



Deceased Offender Files

Core Data

RDA Number:	11299
Effective Date:	2025-04-21
Record Series Abstract:	This record series includes but is not limited to institutional records and health records for deceased offenders. Documents include health file, institutional file, satellite files, and unit file for the offender.
Record Series Active:	Yes
Cut Off at End of:	Other
Total Retention Years:	10
Total Retention Months:	0
Retention End Action:	Destroy
Disposition Notes:	Record series is cut off upon death of the offender. Records are maintained in paper or electronic format. Paper records can be scanned will be destroyed once verified for accuracy and completeness. Health records are transferred to Central Office Archives where they are maintained for the life of the retention. Institutional files will be scanned on site at prison facilities. Upon expiration of retention records will be purged according to state approved methods for confidential record destruction.
RDA Signed Agency Form:	RDA 11299 Signed form.pdf



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Worksheet (A)

Record Location:	500 Deaderick St, Nashville, TN 37243, General Services Warehouse, and TDOC and CoreCivic facilities across the state of Tennessee.
File Arrangement:	Numeric/ Offender Number
Media Format Generated:	Electronic Paper
Media Format Generated Summary:	Electronic: Text Paper: Sheet
Media Format Stored:	Electronic Paper
Media Format Stored Summary:	Electronic: Text Paper: Sheet
Date Range:	1970s to present
Agency:	Dept. of Correction
Allotment Code:	32901
Annual Accumulation:	15 cu.ft, 05 MB
Current Volume:	1000 cu.ft, 20 MB



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Worksheet (B)

Record Value:	Administrative Legal
Audit Requirements:	Both
Information Shared Outside the State:	No
Shared Agencies:	Department of Health, ACA, other law enforcement entities
Essential Record:	Yes - Original
Confidential:	Yes
Does this record series contain sensitive information?:	Yes
Agency Retention:	10 years
Retention Legal Citation:	10-7-504
Record Sample PDF:	Confidential sample_0.pdf



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Electronic Records Plan Inventory

System Name:	Filenet
Hardware Description:	SQL Server
Software Description:	Word based program; DataCap
System Location:	Data Center South
Backup Procedures:	a job is run nightly that creates a backup of the individual databases. Two days of backups are kept on the Server. OIR backs up the server on nightly bases which includes the current two days of backups for each database
Disaster Recovery:	Back up data will be used to restore application information to server.
Data Migration Description:	The records within the database will be migrated to another electronic application when it is determined the existing system no longer meets the requirements of the Tennessee Department of Correction and another electronic application is developed or purchased. At that time, TDOC IT staff will coordinate with the vendor/software supplier to map data exchanges between the current application and the new application. 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 data is not lost in the process.
Metadata Description:	Content Subject/Title: Filenet applicaton consists of electronic offender information data. Format: Filenet data is stored in an electronic database.



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RDA Comments	
Records Management Division (RMD)	2025-03-13 No recommended changes.
Tennessee State Library and Archives	2025-03-17 No recommended changes.
Comptroller Audit Review	2025-03-18 We have reviewed RDA 11299 from an audit standpoint. We concur with the recommended retention and disposition specifications.
Agency Records Officer	2025-03-18 No further recommended changes.
RMD Director	2025-03-25 RDA 11299 is a request to revise an RDA. The retention period will change from fifteen years and then destroy to ten 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 RDA 11299.
Public Records Commission	2025-04-21 PRC approves RDA 11299