition Notes, and Worksheet have been updated. Recommend approval of the request to revise RDA 11088.
Public Records Commission	**2024-04-24** PRC approves RDA 11088