Offender Savings Statements

Core Data

RDA Number:	11361
Effective Date:	2019-05-22
Record Series Abstract:	Files include offender savings statements sent electronically annually from the Offender Payroll Specialist to TRICOR site managers to print and distribute to offenders working in TRICOR programs. Files are maintained electronically by the TRICOR Offender Payroll Specialist.
Record Series Active:	Yes
Cut Off at End of:	Calendar Year
Total Retention Years:	10
Total Retention Months:	0
Retention End Action:	Destroy
Disposition Notes:	Files are cut-off at calendar year end then maintained 10 years on the agency HDrive (managed by the TRICOR Offender Payroll Specialist).
RDA Signed Agency Form:	2290.form.pdf

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Worksheet (A)

Record Location:	TRICOR Central Office, 6185 Cockrill Bend Circle, Nashville, TN 37209
File Arrangement:	numerically
Media Format Generated:	Electronic
Media Format Generated Summary:	
Media Format Stored:	Electronic
Media Format Stored Summary:	
Date Range:	2006 to current
Agency:	TRICOR
Allotment Code:	316.08
Annual Accumulation:	40 mb
Current Volume:	600 mb

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Worksheet (B)

Record Value:	Administrative Fiscal
Audit Requirements:	State
Information Shared Outside the State:	No
Shared Agencies:	not applicable
Essential Record:	Yes - Original
Confidential:	No
Does this record series contain sensitive information?:	No
Agency Retention:	10 years
Retention Legal Citation:	none
Record Sample PDF:	2290.sample.pdf

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Electronic Records Plan Inventory

System Name:	TRICOR Shared Drive H:(\\ag03sdewf00522.net.ads.state.tn.us\AF08_Data) H:\Accounting\Offender Payroll\Monthly Payroll
Hardware Description:	Hosted, standard virtual machine (VM) STS commodity-type server
Software Description:	Microsoft Windows Operating System, file sharing authenticated through Active Directory - Domain 1135, TRICOR; TOMIS extracts
System Location:	STS South Data Center, Lavergne, TN
Backup Procedures:	Executed in accordance with the Tier/Level services provided by STS managed server team. A Daily backup is made and kept for 30 days and replicated each evening between the data centers.
Disaster Recovery:	STS Block Model Storage IOPS, Gold, Platinum, or Silver Tier (TRICOR has subscriptions to all 3 but STS billing is not specific to a particular server instance.
Data Migration Description:	Regular maintenance of operating system security and features upgrade patches managed and performed by for the STS-managed agency file servers at the State's South Data Center - Sunday from 3:00am to 6:00am is standard. TRICOR uses the standard schedule.
Metadata Description:	Properties: Size, Title, Tags, Comments, Template, Status, Categories, Subject, Hyperlink Base, Company (TRICOR-State of Tennessee) Related Dates; Last Modified, Created, Last Printed, Related People: Manager, Author, Last Modified By Related Documents: Open File Location, Edit Links to Files

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	RDA Comments
Records Management Division (RMD)	**2019-04-25** No recommended changes.
Tennessee State Library and Archives	**2019-04-25** No recommended changes.
Comptroller Audit Review	**2019-04-25** We have reviewed RDA 11361 from an audit standpoint. We concur with the recommended retention and disposition specifications.
Agency Records Officer	**2019-04-29** Agency is ready to proceed to receive final approval.
RMD Director	**2019-04-30** RDA 11361 is a request to create an RDA. The retention period will be ten years and destroy. The format will be electronic. Recommend approval of request to create RDA 11361.
Public Records Commission	**2019-05-22** PRC approves RDA 11361