DEPT. OF CORRECTION ADMINISTRATIVE RECORDS

Core Data

RDA Number:	11085
Effective Date:	2021-10-25
Record Series Abstract:	Record Series Will Consist Of Documents Pertaining To Administrative Functions To Include But Not Limited To; Commissary Records, Inventory Records, Receiving Records And Requisitions, Register Tapes And Daily Operating Reports; Tool Control Records; Armory Records; Permanent Issue Keys Control Records; Institution Identification Card Ledger; Authorization For Search Records; Facility Maintenance Records; Health Services Monthly Report; Security Check Ledgers; Inmate Visitation Holding Cell Record And Holding Cell Meal And Exercise Record; Fire, Safety And Sanitation Inspection Reports; Modified Diet Request; And Food Services Daily Refrigerator Daily Dishwasher Temperature Logs. Donation records, Sign in sheets for all TDOC locations; Drug testing logs; Meeting minutes, training rosters and training plans; programming records and advisory committee records not specifically related to an individual offender
Record Series Active:	Yes
Cut Off at End of:	Calendar Year
Total Retention Years:	5
Total Retention Months:	0
Retention End Action:	Destroy
Disposition Notes:	Records are generated and stored in paper. Retain in Agency 5 years from cut off then destroy by state approved method. Agency has not started scanning paper records yet but plans to in the future if space is needed. Once paper records have been converted to electronic format and verified for completeness and accuracy, paper record can be destroyed.
RDA Signed Agency Form:	11085.pdf

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Worksheet (A)

Record Location:	TDOC offices, prison facilities across the state, and TDOC warehouse.
File Arrangement:	Alpha numeric
Media Format Generated:	Electronic Paper
Media Format Generated Summary:	Electronic: Text Paper: Sheet Paper: Book
Media Format Stored:	Electronic Paper
Media Format Stored Summary:	Electronic: Text Paper: Sheet Paper: Book
Date Range:	2015 to Present
Agency:	Dept. of Correction
Allotment Code:	32901
Annual Accumulation:	50 cu. ft.
Current Volume:	2500 cu. ft.

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Worksheet (B)

Record Value:	Administrative Fiscal Legal
Audit Requirements:	State
Information Shared Outside the State:	No
Shared Agencies:	
Essential Record:	No
Confidential:	No
Does this record series contain sensitive information?:	No
Agency Retention:	5 Years
Retention Legal Citation:	
Record Sample PDF:	2408.sample.pdf

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Electronic Records Plan Inventory

System Name:	Agency Shared Drives
Hardware Description:	SQL Server
Software Description:	word, excel, adobe, audio and or video recordings
System Location:	Data Center
Backup Procedures:	Nightly job that creates a backup of the individual databases. Backups are kept on the server. STS backs up the server nightly which includes current backup for each database.
Disaster Recovery:	Backup data will be used to restore information to server.
Data Migration Description:	The records within the shared drives will be migrated to another electronic application if it is determined that the existing system no longer meets the requirements of TDOC and/or STS. Another electronic application will be developed or purchased. At that time, STS staff will coordinate with the vendor/software supplier to map data exchanges between the current and new applications. Data conversion will be required in order to format the current data values into the format required by a replacement software system. Preserving the data integrity is the highest priority when migrating the information from one application to another, to ensure the value of the date is not lost in the process.
Metadata Description:	Audio and video recordings, date, time, file type and storage space.

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RDA Comments

Records Management Division (RMD)	**2021-09-30** No recommended changes.
Tennessee State Library and Archives	**2021-10-05** No recommended changes.
Comptroller Audit Review	**2021-10-04** We have reviewed RDA 11085 from an audit standpoint. We concur with the recommended retention and disposition specifications.
Agency Records Officer	**2021-10-05** Thank you for your time in reviewing this request.
RMD Director	**2021-10-07** RDA 11085 is a request to revise an RDA. The retention period will remain five years and destroy. The format will be paper/electronic. The Abstract, Disposition Notes, and Worksheet have been updated. Recommend approval of the request to revise RDA 11085.
Public Records Commission	**2021-10-25** PRC approves RDA 11085.