



## Equipment Testing Files

### Core Data

<b>RDA Number:</b>	11280
<b>Effective Date:</b>	2018-04-25
<b>Record Series Abstract:</b>	Records include but are not limited to: Hospital Policy, Electrical Safety Inspection. Including form titles: Electrical Safety Inspection form.
<b>Record Series Active:</b>	Yes
<b>Cut Off at End of:</b>	Calendar Year
<b>Total Retention Years:</b>	5
<b>Total Retention Months:</b>	0
<b>Retention End Action:</b>	Destroy
<b>Disposition Notes:</b>	Maintain by calendar year and destroy after 5 years. Records is generated and maintained on both paper and electronic. Paper records can be destroyed once scanned and verified for completeness and accuracy.
<b>RDA Signed Agency Form:</b>	2410.form.pdf



## Equipment Testing Files

### Worksheet (A)

<b>Record Location:</b>	At each of the Regional Mental Health Institutes: Middle MHI - 221 Stewarts Ferry Pk, Nashville, TN 37214. Western MHI - 11100 Hwy 64, Bolivar, TN 38008. Moccasin Bend MHI - 100 Moccasin Bend Rd, Chattanooga, TN 37405. Memphis MHI - 951 Court Ave, Memphis, TN 38103.
<b>File Arrangement:</b>	Numerical
<b>Media Format Generated:</b>	Both
<b>Media Format Generated Summary:</b>	
<b>Media Format Stored:</b>	
<b>Media Format Stored Summary:</b>	
<b>Date Range:</b>	12/13 - current
<b>Agency:</b>	Dept. of Mental Health
<b>Allotment Code:</b>	339
<b>Annual Accumulation:</b>	0.5 cu. ft. 1 gigabyte
<b>Current Volume:</b>	1 cu. ft. 1 gigabyte



# Equipment Testing Files

## Worksheet (B)

<b>Record Value:</b>	Administrative
<b>Audit Requirements:</b>	State
<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 calendar years
<b>Retention Legal Citation:</b>	
<b>Record Sample PDF:</b>	2410.sample.pdf



## Equipment Testing Files

### Electronic Records Plan Inventory

<b>System Name:</b>	Oracle file servers
<b>Hardware Description:</b>	The electronic records are stored in folders on a strategic technology solutions (STS) server. All hardware for maintaining the record series shall be maintained in accordance with the current standards of STS.
<b>Software Description:</b>	Documents and metadata are captured by using multi-function devices and scanning the document by pressing the appropriate button on the multi-function device using Lexmark document distributor software.
<b>System Location:</b>	The electronic records are kept on a server maintained and supported by STS at their Data Center, 901 5th Ave N, Nashville, TN. 37243.
<b>Backup Procedures:</b>	Backup procedures shall be maintained in accordance with the current standards of STS, located in the 901 5th Ave N, STS Building, Nashville, TN. 37243. 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 STS. The disaster recovery plans shall be reviewed annually.
<b>Data Migration Description:</b>	Documents are scanned to the state network to a folder on a STS server. The metadata captured at the time of scan is stored in a Microsoft SQL server database and is deleted at the 5 year retention disposition.
<b>Metadata Description:</b>	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. Any electronic file that is relevant to patient medical record files will be in the folder structure.



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		<b>RDA Comments</b>
<b>Records Management Division (RMD)</b>	<b>2018-03-29</b> Missing Audit Requirements.	
<b>Tennessee State Library and Archives</b>	<b>2018-03-29</b> TSLA concurs in RMD comments.	
<b>Comptroller Audit Review</b>	<b>2018-03-29</b> Audit concurs with RMD comments.	
<b>Agency Records Officer</b>	<b>2018-04-02</b> We concur. Are records subject to fiscal audit? No	
<b>RMD Director</b>	<b>2018-04-03</b> RDA 11280 is a request to create an RDA. The retention period will be five years and destroy. The format will be paper/electronic. Recommend approval of the request to create RDA 11280 with the following changes: Audit Requirements: State (Agency agreed to Director Recommendations on 4/6/2018)	
<b>Public Records Commission</b>	<b>2018-04-25</b> PRC approves RDA 11280 with following changes: Audit Requirements: State (Agency agreed to Director Recommendations on 4/6/2018)	