



Capital Project Files

Core Data

RDA Number:	11130
Effective Date:	2015-10-13
Record Series Abstract:	Contracts, Plans, Specifications excluding Record Documents between the State, Architects and Contractors to build and maintain state buildings which include but not limited to: Amendments, Supplements, Change Orders, Addendum, Bid Documents, Certificates of Substantial Completion, Certificate of Insurance, Year End Warranty Certificate, Fire Marshall Certificate of Occupancy, Punch List, Schedules, Pay Applications, Emails, Job Order Contract Projects, Consent of Surety, RFP's, RFI Logs, Notice to Proceed Letters, Field/Observation Reports, Photographs, Construction Progress Report, Designer Cost Estimates, Designer Services Request Approvals, Meeting Notes, Letters, Transmittals.
Record Series Active:	Yes
Cut Off at End of:	Other
Total Retention Years:	10
Total Retention Months:	0
Retention End Action:	Destroy
Disposition Notes:	The Capital Project Paper Files will be maintained in Agency for 2 years after project completion, then transferred to the State Record Center for 8 years. The Electronic Records are maintained in agency for 10 years. At the end of the total retention period both paper and electronic records will be destroyed.
RDA Signed Agency Form:	2054.form.pdf



Capital Project Files

Worksheet (A)

Record Location:	312 Rosa L. Parks Avenue, 3rd Floor, DGS-STREAM File Room
File Arrangement:	Numeric
Media Format Generated:	
Media Format Generated Summary:	
Media Format Stored:	
Media Format Stored Summary:	
Date Range:	to
Agency:	Dept. of General Services
Allotment Code:	32107
Annual Accumulation:	Paper 150 cu.ft., Electronic 30 gigabytes
Current Volume:	Paper 2,105 cu.ft., Electronic 235 gigabytes



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Worksheet (B)

Record Value:	Administrative Fiscal Legal
Audit Requirements:	Both
Information Shared Outside the State:	Yes
Shared Agencies:	Veterans Affairs, FCC, EPA-TDEC, Forestry-Department of Interiors, TOSHA, OSHA, Labor & Workforce.
Essential Record:	Yes - Original
Confidential:	No
Does this record series contain sensitive information?:	No
Agency Retention:	2 years
Retention Legal Citation:	
Record Sample PDF:	2054.sample.pdf



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Electronic Records Plan Inventory

System Name:	(A) GS_STREAM (\\\\\\\\\\\\\\\\10.172.13.229)(N:) NAS Drive, (B) STREAM (\\\\\\\\\\\\\\\\ag0319006wf525)(H:)
Hardware Description:	(A) Oracle NAS storage (B) Solaris 10 Master Server
Software Description:	(A) Oracle NAS appliance (B) Netbackup 6.5.6 backup software
System Location:	(A) Data Center North-Primary (B) Data Center North-Primary, Data Center South for secondary (copy 2 for ag0319006wf525)
Backup Procedures:	(A) An incremental backup is taken once a day and maintained for one month. A full backup is taken once a month and sent offsite for 7 years. Backups are straight to tape. (B) Backup is conducted everyday. Full Backup on Friday, Incremental backups Saturday-Thursday. Data Domain disk storage is the backup media. All backups are on disk for 30 days and duplicated between the two data centers. Once a month, around the last weekend of the month, on a Friday, the full backup is vaulted to tape which is an LT04 tape. Media servers that backup ag0319006wf525 are Linux Red Hat. We use data domain 890, the second copy to a data domain 890 for backups, and a L700 storage tek tape library for offsite storage on a monthly basis.
Disaster Recovery:	Both (A) and (B) Drives are the same process. Backup media is stored at Iron Mountain. \\Restore\\ process is via a Help Desk Ticket. If it's older than 30 days we will have to recall a case from Iron Mountain for the next business day. If the restore is an emergency then we will submit an emergency delivery from Iron Mountain. An emergency delivery can take up to 3 hrs by contract. There is a cost for an emergency delivery.
Data Migration Description:	Capital Project Files are in Paper/ Electronic format each will remain in their respective format. The goal of this migration is to gather all of the Electronic Capital Project data files into a single location for storage, easy retrieval and to aid the archival and research process. The migration strategy is to create a common folder structure on the STREAM Share Drive and have all Capital Project Staff utilize this structure. The existing electronic Capital Project Files will be worked into the new structure. Once the Capital Project Files have met their retention period, both electronic and paper files will be destroyed.



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Metadata Description:

Name, Date, and File type. The data sets related to Capital Project Files are, but not limited to Excel, Word, Text, PDF, DWG, MS Project Files, pictures, Image Files (TIFF etc.) and email exports. Any electronic file that is relevant to Capital Project Files will be in the folder structure.



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RDA Comments	
Records Management Division (RMD)	2015-08-13 No recommended changes
Tennessee State Library and Archives	2015-08-13 No recommended changes.
Comptroller Audit Review	2015-08-13 We have reviewed RDA 11130 from an audit standpoint. We concur with the recommended retention and disposition specifications.
Agency Records Officer	2015-09-02 Agency agrees with no recommended changes.
RMD Director	2015-09-15 RDA 11130 is a request for a new RDA. The records series will be retained thirty-five years in paper/electronic formats. Recommend approval of request to create RDA 11130.
Public Records Commission	2015-10-13 PRC approves RDA 11130.