



## Student Admissions Applications - Denied, Cancelled, Admitted Non- Enrolled

### Core Data

|                                |   |
|--------------------------------|---|
| <b>RDA Number:</b>             | SW-U10  |
| <b>Effective Date:</b>         | 2018-04-25  |
| <b>Record Series Abstract:</b> | This records series consists of application records for admission into the University/College undergraduate or graduate degree program. Records include but not limited to: documents or records related to student application for admission. Examples: application, standardized test scores, letters of recommendation, personal statements, medical records, high school and college transcripts, appeals, and other supporting documentation. Applications for students who do enroll should be kept permanently as part of SW-U06 Student Information Records |
| <b>Record Series Active:</b>   | Yes   |
| <b>Cut Off at End of:</b>      | Other   |
| <b>Total Retention Years:</b>  | 1   |
| <b>Total Retention Months:</b> | 0   |
| <b>Retention End Action:</b>   | Destroy   |
| <b>Disposition Notes:</b>      | Records may be maintained in either paper or electronic format, as long as the electronic content has been verified for completeness, accuracy, and usability. Records in electronic format shall be maintained in a system that meets minimum requirements of Finance and Administration (F&A)/Strategic Technology Solutions (STS).   |
| <b>RDA Signed Agency Form:</b> | 2331.form.pdf   |



# Student Admissions Applications - Denied, Cancelled, Admitted Non- Enrolled

## Worksheet (A)

|  |   |
|--|---|
| <b>Record Location:</b>                | Records officer shall keep documentation of specific location.          |
| <b>File Arrangement:</b>               | alpha numeric   |
| <b>Media Format Generated:</b>         |   |
| <b>Media Format Generated Summary:</b> |   |
| <b>Media Format Stored:</b>            |   |
| <b>Media Format Stored Summary:</b>    |   |
| <b>Date Range:</b>                     | to  |
| <b>Agency:</b>                         | Statewide   |
| <b>Allotment Code:</b>                 | 30513   |
| <b>Annual Accumulation:</b>            | Agency records officer shall keep documentation of annual accumulation. |
| <b>Current Volume:</b>                 | Agency records officer shall keep documentation of specific volume.     |



## Student Admissions Applications - Denied, Cancelled, Admitted Non- Enrolled

### Worksheet (B)

|  |   |
|--|---|
| <b>Record Value:</b>   | Administrative<br>Fiscal<br>Legal   |
| <b>Audit Requirements:</b>                                     | State   |
| <b>Information Shared Outside the State:</b>                   | No  |
| <b>Shared Agencies:</b>  |   |
| <b>Essential Record:</b>                                       | No  |
| <b>Confidential:</b>   | Yes   |
| <b>Does this record series contain sensitive information?:</b> | Yes   |
| <b>Agency Retention:</b>                                       | 1 year  |
| <b>Retention Legal Citation:</b>                               | TCA 10-7-504, Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g) |
| <b>Record Sample PDF:</b>                                      |   |



# Student Admissions Applications - Denied, Cancelled, Admitted Non- Enrolled

## Electronic Records Plan Inventory

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



## Student Admissions Applications - Denied, Cancelled, Admitted Non- Enrolled

| RDA Comments                                |  |
|---|--|
| <b>Records Management Division (RMD)</b>    | <b>2018-01-11</b><br>No recommended changes.   |
| <b>Tennessee State Library and Archives</b> | <b>2018-01-11</b><br>No recommended changes.   |
| <b>Comptroller Audit Review</b>             | <b>2018-02-07</b><br>We have reviewed RDA SW-U10 from an audit standpoint. We concur with the recommended retention and disposition specifications.  |
| <b>Agency Records Officer</b>               | <b>2018-02-26</b><br>Agency Concurs  |
| <b>RMD Director</b>                         | <b>2018-04-06</b><br>RDA SW-U10 is a request to create an RDA. The retention period will be one year and destroy. The format will be paper/electronic. Recommend approval of request to create RDA SW-U10. |
| <b>Public Records Commission</b>            | <b>2018-04-25</b><br>PRC approves RDA SW-U10.  |