



## Open Records Request

### Core Data

<b>RDA Number:</b>	SW35
<b>Effective Date:</b>	2025-10-20
<b>Record Series Abstract:</b>	Record Series Consists of correspondence with the public regarding requests to view or retrieve information from official records. Records include but are not limited to emails, letters, and attachments. Note: the records requested are not covered by this RDA but are to be governed by the appropriate original RDA for the requested records.
<b>Record Series Active:</b>	Yes
<b>Cut Off at End of:</b>	Other
<b>Total Retention Years:</b>	5
<b>Total Retention Months:</b>	0
<b>Retention End Action:</b>	Destroy
<b>Disposition Notes:</b>	Records may be maintained in either paper or electronic format, as long as the electronic content has been verified for completeness, accuracy, and usability. Records in electronic format shall be maintained in a system that meets minimum requirements of Finance and Administration (F&A)/Strategic Technology Solutions (STS). Any sensitive or confidential information contained therein shall be destroyed according to standards for destruction of confidential information. Once retention expires records are destroyed by state approved methods.
<b>RDA Signed Agency Form:</b>	RDA SW35 Signed Form.pdf



## Open Records Request

### Worksheet (A)

<b>Record Location:</b>	Records officer shall keep documentation of specific location.
<b>File Arrangement:</b>	alpha numeric
<b>Media Format Generated:</b>	Electronic Paper
<b>Media Format Generated Summary:</b>	Electronic: Text Electronic: Raster Image Electronic: Spreadsheet/Database Electronic: Email Paper: Sheet
<b>Media Format Stored:</b>	Electronic Paper
<b>Media Format Stored Summary:</b>	Electronic: Text Electronic: Raster Image Electronic: Spreadsheet/Database Electronic: Email Paper: Sheet
<b>Date Range:</b>	2010 to current
<b>Agency:</b>	Statewide
<b>Allotment Code:</b>	30513
<b>Annual Accumulation:</b>	Agency records officer shall keep documentation of annual accumulation.
<b>Current Volume:</b>	Agency records officer shall keep documentation of specific volume.



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### Worksheet (B)

<b>Record Value:</b>	Administrative Fiscal Legal
<b>Audit Requirements:</b>	State
<b>Information Shared Outside the State:</b>	No
<b>Shared Agencies:</b>	
<b>Essential Record:</b>	No
<b>Confidential:</b>	No
<b>Does this record series contain sensitive information?:</b>	No
<b>Agency Retention:</b>	5
<b>Retention Legal Citation:</b>	TCA 10-7-501
<b>Record Sample PDF:</b>	2111.sample.pdf



## Open Records Request

### Electronic Records Plan Inventory

<b>System Name:</b>	Records Officer shall document system name.
<b>Hardware Description:</b>	All hardware for maintaining the records series shall be maintained in accordance with the current standards of the Strategic Technology Solutions (STS).
<b>Software Description:</b>	All software for maintaining the records series shall be maintained in accordance with the current standards of the Strategic Technology Solutions (STS). Agency shall use File Types and Formats that are considered High Confidence by STS.
<b>System Location:</b>	Agency Records Officer shall document the system location.
<b>Backup Procedures:</b>	Backup procedures system shall be maintained in accordance with the current standards of the Strategic Technology Solutions (STS). Backup procedures shall be reviewed and tested annually.
<b>Disaster Recovery:</b>	Agency shall have a detailed Disaster Recovery Plan for the system in accordance with the current standards of the Strategic Technology Solutions (STS). Disaster Recovery plans shall be reviewed annually.
<b>Data Migration Description:</b>	Agency shall have a detailed plan for migrating the electronic records in case of a software upgrade/change, hardware replacement, or a disaster.
<b>Metadata Description:</b>	File Name, Date Created, File Type, & Date Modified



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### RDA Comments

<b>Records Management Division (RMD)</b>	<b>2025-09-04</b> No recommended changes.
<b>Tennessee State Library and Archives</b>	<b>2025-09-09</b> No recommended changes.
<b>Comptroller Audit Review</b>	<b>2025-09-05</b> We have reviewed RDA SW35 from an audit standpoint. We concur with the recommended retention and disposition specifications.
<b>Agency Records Officer</b>	<b>2025-09-10</b> No recommended changes.
<b>RMD Director</b>	<b>2025-09-16</b> Statewide RDA SW35 is a request to revise an RDA. The retention period will remain five years and destroy. The format will be paper/electronic. The Abstract, Disposition Notes, and Worksheet have been updated. Recommend approval of the request to revise Statewide RDA SW35.
<b>Public Records Commission</b>	<b>2025-10-20</b> PRC approves RDA SW35