



Interior/Space Planning Project Files

Core Data

RDA Number:	11025
Effective Date:	2017-09-07
Record Series Abstract:	The Interior/Space Planning Project Files consist of but not limited to project drawings, and the Assign Space Request Service Agreement(ASR).
Record Series Active:	Yes
Cut Off at End of:	Other
Total Retention Years:	5
Total Retention Months:	0
Retention End Action:	Destroy
Disposition Notes:	After the cut off date the Interior/Space Planning Files will be maintained in agency for 5 years; then destroyed. Electronic Records will be kept on agency servers for the mentioned retention period, then destroyed.
RDA Signed Agency Form:	2264.form.pdf



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Worksheet (A)

Record Location:	William R. Snodgrass Tennessee Tower 312 Rosa L. Parks Avenue Nashville, Tennessee 37243 Location of Files: 24th Floor
File Arrangement:	Alphabetical
Media Format Generated:	Electronic
Media Format Generated Summary:	
Media Format Stored:	
Media Format Stored Summary:	
Date Range:	2000 to current
Agency:	Dept. of General Services
Allotment Code:	32107
Annual Accumulation:	Paper: 10 cu.ft. Electronic: 9 gigabytes
Current Volume:	Paper: 130 cu.ft. Electronic: 146 gigabytes



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Worksheet (B)

Record Value:	Administrative
Audit Requirements:	State
Information Shared Outside the State:	No
Shared Agencies:	
Essential Record:	Yes - Original
Confidential:	No
Does this record series contain sensitive information?:	No
Agency Retention:	5 years
Retention Legal Citation:	
Record Sample PDF:	2264.sample.pdf



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Electronic Records Plan Inventory

System Name:	ag035DCWF00525 - STREAM share (All shared drives are backed up in this manner)
Hardware Description:	Solaris 10 Master Server
Software Description:	Netbackup 6.5.6 backup software Software includes: Excel, Word, Text, PDF, MS Project files, CAD files, Image files (TIFF, GIF etc.) and email.
System Location:	Data Center North-Primary, Data Center South for secondary (copy 2 for ag035DCWF00525)
Backup Procedures:	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 ag035DCWF00525 are Linux Red Hat. We use data domain 890 and the second copy to a data domain 890 for backups and a L700 storage tek tape library for offsite storage on Monthly backups.
Disaster Recovery:	Backup media is stored at Iron Mountain Restore process is via a Help desk ticket. If its 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.
Data Migration Description:	Currently, the electronic data files reside in diverse locations. Additionally, some of the files are in paper format and some are in electronic format. The goal of this migration is to gather all of the relevant electronic Interior/Space Planning data files into a single location for storage, easy retrieval, completeness and to aid the archival and research processes. The migration strategy is to create a common folder structure on the STREAM Share Drive and have all participating staff and agencies utilize this structure on a go-forward basis. The existing electronic Interior Project Files will also be worked into the new structure for completeness.
Metadata Description:	The data sets related to Interior/Space Planning files included but not limited to Excel, Word, Text, PDF, MS Project Files, CAD Files, Image Files (TIFF, GIF etc.) and email exports. Any electronic file that is relevant to Interior Space Planning will be stored in the folder structure.



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RDA Comments

Records Management Division (RMD)	2017-06-22 No recommended changes
Tennessee State Library and Archives	2017-06-26 No recommended changes.
Comptroller Audit Review	2017-06-26 We have reviewed RDA 11025 from an audit standpoint. We concur with the recommended retention and disposition specifications.
Agency Records Officer	2017-06-27 Agency agrees with no recommended changes to RDA. Thank you
RMD Director	2017-06-28 RDA 11025 is a request to revise an RDA. The retention period will change from ten years and destroy to five years and destroy. The format will remain paper/electronic. The Abstract, Cut Off, Disposition Notes, and Worksheet have been updated. Recommend approval of request to revise RDA 11025.
Public Records Commission	2017-09-07 PRC approves RDA 11025.