



Safe Dams Program - Permit Cycle Documents

Core Data

RDA Number:	2784
Effective Date:	2024-04-24
Record Series Abstract:	GENERAL CORRESPONDENCE REGARDING CURRENT PERMITS, APPLICATION FOR CERTIFICATE OF APPROVAL AND SAFETY (CN-0821), HIGH HAZARD DAM PROFILE SHEET (CN-0849), INSPECTION REPORT - DAM AND APPURTENANT WORKS (CN-0846), RENEWAL APPLICATION FOR CERTIFICATE OF APPROVAL (CN-0965), AND INVOICE FOR INSPECTION FEE (CN-0966)
Record Series Active:	Yes
Cut Off at End of:	Other
Total Retention Years:	6
Total Retention Months:	0
Retention End Action:	Destroy
Disposition Notes:	The files are to be cut off when active permit expires. Paper records can be converted to electronic format and shall be maintained in Finance and Administration (F&A)/Strategic Technology Solutions (STS) approved software and server environment. Paper records will be destroyed after the electronic content has been verified for completeness, accuracy, and usability. Records will be maintained in agency for 6 years, then destroyed by State approved methods.
RDA Signed Agency Form:	2784.pdf



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Worksheet (A)

Record Location:	312 Rosa L. Parks Ave. TN Tower, 11th floor
File Arrangement:	Numeric by county ID
Media Format Generated:	Electronic Paper
Media Format Generated Summary:	
Media Format Stored:	Electronic
Media Format Stored Summary:	
Date Range:	1973 to Current
Agency:	Dept. of Environment & Conservation
Allotment Code:	327.34
Annual Accumulation:	3 cu ft; 5 gigabytes
Current Volume:	30 cu. ft. 5 gigabytes



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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:	6 years
Retention Legal Citation:	TCA Section 69-11-101 through 125.
Record Sample PDF:	2489.sample.pdf



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Electronic Records Plan Inventory

System Name:	Enterprise FileNet, Microsoft SharePoint, Network Access Storage (NAS) Drive, Edison, or other Strategic Technology Solutions (STS) approved storage system.
Hardware Description:	Oracle NAS (Networked Attached Storage) managed by STS. Raid 6 system with 40 terrabytes of space. STS Fiber SAN managed by STS. This is the STS mandated storage medium and backed up through Enterprise Backups.
Software Description:	If stored on the State's Edison System the hardware is maintained by STS/Edison team at their data center. If not on Edison, all hardware for maintaining the records series shall be maintained in accordance with the current standards of Strategic Technology Solutions (STS).
System Location:	If stored on the State's Edison System it is maintained by STS/Edison team at their data center. If not on Edison, Agency Records Officer shall document the system location.
Backup Procedures:	If stored on the State's Edison System the backup procedures are developed by STS/Edison team. If not on Edison, Backup procedures shall be maintained in accordance with the current standards of Strategic Technology Solutions (STS). Backup procedures shall be reviewed and tested annually.
Disaster Recovery:	If stored on the State's Edison System the disaster recovery plan is created and executed by STS/Edison team. If not on Edison, the Agency shall have a detailed Disaster Recovery Plan for the system in accordance with the current standards of Strategic Technology Solutions (STS). Disaster Recovery plans shall be reviewed annually.
Data Migration Description:	If stored on the State's Edison System the data migration plan is executed by the STS/Edison team. If not on Edison, the Agency shall have a detailed plan for migrating the electronic records in case of a software upgrade/change, hardware replacement, or a disaster.
Metadata Description:	Metadata will be captured and maintained in the storage locations applicable method and in accordance with current standards of Strategic Technology Solutions (STS).



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RDA Comments	
Records Management Division (RMD)	2024-03-14 No recommended changes.
Tennessee State Library and Archives	2024-03-20 No recommended changes.
Comptroller Audit Review	2024-03-20 We have reviewed RDA 2784 from an audit standpoint. We concur with the recommended retention and disposition specifications.
Agency Records Officer	2024-03-21 No additional agency comments.
RMD Director	2024-03-26 RDA 2784 is a request to revise an RDA. The retention period will remain six years and then destroy. The format will be paper/electronic. The Disposition Notes and Worksheet have been updated. Recommend approval of the request to revise RDA 2784.
Public Records Commission	2024-04-24 PRC approves RDA 2784