



Tennessee Lawyers Assistance Program (TLAP) Education, Training, Conference and Events Files

Core Data

RDA Number:	11315
Effective Date:	2018-10-30
Record Series Abstract:	This record series consists of but is not limited to continuing legal education materials, volunteer event materials, presentation materials, handouts and surveys, speaker information, notes, and all documents used to prepare for and that were created during the planning and execution of these events.
Record Series Active:	Yes
Cut Off at End of:	Calendar Year
Total Retention Years:	7
Total Retention Months:	0
Retention End Action:	Destroy
Disposition Notes:	Active files will be maintained by staff at the facilities of Tennessee Lawyers Assistance Program (TLAP) in paper and electronic format. Once the files are rendered inactive, they will be retained by TLAP staff for 7 years. At the end of the 7 year retention period, the paper and electronic files will be destroyed by State approve methods.
RDA Signed Agency Form:	2375.form.pdf



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Worksheet (A)

Record Location:	Tennessee Lawyers Assistance Program 214 Second Avenue, North, Suite 1 Nashville, TN 37201
File Arrangement:	Alpha
Media Format Generated:	Both
Media Format Generated Summary:	
Media Format Stored:	
Media Format Stored Summary:	
Date Range:	1999 - Current
Agency:	Administrative Office of the Courts
Allotment Code:	30201
Annual Accumulation:	.15 cubic feet .31 gigabytes
Current Volume:	2.7 cubic feet 5.589 gigabytes



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Worksheet (B)

Record Value:	Administrative
Audit Requirements:	State
Information Shared Outside the State:	Yes
Shared Agencies:	Event Attendees
Essential Record:	Yes - Original
Confidential:	No
Does this record series contain sensitive information?:	No
Agency Retention:	7 years
Retention Legal Citation:	Rule 33
Record Sample PDF:	2375.sample.pdf



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Electronic Records Plan Inventory

System Name:	IB55S01 - 2375 - Tennessee Lawyers Assistance Program (TLAP) Education, Training, Conference and Events Files
Hardware Description:	Virtual Server on HP Appliance / SUSE Linux 12
Software Description:	Microsoft Word, Microsoft PowerPoint, Adobe PDF
System Location:	Nashville Supreme Court Data Center
Backup Procedures:	Employing Veeam Backup and Replication, data is backed up daily, with full backups running Friday. Incremental backups are processed Monday through Thursday. Data is stored on an EMC Data Domain storage appliance and replicated to a remote EMC Data Domain storage appliance nightly.
Disaster Recovery:	Sufficient hardware and virtual capacity exists in both locations in order to redeploy stored data and permit continuity of operations in accordance with our disaster recovery plan.
Data Migration Description:	Any migration of files would be performed by Network Administrator staff.
Metadata Description:	Possible metadata could include: comments, revisions, versions, annotations, properties, author, embedded docs, macros, forms, active x controls, custom XML data, headers, footers, watermarks, hiddentext.



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RDA Comments

Records Management Division (RMD)	2018-10-04 No recommended changes.
Tennessee State Library and Archives	2018-10-04 No recommended changes.
Comptroller Audit Review	2018-10-04 We have reviewed RDA 11315 from an audit standpoint. We concur with the recommended retention and disposition specifications.
Agency Records Officer	2018-10-05 Thank you.
RMD Director	2018-10-11 RDA 11315 is a request to create an RDA. The retention period will be seven years and destroy. The format will be paper /electronic. Recommend approval of request to create RDA 11315.
Public Records Commission	2018-10-30 PRC approves RDA 11315.