



Regulatory Licensing and Permitting System

Core Data

RDA Number:	11224
Effective Date:	2026-04-20
Record Series Abstract:	Electronic management system containing licensing application and permit files. Including but not limited to applications, renewals, amendments, and supporting documents.
Record Series Active:	Yes
Cut Off at End of:	Other
Total Retention Years:	5
Total Retention Months:	0
Retention End Action:	Destroy
Disposition Notes:	Records are to be maintained in agency for five (5) years following expiration or closure, whichever is later. Once the establishment is closed and the license filed as inactive, the record is cut off. At the end of each calendar year, each establishment that was closed or became inactive in that year will be cut off and retained for five years and then destroyed.
RDA Signed Agency Form:	RDA 11224 Signed Form.pdf



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Worksheet (A)

Record Location:	STS Data Center North and South
File Arrangement:	Numeric and Alpha Numeric
Media Format Generated:	Electronic
Media Format Generated Summary:	Electronic: Text Electronic: Email
Media Format Stored:	Electronic
Media Format Stored Summary:	Electronic: Text Electronic: Raster Image Electronic: Spreadsheet/Database Electronic: Email Electronic: Other
Date Range:	2017 to current
Agency:	Alcoholic Beverage Commission
Allotment Code:	31603
Annual Accumulation:	5 gigabytes
Current Volume:	5 gigabytes



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Worksheet (B)

Record Value:	Administrative Fiscal Legal
Audit Requirements:	State
Information Shared Outside the State:	No
Shared Agencies:	N/A
Essential Record:	Yes - Original
Confidential:	No
Does this record series contain sensitive information?:	No
Agency Retention:	Until Closure
Retention Legal Citation:	N/A
Record Sample PDF:	RLPS application.pdf



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Electronic Records Plan Inventory

System Name:	Regulatory Licensing and Permitting System (RLPS)
Hardware Description:	Windows Servers Virtual Machines(VM)
Software Description:	Microsoft Window Server 2012 R2
System Location:	STS Data Center North and South
Backup Procedures:	<p>Server and File Level Backups STS performs two levels of backups for Server and File Backups. File level backup, of individual files and folders olt is performed on the server Monday through Friday. Image level backup, of an entire server olt is performed on the virtual machines on Saturday and Sunday, so they can be entirely restored from that specific date. Data center backups are performed daily and are replicated to the other state data center. On the last calendar day of each month, a full backup is written to tape and sent offsite for 7 years. SQL Server Database Backups SQL Server Databases are replicated between South Data Center and the North Data Center for data integrity, consistency and recovery, and then backups are performed as followed: File level backup, of individual files and folders olt is performed on the server Monday through Friday. Image level backup, of an entire server olt is performed on the virtual machines on Saturday and Sunday, so they can be entirely restored from that specific date. Data center backups are performed daily and are replicated to the other state data center. On the last calendar day of each month, a full backup is written to tape and sent offsite for 7 years.</p>
Disaster Recovery:	<p>STS conducts disaster recovery. This procedure is a prioritized process of enabling critical and essential applications first and then continuing through the priority list to less significant applications. Disaster Recovery begins with the utilization of the STS's North Data Center for both operations and data. If both STS's South Data Center and STS's North Data Center are out of operation, new operations will begin by acquiring appropriate hardware and software from a third party supplier, and restoring data from the offline tape backups stored with the current vendor: Iron Mountain Incorporated.</p>



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Data Migration Description:	<p>Data Migration will occur when support for the existing file format moves from Current to Twilight or Obsolete, or when software or hardware systems changes require the movement of RDA electronic data from a specified format to a different file format. Annual reviews will be conducted by the Records Officer and the IT Director. The IT Director will provide information and guidance to the Records Officer at the time of discovery regarding functional and operational performance of software and hardware that will change the status of file formats from Current to Twilight or Obsolete. The IT Director will advise and develop a solution to move the data to a Current file format that is appropriate to the RDA retention requirement for the specific data. This may include translation of the data to a Current file format, conversion to an acceptable Current File format to preserve the integrity of the information of the data, or movement of the data to a legacy architecture that maintains the environment where the file format is considered Current as long as this effort has full functional and operational support.</p>
Metadata Description:	<p>License, Permit Certification Numbers; Name, Business, Person; Date Issued; Expiration Date; License, Permit, Certification Type; Regulatory Licensing and Permitting Number; Fee Totals; Renewal Date; License, Permit, Certification Status; Address; User IDs; User Passwords; User Contact Information; Configuration Information; Reporting Information; User Account Information;</p>



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RDA Comments

Records Management Division (RMD)	2026-03-12 No recommended changes.
Tennessee State Library and Archives	2026-03-13 No recommended changes.
Comptroller Audit Review	2026-03-16 We have reviewed RDA 11224 from an audit standpoint. We concur with the recommended retention and disposition specifications.
Agency Records Officer	2026-03-18 Agency concurs
RMD Director	2026-03-19 RDA 11224 is a request to create an RDA. The retention schedule will be five years and then destroy. The format will be electronic. Recommend approval of the request to create RDA 11224.
Public Records Commission	2026-04-20 PRC approves RDA 11224.