Veteran Interment Records

Core Data

RDA Number:	11036
Effective Date:	2017-03-28
Record Series Abstract:	Records series includes but not limited to funeral records including: military discharge form, verification of eligibility form, burial benefits, correspondence with the Veterans Administration concerning eligibility, documents relating to proof of eligibility, certificates of death.
Record Series Active:	Yes
Cut Off at End of:	Other
Total Retention Years:	75
Total Retention Months:	0
Retention End Action:	Permanent
Disposition Notes:	Records received in paper and electronic. Paper is converted into electronic format and paper is given back or mailed to next of kin. Electronic records are maintained on approved enterprise content management system (ECM), after retention expires records are then sent to Tennessee State Library and Archives. Information from these records is transmitted to the United States Department of Veteran Affairs (USDVA) via the Burial Operations Support System (BOSS) to process veterans, spouse and eligible dependents burial benefits. It then becomes USDVA original record.
RDA Signed Agency Form:	2114.form.pdf

Veteran Interment Records

Worksheet (A)

Record Location:	Tennessee State Veterans Cemeteries, Tennessee Dept. of Veterans Services records officer has list of all locations.
File Arrangement:	Alpha/Numeric/Chronological
Media Format Generated:	Both
Media Format Generated Summary:	
Media Format Stored:	
Media Format Stored Summary:	
Date Range:	August 2, 1990 to current
Agency:	Dept. of Veterans Services
Allotment Code:	32300
Annual Accumulation:	50 cu ft, 2 GB
Current Volume:	250 cu ft, 10 GB

Veteran Interment Records

Worksheet (B)

Record Value:	Administrative Fiscal Historic Legal
Audit Requirements:	Both
Information Shared Outside the State:	Yes
Shared Agencies:	United States Department of Veterans Administration (USDVA)
Essential Record:	Yes - Original
Confidential:	Yes
Does this record series contain sensitive information?:	No
Agency Retention:	75 years
Retention Legal Citation:	VA Handbook 6300.1, Related Directive: VA Directive 6300, Records and Information Management, Information generated and disseminated by the National Archives and Records Administration (NARA)
Record Sample PDF:	2114.sample.pdf

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Electronic Records Plan Inventory

System Name:	Enterprise FileNet System
Hardware Description:	Virtual servers - 2 Content Platform Engines and 2 Application Engines at each data center for a total of 8 servers
Software Description:	FileNet 5.2.0.3
System Location:	Data Center South is Primary, Data Center North is DR site.
Backup Procedures:	Backups occur nightly
Disaster Recovery:	Bronze Level Disaster Recovery
Data Migration Description:	Flat files will be sent from each office via secure SFTP and uploaded to the FileNet server
Metadata Description:	Burial Records: First Name, Last Name, Plot number, Region, Burial Date, Last 4 digits of Social Security Number.

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RDA Comments

Records Management Division (RMD)	**2017-01-26** No recommended changes
Tennessee State Library and Archives	**2017-03-01** The Library & Archives cannot accept records which, in whole or in part, contain information deemed confidential by statute. A DD-214 form is confidential for 75 years \\\\\\\"following the date it is recorded with or otherwise first comes into the possession of a governmental body.\\\\\\\" We recommend a retention of at least 75 years before transfer to TSLA. Agency may want to consider working with the Records Management Division on an interim electronic storage option.
Comptroller Audit Review	**2017-01-30** We have reviewed RDA 11036 from an audit standpoint. We concur with the recommended retention and disposition specifications.
Agency Records Officer	**2017-03-03** We agree with the Library & Archives recommendation.
RMD Director	**2017-03-10** RDA 11036 is a request to revise an RDA. The retention period will change from one hundred years and permanent to seventy five years and permanent, transfer to Library & Archives. The agency concurred with the recommendations from Library & Archives. The format will remain paper/electronic. The Abstract, Disposition notes, and Worksheet have been updated. Recommend approval of RDA 11036 with the following agreed upon changes: Total Retention: 75 years Agency Retention: 75 years
Public Records Commission	**2017-03-28** PRC approves RDA 11036 with changes: Total Retention: 75 years Agency Retention: 75 years