



## Office of the Attorney General Internal Reports and Communication

### Core Data

<b>RDA Number:</b>	11249
<b>Effective Date:</b>	2017-09-07
<b>Record Series Abstract:</b>	These records include, but are not limited to, internal office communication, and reports and data compilations. These records may contain confidential information.
<b>Record Series Active:</b>	Yes
<b>Cut Off at End of:</b>	Other
<b>Total Retention Years:</b>	5
<b>Total Retention Months:</b>	0
<b>Retention End Action:</b>	Destroy
<b>Disposition Notes:</b>	Records may be maintained in paper or electronic format so long as electronic content has been verified for completeness, accuracy and usability. Records in paper format may be transferred to the State Records Center. Electronic records shall be kept in storage that is maintained or approved by the Attorney General's Office.
<b>RDA Signed Agency Form:</b>	2316.form.pdf



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## Worksheet (A)

<b>Record Location:</b>	John Sevier Building, 500 Charlotte Avenue, Nashville, TN 37243; UBS Building, 315 Deaderick Street, Nashville, TN 37243; 100 West Martin Luther King Blvd., Suite 810, Chattanooga, TN 37402; 225 Martin Luther King Jr. Drive, Suite 470A, Jackson, TN 38301; First Floor Historic Post Office Bldg., 561 West Main Street, Knoxville, TN 37902; One Commerce Square, 40 South Main Street, Suite 1014, Memphis, TN 38103; Richards & Richards, 1741 Elm Hill Pike, Nashville, TN 37210.
<b>File Arrangement:</b>	Alpha and numeric
<b>Media Format Generated:</b>	Both
<b>Media Format Generated Summary:</b>	
<b>Media Format Stored:</b>	
<b>Media Format Stored Summary:</b>	
<b>Date Range:</b>	1980 - current
<b>Agency:</b>	Attorney General's Office
<b>Allotment Code:</b>	303.01
<b>Annual Accumulation:</b>	1 cu ft. >1 Gigabyte
<b>Current Volume:</b>	75 cu ft. 58 gigabyte



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## Worksheet (B)

<b>Record Value:</b>	Administrative Legal
<b>Audit Requirements:</b>	State
<b>Information Shared Outside the State:</b>	No
<b>Shared Agencies:</b>	
<b>Essential Record:</b>	Yes - Original
<b>Confidential:</b>	Yes
<b>Does this record series contain sensitive information?:</b>	No
<b>Agency Retention:</b>	As long as active; records may be maintained in paper or electronic format so long as electronic content has been verified for completeness, accuracy and usability. Records in paper format may be transferred to the State Records Center. Electronic records shall be kept in storage that is maintained or approved by the Attorney General's Office.
<b>Retention Legal Citation:</b>	
<b>Record Sample PDF:</b>	



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## Electronic Records Plan Inventory

<b>System Name:</b>	AG-VNX5200
<b>Hardware Description:</b>	EMC VNX5200 SAN and Cisco UCS servers.
<b>Software Description:</b>	Files are stored on the VNX5200 SAN/Cisco UCS and are access by users using Microsoft Windows 7 OPS on their Desktops and Laptops
<b>System Location:</b>	The Production SAN is located at STS Data Center South
<b>Backup Procedures:</b>	Using the EMC Avamar Backup and Recovery & EMC Data Domain Solution for file system backup and recovery.
<b>Disaster Recovery:</b>	Files are replicated to a second SAN, the EMC VNX5300 at STS Data Center North.
<b>Data Migration Description:</b>	All data will be migrated or restored using our EMC Avamar solution.
<b>Metadata Description:</b>	File name, type, date and time.



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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 11249 from an audit standpoint. We concur with the recommended retention and disposition specifications.
<b>Agency Records Officer</b>	<b>2017-08-15</b> No further comment. Thank you.
<b>RMD Director</b>	<b>2017-08-18</b> RDA 11249 is a request to create and RDA. The retention period will be five years and destroy. the format will be paper/electronic. Recommend approval of request to create RDA 11249.
<b>Public Records Commission</b>	<b>2017-09-07</b> PRC approves RDA 11249.