Tennessee Higher Education Commission, Division of Postsecondary State Authorization (DPSA), General Administrative Files for Authorized Institutions (Blue Files)

Core Data

RDA Number:	11145
Effective Date:	2018-10-30
Record Series Abstract:	DPSA blue files may contain, but are not limited to, general correspondence with an institution and administrative documentation related to the authorization and/or regulation of an institution. Examples include notices of corporate structure changes, federal correspondence, notice of termination of employees, and voluntary submissions of student catalogs. Files may contain confidential information including, but not limited to, education records and personally identifiable information (PII).
Record Series Active:	Yes
Cut Off at End of:	Other
Total Retention Years:	5
Total Retention Months:	0
Retention End Action:	Destroy
Disposition Notes:	Records will be maintained active until end of the calendar year from date of receipt. Paper records will be migrated into electronic format and electronic files will be kept for the life of the record series and then destroyed according to state approved methods for confidential record destruction.
RDA Signed Agency Form:	2484.form.pdf

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Worksheet (A)

Record Location:	Tennessee Higher Education Commission, Division of Postsecondary State Authorization Secure File Room, Parkway Towers 404 James Robertson Parkway, Nashville, TN 37243
File Arrangement:	Alphabetical by institution name
Media Format Generated:	Both
Media Format Generated Summary:	
Media Format Stored:	Electronic
Media Format Stored Summary:	
Date Range:	1-2000 to
Agency:	TN Higher Education Commission
Allotment Code:	33201
Annual Accumulation:	10 MB
Current Volume:	100 MB

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Worksheet (B)

Record Value:	Administrative 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:	2484.sample.pdf

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Electronic Records Plan Inventory

System Name:	Agency Share Drive
Hardware Description:	Strategic Technology Solutions (STS) Data Center Server
Software Description:	Windows Server 2003, Windows Storage Server 2008, Microsoft Virtual Server, VMWare Virtual Server
System Location:	TN State STS Data Center
Backup Procedures:	Data stored on the Shared SQL server is replicated. For the Windows application server, currently, only standard file level backup services are offered. Every STS managed server performs a nightly incremental backup to a disk storage device and is replicated to the other datacenter upon completion. Incremental backups are performed every night of the week and are retained for 30 days at each site. On the last Friday of the calendar month, a full backup is taken of every server and that full backup image is kept on disk for 60 days at both datacenters. The full backup image is also duplicated to tape for long term storage at Iron Mountain for 7 years. The standard backup window for both incremental and full server backups is between 6pm and 6am central time.
Disaster Recovery:	STS preforms nightly backups of servers which includes the current two days of backups for each database. Hard copy Backups are stored off-site weekly.
Data Migration Description:	The data resides in an SQL database located at the Data Center. If there were a need for migration, it could be done by STS database administrators.
Metadata Description:	File Name, File Type, Date,

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RDA Comments

Records Management Division (RMD)	**2018-10-04** No recommended changes.
Tennessee State Library and Archives	**2018-10-04** No recommended changes.
Comptroller Audit Review	**2018-10-04** We have reviewed RDA 11145 from an audit standpoint. We concur with the recommended retention and disposition specifications.
Agency Records Officer	**2018-10-05** Thank you for your comments.
RMD Director	**2018-10-10** RDA 11145 is a request to revise an RDA. The retention period will remain five years and destroy. The format will be paper/electronic. The Abstract, Cut Off, Disposition Notes, and Worksheet have been updated. Recommend approval of request to revise RDA 11145.
Public Records Commission	**2018-10-30** PRC approves RDA 11145.