Municipal Clerk & Recorder Certifications

Core Data

RDA Number:	11332
Effective Date:	2024-09-23
Record Series Abstract:	Records Series contains the recording of certification form for Municipal Clerk & Recorders: Municipal Clerk & Recorders Certification and Continuing Education Credit Application (SS-4507)
Record Series Active:	Yes
Cut Off at End of:	Calendar Year
Total Retention Years:	10
Total Retention Months:	0
Retention End Action:	Destroy
Disposition Notes:	Records are received in paper format. The original is scanned into the Division’s database. Following verification of completeness and accuracy, paper records may then be destroyed. Electronic records are maintained in the Division’s database for 10 years, then destroyed by state-approved methods.
RDA Signed Agency Form:	RDA 11332 Signed Form_0.pdf

Municipal Clerk & Recorder Certifications

Worksheet (A)

Record Location:	312 Rosa L. Parks Ave., Nashville, TN 37243
File Arrangement:	Alphabetic
Media Format Generated:	Paper
Media Format Generated Summary:	
Media Format Stored:	Electronic
Media Format Stored Summary:	
Date Range:	to
Agency:	Secretary of State
Allotment Code:	30501
Annual Accumulation:	0.02 cubic feet, 2MB
Current Volume:	0.50 cubic feet, 10MB

Municipal Clerk & Recorder Certifications

Worksheet (B)

Record Value:	Administrative Legal
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:	10 years
Retention Legal Citation:	T.C.A. 6-54-120
Record Sample PDF:	2527.sample.pdf

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Electronic Records Plan Inventory

System Name:	Municipal Clerk & Recorder Certifications
Hardware Description:	Hardware description on file. All equipment meets or exceeds the current standards of the State’s Strategic Technology Solutions (STS) guidance.
Software Description:	Software description on file. All software systems are maintained in accordance with the current standards of the State’s Strategic Technology Solutions (STS) guidance.
System Location:	On file
Backup Procedures:	Incremental backups of daily, weekly, monthly, and annual backup tapes. Tapes are sent to an approved vendor for storage and rotated/recycled according to agency policy and procedures that meet or exceed the current standards of the State’s Strategic Technology Solutions (STS) office.
Disaster Recovery:	Disaster recovery plan on file that meets or exceeds the current standards of the State’s Strategic Technology Solutions (STS) office.
Data Migration Description:	Migration Strategy on file that meets or exceeds the current standards of the State’s Strategic Technology Solutions (STS) office.
Metadata Description:	Windows properties default metadata only

Municipal Clerk & Recorder Certifications

	RDA Comments
Records Management Division (RMD)	**2024-08-22** No recommended changes.
Tennessee State Library and Archives	**2024-08-23** No recommended changes.
Comptroller Audit Review	**2024-08-23** We have reviewed RDA 11332 from an audit standpoint. We concur with the recommended retention and disposition specifications.
Agency Records Officer	**2024-08-26** Thank you.
RMD Director	**2024-08-28** RDA 11332 is a request to revise an RDA. The retention period will change from fifty years and then destroy to ten 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 11332.
Public Records Commission	**2024-09-23** PRC approves RDA 11332.