Patient Medical Record

Core Data

RDA Number:	2305
Effective Date:	2023-04-18
Record Series Abstract:	Records include but not limited to: preadmission and admission documents, clinical treatment records, discharge summaries, aftercare services, death certificates, quality management reports, and orders for judicial commitment.
Record Series Active:	Yes
Cut Off at End of:	Other
Total Retention Years:	10
Total Retention Months:	0
Retention End Action:	Destroy
Disposition Notes:	Cut off at the end of each patient's most recent discharge/age of majority (18 years old). Records that are maintained as paper, will be with the agency as needed until they are transferred to the State Records Center for the remaining retention time. Electronic records shall be maintained with the agency for full retention time. Paper and electric records shall be kept for a minimum of 10 years. After 10 years, the Agency shall review paper and electronic records and determine whether to retain the record for an additional specified period at the discretion of the Appointing Authority or their designee or destroy the record using state-approved methods. Electronic records shall be maintained using the Agency's Electronic Medical Records System.
RDA Signed Agency Form:	2305_0.pdf

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Worksheet (A)

Record Location:	Each Facility's Central/Medical Records Department; Order for Judicial Commitment will be held in LEGAL Counsel's Office AT 500 DEADERICK ST, ANDREW JACKSON BLDG., 5th floor, NASHVILLE, TN 37243.
File Arrangement:	Numerical
Media Format Generated:	Electronic Paper
Media Format Generated Summary:	Electronic: Text Paper: Sheet
Media Format Stored:	Electronic Paper Film
Media Format Stored Summary:	Electronic: Text Paper: Sheet Film: Microfilm Film: Microfiche
Date Range:	1944 to Current
Agency:	Dept. of Mental Health
Allotment Code:	339
Annual Accumulation:	776 cu ft, 700 gigabytes, Microfiche Sheets 0, Microfilm rolls 0, CD ROM Disks 0
Current Volume:	19,011 cu ft, 2.5 terabytes, Microfiche Sheets 133,400, Microfilm Rolls 791, CD ROM Disks 216

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Worksheet (B)

Record Value:	Administrative Legal
Audit Requirements:	State
Information Shared Outside the State:	No
Shared Agencies:	
Essential Record:	Yes - Original
Confidential:	Yes
Does this record series contain sensitive information?:	Yes
Agency Retention:	10 years
Retention Legal Citation:	TCA 68-11-305;TCA 33-3-101;TCA 33-3-103;TCA 10-7-504
Record Sample PDF:	2323.sample.pdf

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Electronic Records Plan Inventory

System Name:	Windows File Servers
Hardware Description:	THE ELECTRONIC RECORDS ARE STORED ON A STRATEGIC TECHNOLOGY SOLUTIONS(STS) SERVER OR ON THE VENDOR'S SERVERS. ALL HARDWARE FOR MAINTAINING THE RECORD SERIES SHALL BE MAINTAINED IN ACCORDANCE WITH THE CURRENT FEDERAL AND STATE LAWS, RULES, AND REGULATIONS.
Software Description:	PAPER DOCUMENTS ARE CAPTURED BY USING SOFTWARE ON THE MULTI-FUNCTION DEVICES AND SCANNING THE PAPER DOCUMENT. ELECTRONIC DOCUMENTS ARE MAINTAINED USING THE AGENCY'S ELECTRONIC MEDICAL RECORDS SYSTEM.
System Location:	THE ELECTRONIC RECORDS ARE KEPT ON A SERVER MAINTAINED AND SUPPORTED BY STS AT THEIR DATA CENTER, 901 REP. JOHN LEWIS WAY N., NASHVILLE, TN. 37243 AND ON ELECTRONIC MEDICAL RECORDS SYSTEM VENDOR SERVERS.
Backup Procedures:	BACKUP PROCEDURES SHALL BE MAINTAINED IN ACCORDANCE WITH THE CURRENT STANDARDS OF STS, LOCATED IN THE 901 REP. JOHN LEWIS WAY N., STS BUILDING, NASHVILLE, TN. 37243. BACKUP PROCEDURES SHALL BE REVIEWED AND TESTED ANNUALLY.
Disaster Recovery:	THE AGENCY SHALL HAVE A DETAILED DISASTER RECOVERY PLAN FOR THE SYSTEM IN ACCORDANCE WITH THE CURRENT STANDARDS OF STS. THE DISASTER RECOVERY PLANS SHALL BE REVIEWED ANNUALLY.
Data Migration Description:	PAPER DOCUMENTS ARE SCANNED TO THE STATE NETWORK TO A FOLDER ON AN STS SERVER. THE VENDOR FOR THE ELECTONIC MEDICAL RECORDS SYSTEM WILL BE REQUIRED TO FACILITATE THE MIGRATION OF ELECTRONIC DOCUMENTS AS NEEDED.
Metadata Description:	METADATA VARIES BASED ON THE DOCUMENT TYPE. BELOW IS A LIST OF SOME DATA ELEMENTS; PATIENT'S FIRST NAME, MIDDLE INITIAL, LAST NAME, SOCIAL SECURITY NUMBER, ADDRESS, TRACKING NUMBER, DOCUMENT GROUP, DOCUMENT TYPE, COUNTY, DISTRICT, FILENAME, TOTAL PAGES, FILE SIZE, AUDIT ELEMENTS SUCH AS TRACKING NUMBER, VARIED BY, DATE CREATED, ACTIVE, CLOSED, PENDING, DELETED, ETC. THE DATA SETS ARE, BUT NOT LIMITED TO, EXCEL, WORD, TEXT, PDF, PICTURES, IMAGE FILES (TIFF ETC.) AND EMAIL EXPORTS.

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RDA Comments

Records Management Division (RMD)	**2023-03-16** No recommended changes.
Tennessee State Library and Archives	**2023-03-21** No recommended changes.
Comptroller Audit Review	**2023-03-21** We have reviewed RDA 2305 from an audit standpoint. We concur with the recommended retention and disposition specifications.
Agency Records Officer	**2023-03-22** Thank you.
RMD Director	**2023-03-24** RDA 2305 is a request to revise an RDA. The retention period will remain ten years and then destroy. The format will be paper/electronic/film. The Abstract, Disposition Notes and Worksheet have been updated. Recommend approval of the request to revise RDA 2305.
Public Records Commission	**2023-04-18** PRC approves RDA 2305.