



Agriculture Fairs and Shows

Core Data

RDA Number:	11400
Effective Date:	2021-05-04
Record Series Abstract:	Records include but are not limited to: Premium Report/Premium Summary, Merit Award Official Visitation Report, Merit Awards Application
Record Series Active:	Yes
Cut Off at End of:	Fiscal Year
Total Retention Years:	5
Total Retention Months:	0
Retention End Action:	Destroy
Disposition Notes:	Records are generated and stored in paper, kept for 5 years after cut-off and then destroyed by State approved methods.
RDA Signed Agency Form:	11400.pdf



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Worksheet (A)

Record Location:	Ellington Agricultural Center, Holeman Building
File Arrangement:	Alpha-numeric
Media Format Generated:	Paper
Media Format Generated Summary:	
Media Format Stored:	Paper
Media Format Stored Summary:	
Date Range:	to
Agency:	Dept. of Agriculture
Allotment Code:	32501
Annual Accumulation:	2.5 cubic feet
Current Volume:	27 cubic feet



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Worksheet (B)

Record Value:	Administrative Fiscal
Audit Requirements:	State
Information Shared Outside the State:	No
Shared Agencies:	
Essential Record:	Yes - Original
Confidential:	No
Does this record series contain sensitive information?:	No
Agency Retention:	5 years
Retention Legal Citation:	T.C.A. 43-21-101 - T.C.A 43-21-112, T.C.A. 43-21-201 - T.C.A 43-21-204
Record Sample PDF:	2414.sample.pdf



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RDA Comments

Records Management Division (RMD)	2021-02-11 No recommended changes.
Tennessee State Library and Archives	2021-02-16 No recommended changes.
Comptroller Audit Review	2021-02-25 We have reviewed RDA 11400 from an audit standpoint. We concur with the recommended retention and disposition specifications.
Agency Records Officer	2021-03-25 Final document approved by Agency.
RMD Director	2021-04-13 RDA 11400 is a request to create an RDA. The retention period will be five years and destroy. The format will be paper. Recommend approval of the request to create RDA 11400.
Public Records Commission	2021-05-04 PRC approves RDA 11400