



## Agreements and Memoranda of Understanding

### Core Data

<b>RDA Number:</b>	SW43
<b>Effective Date:</b>	2021-10-25
<b>Record Series Abstract:</b>	Records include but are not limited to cooperative agreements, memoranda of understanding, legal agreements, and cooperative lease agreements. (This does not include Contracts which are covered by SW12).
<b>Record Series Active:</b>	Yes
<b>Cut Off at End of:</b>	Other
<b>Total Retention Years:</b>	6
<b>Total Retention Months:</b>	0
<b>Retention End Action:</b>	Destroy
<b>Disposition Notes:</b>	Files are cut off at the end of the agreement period. 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 Paper format may be transferred to the State Records Center. Records in electronic format shall be maintained in systems that meet or exceed standards of Finance and Administration (F&A)/Strategic Technology Solutions (STS) approved software and server environment. Any sensitive or confidential information contained therein shall be destroyed according to standards for destruction of confidential information.
<b>RDA Signed Agency Form:</b>	SW43.pdf



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### Worksheet (A)

<b>Record Location:</b>	Agency records officer shall keep documentation of specific location.
<b>File Arrangement:</b>	Alpha Numeric
<b>Media Format Generated:</b>	Electronic Paper
<b>Media Format Generated Summary:</b>	Electronic: Text Electronic: Raster Image Electronic: Spreadsheet/Database Electronic: Email Paper: Sheet
<b>Media Format Stored:</b>	Electronic Paper
<b>Media Format Stored Summary:</b>	Electronic: Text Electronic: Raster Image Electronic: Spreadsheet/Database Electronic: Email Paper: Sheet
<b>Date Range:</b>	1970 to current
<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 current volume



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### Worksheet (B)

<b>Record Value:</b>	Administrative Fiscal Legal
<b>Audit Requirements:</b>	Both
<b>Information Shared Outside the State:</b>	No
<b>Shared Agencies:</b>	
<b>Essential Record:</b>	Yes - Original
<b>Confidential:</b>	No
<b>Does this record series contain sensitive information?:</b>	No
<b>Agency Retention:</b>	5
<b>Retention Legal Citation:</b>	
<b>Record Sample PDF:</b>	2360.sample.pdf



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### 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 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>	The 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>	The 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 Type: PDF Images Date Created File Size Title



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### RDA Comments

<b>Records Management Division (RMD)</b>	<b>2021-07-22</b> No recommended changes.
<b>Tennessee State Library and Archives</b>	<b>2021-08-06</b> No recommended changes.
<b>Comptroller Audit Review</b>	<b>2021-08-05</b> We have reviewed RDA SW43 from an audit standpoint. We concur with the recommended retention and disposition specifications.
<b>Agency Records Officer</b>	<b>2021-08-13</b> Agency concurs.
<b>RMD Director</b>	<b>2021-08-18</b> Statewide RDA SW43 is a request to create an RDA. The retention period will be six years and destroy. The format will be paper/electronic. Recommend approval of the request to create Statewide RDA SW43.
<b>Public Records Commission</b>	<b>2021-10-25</b> PRC approves RDA SW43.