



TDOT Contracts for Federally Funded Projects

Core Data

RDA Number:	11037
Effective Date:	2021-05-04
Record Series Abstract:	Records include but not limited to, documents relating to contracts between Department of Transportation and vendors on Federally funded projects. Records include a copy of the final contract, statements of work, deliverable documentation, change order documentation, correspondence, invoices received for payment and other related documents.
Record Series Active:	Yes
Cut Off at End of:	Other
Total Retention Years:	10
Total Retention Months:	0
Retention End Action:	Destroy
Disposition Notes:	After cutoff, maintain records in paper or electronic format in agency for ten (10) years. Records may be maintained in either paper or electronic format, as long as the electronic content has been verified for completeness, accuracy, and usability. Records before July 1, 2009 are in paper format and may be stored at state records center. Records after July 1, 2009 will be stored in electronic format on agency servers. At the end of the retention period, records will be destroyed by state-approved methods.
RDA Signed Agency Form:	11037.pdf



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Worksheet (A)

Record Location:	WRS Tennessee Tower, 20th Floor, 312 Rosa L. Parks Avenue, 37243; Strategic Technology Solutions (STS) North and South Data Centers
File Arrangement:	Numeric and Alpha
Media Format Generated:	Electronic Paper
Media Format Generated Summary:	Electronic: Text Electronic: Spreadsheet/Database
Media Format Stored:	Electronic Paper
Media Format Stored Summary:	Electronic: Text Electronic: Spreadsheet/Database Paper: Sheet
Date Range:	2009 to Current
Agency:	Dept. of Transportation
Allotment Code:	40200
Annual Accumulation:	10 GB
Current Volume:	250 cu. ft. / 90 GB



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Worksheet (B)

Record Value:	Administrative Fiscal
Audit Requirements:	Both
Information Shared Outside the State:	Yes
Shared Agencies:	Federal Highway Administration (FHWA)
Essential Record:	Yes - Duplicate
Confidential:	No
Does this record series contain sensitive information?:	No
Agency Retention:	10 Years
Retention Legal Citation:	2 CFR 200.334
Record Sample PDF:	RDA 11037 New Record Sample.pdf



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Electronic Records Plan Inventory

System Name:	FileNet - TDOT Contracts for Federally Funded Projects
Hardware Description:	Strategic Technology Solutions (STS) managed File Server Storage for TDOT is on 4 Vmware servers. These servers consist of required computer and storage resources for the data housed.
Software Description:	These servers run Windows Server 2012 Enterprise 64-bit R2 or later. The servers run the current version of SEP for virus protection. Avamar is the Enterprise backup solution.
System Location:	Strategic Technology Solutions (STS) South Data Center (92 Weakley Lane, Smyrna, TN 37167) hosts the servers that are utilized for the storage of the TDOT data managed by STS.
Backup Procedures:	Strategic Technology Solutions (STS) will conduct backup procedures. These procedures consist of daily backups that are kept on the Data Domain for 31 days. These are then moved off to ECS and maintained as long term storage.
Disaster Recovery:	Strategic Technology Solutions (STS) conducts disaster recovery. This procedure is a prioritized process of enabling critical and essential applications first and then continuing through the priority list to less significant applications. Disaster Recovery begins with the utilization of the STS's North Data Center for both operations and data. If both STS's South Data Center and STS's North Data Center are out of operation, new operations will begin by acquiring appropriate hardware and software from a third party supplier and restoring data from backups.
Data Migration Description:	Strategic Technology Solutions (STS) LanCentral manages Agency Data.
Metadata Description:	State Project Number



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RDA Comments

Records Management Division (RMD)	2021-03-25 No recommended changes.
Tennessee State Library and Archives	2021-03-30 No recommended changes.
Comptroller Audit Review	2021-03-26 We have reviewed RDA 11037 from an audit standpoint. We concur with the recommended retention and disposition specifications.
Agency Records Officer	2021-04-06 No recommended changes.
RMD Director	2021-04-06 RDA 11037 is a request to revise an RDA. The retention period will remain ten 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 11037.
Public Records Commission	2021-05-04 PRC approves RDA 11037