



Annual Report Working Papers

Core Data

RDA Number:	SW15
Effective Date:	2026-04-20
Record Series Abstract:	Working Paper documents relating to the annual reports prepared by all agencies. Examples include: budget reports, emergency management reports, etc.
Record Series Active:	Yes
Cut Off at End of:	Other
Total Retention Years:	5
Total Retention Months:	0
Retention End Action:	Destroy
Disposition Notes:	Files are maintained for five years after cut-off, then destroyed. Records may be maintained in either paper or electronic format, provided 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 Finance and Administration (F&A)/Strategic Technology Solutions (STS) approved software and server environment. Records series may contain sensitive or confidential information, such as that protected by attorney client privilege, that is to be kept confidential according legal requirements. Any sensitive or confidential information contained therein shall be destroyed according to standards for destruction of confidential information. FORMER RDA: S718
RDA Signed Agency Form:	RDA SW15 Signed Form.pdf



Annual Report Working Papers

Worksheet (A)

Record Location:	Agency records officer shall keep documentation of specific location.
File Arrangement:	Alpha
Media Format Generated:	Electronic Paper
Media Format Generated Summary:	Electronic: Text Electronic: Raster Image Electronic: Spreadsheet/Database Electronic: Presentation Electronic: Email Paper: Sheet
Media Format Stored:	Electronic Paper
Media Format Stored Summary:	Electronic: Text Electronic: Raster Image Electronic: Spreadsheet/Database Electronic: Presentation Electronic: Email Paper: Sheet
Date Range:	current to current
Agency:	Statewide
Allotment Code:	30513
Annual Accumulation:	Agency records officer shall keep documentation of specific volume.
Current Volume:	Agency records officer shall keep documentation of specific volume.



Annual Report Working Papers

Worksheet (B)

Record Value:	Administrative Legal
Audit Requirements:	State
Information Shared Outside the State:	Yes
Shared Agencies:	
Essential Record:	Yes - Original
Confidential:	No
Does this record series contain sensitive information?:	No
Agency Retention:	5 years
Retention Legal Citation:	TCA 4-4-114
Record Sample PDF:	



Annual Report Working Papers

Electronic Records Plan Inventory

System Name:	Records Officer shall document system name.
Hardware Description:	All hardware for maintaining the records series shall be maintained in accordance with the current standards of Strategic Technology Solutions (STS).
Software Description:	All software for maintaining the records series shall be maintained in accordance with the current standards of Strategic Technology Solutions (STS). The agency shall use File Types and Formats that are considered High Confidence by STS.
System Location:	Agency Records Officer shall document the system location.
Backup Procedures:	The backup procedures system shall be maintained in accordance with the current standards of Strategic Technology Solutions (STS). Backup procedures shall be reviewed and tested annually.
Disaster Recovery:	Agency shall have a detailed Disaster Recovery Plan for the system in accordance with the current standards of Strategic Technology Solutions (STS). Disaster Recovery plans shall be reviewed annually.
Data Migration Description:	Agency shall have a detailed plan for migrating the electronic records in case of a software upgrade/change, hardware replacement, or a disaster.
Metadata Description:	File Name, Date Created, File Type, & Date Modified



Annual Report Working Papers

RDA Comments

Records Management Division (RMD)	2026-03-11 No recommended changes.
Tennessee State Library and Archives	2026-03-17 No recommended changes.
Comptroller Audit Review	2026-03-16 We have reviewed RDA SW15 from an audit standpoint. We concur with the recommended retention and disposition specifications.
Agency Records Officer	2026-03-17 No recommended changes.
RMD Director	2026-03-20 RDA SW15 is a request to revise a Statewide RDA. The retention period will remain five years and then destroy. The format will be paper/electronic. The Abstract Disposition Notes, and Worksheet have been updated. Recommend approval of the request to revise Statewide RDA SW15.
Public Records Commission	2026-04-20 PRC approves RDA SW15.