



Agency Executive Subject Files

Core Data

RDA Number:	SW08
Effective Date:	2025-10-20
Record Series Abstract:	Documents relating to agency heads (Constitutional Officers, Commissioners, & Executive Directors) in the transaction of official business. Examples: Official correspondence, memorandums, final reports, current & obsolete directives.
Record Series Active:	Yes
Cut Off at End of:	Fiscal Year
Total Retention Years:	5
Total Retention Months:	0
Retention End Action:	Permanent
Disposition Notes:	Files are to be maintained in agency for five years after cut off. Records in paper format may be transferred to State Records Center for storage until time to transfer to TN State Library and Archives (TSLA). After five years transfer to Library & Archives for permanent retention. FORMER RDA: S590
RDA Signed Agency Form:	RDA SW08 Signed Form.pdf



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Worksheet (A)

Record Location:	Agency records officer shall keep documentation of specific location.
File Arrangement:	alpha numeric
Media Format Generated:	
Media Format Generated Summary:	
Media Format Stored:	
Media Format Stored Summary:	
Date Range:	current
Agency:	Statewide
Allotment Code:	30513
Annual Accumulation:	Agency records officer shall keep documentation of specific volume.
Current Volume:	Agency records officer shall keep documentation of specific volume.



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Worksheet (B)

Record Value:	Administrative Fiscal Historic Legal
Audit Requirements:	State
Information Shared Outside the State:	No
Shared Agencies:	
Essential Record:	No
Confidential:	No
Does this record series contain sensitive information?:	No
Agency Retention:	5 years
Retention Legal Citation:	
Record Sample PDF:	



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Electronic Records Plan Inventory

System Name:	Records Officer shall document system name.
Hardware Description:	All hardware for maintaining the records series shall be maintained in accordance with the current standards of the Strategic Technology Solutions (STS).
Software Description:	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.
System Location:	Agency Records Officer shall document the system location.
Backup Procedures:	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.
Disaster Recovery:	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.
Data Migration Description:	Agency shall have a detailed plan for migrating the electronic records in case of a software upgrade/change, hardware replacement, or a disaster.
Metadata Description:	File Name, Date Created, File Type, & Date Modified



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RDA Comments

Records Management Division (RMD)	2025-09-04 No recommended changes.
Tennessee State Library and Archives	2025-09-09 No recommended changes.
Comptroller Audit Review	2025-09-05 We have reviewed RDA SW08 from an audit standpoint. We concur with the recommended retention and disposition specifications.
Agency Records Officer	2025-09-10 No recommended changes.
RMD Director	2025-09-16 Statewide RDA SW08 is a request to revise an RDA. The retention period will remain permanent. The format will be paper/electronic. The Abstract, Disposition Notes, and Worksheet have been updated. Recommend approval of the request to revise Statewide RDA SW08.
Public Records Commission	2025-10-20 PRC approves RDA SW08