



## Capital Case Reports

### Core Data

<b>RDA Number:</b>	11235
<b>Effective Date:</b>	2017-09-07
<b>Record Series Abstract:</b>	Capital case reports are created by the Administrative Office of the Courts from information gathered from our capital case attorneys and from court system records. They are used as an internal information source and are sent to specific court officials (including the Tennessee Supreme Court Justices) monthly or when a new development in a capital is discovered or reported. These records include but are not limited to eight (8) capital case reports that give status information for capital post-conviction cases in the trial courts, capital cases in the Tennessee Supreme Court for direct and extraordinary appeals, capital cases in the Tennessee Supreme Court on post-conviction appeal, capital cases in the Tennessee Supreme Court with pending Rule 11 applications, capital cases in the Court of Criminal Appeals - Court of Appeals on post-conviction appeal, capital cases in the Court of Criminal Appeals for direct and extraordinary appeals, capital Cases in the trial courts, and a death row inmates status report.
<b>Record Series Active:</b>	Yes
<b>Cut Off at End of:</b>	Calendar Year
<b>Total Retention Years:</b>	0
<b>Total Retention Months:</b>	0
<b>Retention End Action:</b>	Permanent
<b>Disposition Notes:</b>	The reports will be maintained permanently in electronic form on the Administrative Office of the Court's server.
<b>RDA Signed Agency Form:</b>	2226.form.pdf



## Capital Case Reports

### Worksheet (A)

<b>Record Location:</b>	Administrative Office of the Courts, Nashville City Center, Suite 600, 511 Union Street, Nashville, TN 37219
<b>File Arrangement:</b>	numeric
<b>Media Format Generated:</b>	Electronic
<b>Media Format Generated Summary:</b>	
<b>Media Format Stored:</b>	Electronic
<b>Media Format Stored Summary:</b>	
<b>Date Range:</b>	1994 - Current
<b>Agency:</b>	Administrative Office of the Courts
<b>Allotment Code:</b>	30210
<b>Annual Accumulation:</b>	0.065 Gigabytes
<b>Current Volume:</b>	0.603 Gigabytes



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### Worksheet (B)

<b>Record Value:</b>	Administrative Legal
<b>Audit Requirements:</b>	State
<b>Information Shared Outside the State:</b>	Yes
<b>Shared Agencies:</b>	Department of Justice, news outlets, non-profit organizations, private citizens
<b>Essential Record:</b>	Yes - Original
<b>Confidential:</b>	No
<b>Does this record series contain sensitive information?:</b>	No
<b>Agency Retention:</b>	Permanently
<b>Retention Legal Citation:</b>	
<b>Record Sample PDF:</b>	2226.sample.pdf



## Capital Case Reports

### Electronic Records Plan Inventory

<b>System Name:</b>	Capital Case Reports
<b>Hardware Description:</b>	Virtual Server on HP Appliance / SUSE Linux 11
<b>Software Description:</b>	Microsoft Word, Adobe PDF
<b>System Location:</b>	Administrative Office of the Courts, Nashville City Center, Suite 600, 511 Union Street, Nashville, TN 37219
<b>Backup Procedures:</b>	Employing Veritas NetBackup, data is backed up on the following schedule: Complete backups run on Fridays. Differential backups are processed Monday through Thursday each week. Backup data is stored on EMC Data Domain disc storage and is replicated to a remote, second data domain appliance nightly.
<b>Disaster Recovery:</b>	Sufficient hardware and virtual capacity exists in both locations in order to redeploy stored data and permit continuity of operations in accordance with our disaster Recovery plan.
<b>Data Migration Description:</b>	Any migration of files would be performed by Network Administrator staff.
<b>Metadata Description:</b>	Critical data elements include: comments, revisions, versions, annotations, properties, author, embedded docs, macros, forms, active x controls, custom XML data, headers, footers, watermarks, hiddentext.



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RDA Comments	
<b>Records Management Division (RMD)</b>	<b>2017-08-10</b> No recommended changes.
<b>Tennessee State Library and Archives</b>	<b>2017-08-10</b> No recommended changes.
<b>Comptroller Audit Review</b>	<b>2017-08-10</b> We have reviewed RDA 11235 from an audit standpoint. We concur with the recommended retention and disposition specifications.
<b>Agency Records Officer</b>	<b>2017-08-11</b> Thank you.
<b>RMD Director</b>	<b>2017-08-15</b> RDA 11235 is a request for a new RDA. The retention period will Permanent and the format will be Electronic. Recommend approval of request to create RDA 11235.
<b>Public Records Commission</b>	<b>2017-09-07</b> PRC approves RDA 11235.