Immigration Special Projects

Core Data

RDA Number:	11341
Effective Date:	2025-10-20
Record Series Abstract:	These special project records relate to areas of law where outside counsel is obtained and include but are not limited to immigration, I-9 work visa extensions, I-9 audits Records consist of but are not limited to correspondence, emails, applications and supporting documentation.
Record Series Active:	No
Cut Off at End of:	Other
Total Retention Years:	6
Total Retention Months:	0
Retention End Action:	Destroy
Disposition Notes:	Records are maintained in Office of General Counsel until completion of project. Afterwards records are transferred to DDA warehouse storage and kept there until end of retention period at which time they are destroyed according to state approved methods.
RDA Signed Agency Form:	RDA 11341 Signed Form.pdf

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Worksheet (A)

Record Location:	Office of General Counsel, 315 Deaderick Street, 8th Floor UBS Tower, Nashville, TN 37243 & DDA Warehouse Storage, 275 Stewarts Ferry Pike, Nashville, TN 37214
File Arrangement:	apha numeric
Media Format Generated:	Electronic Paper
Media Format Generated Summary:	Electronic: Text Electronic: Email Paper: Sheet
Media Format Stored:	Electronic Paper
Media Format Stored Summary:	Electronic: Text Electronic: Email Paper: Sheet
Date Range:	2013-2023
Agency:	Dept. of Disability and Aging
Allotment Code:	344.01
Annual Accumulation:	<1 megabyte - electronic .25 cubit ft - paper
Current Volume:	3 megabytes - electronic 1 cubic foot - paper

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Worksheet (B)

Record Value:	Legal
Audit Requirements:	State
Information Shared Outside the State:	Yes
Shared Agencies:	Federal Government, US Department of Justice, Immigration and Naturalization Services
Essential Record:	No
Confidential:	No
Does this record series contain sensitive information?:	No
Agency Retention:	6 years
Retention Legal Citation:	T.C.A. 52-3-101(d)
Record Sample PDF:	2559.sample.pdf

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Electronic Records Plan Inventory

System Name:	Shared Network Storage Records are stored in the State of Tennesse Data Centers
Hardware Description:	Windows Servers 2012 R2
Software Description:	Microsoft Word Applications
System Location:	State of Tennessee Data Centers
Backup Procedures:	Replication across Data Centers, Complete Weekly File Backup
Disaster Recovery:	3 moths on site, 7 years Iron Mountain
Data Migration Description:	Data is stored as combination of PDF and/or Microsoft Word and Excel Files. Data is periodically backed up by STS. Data may be copied and/or extracted in bulk through standard Windows file.
Metadata Description:	Standard Metadata is captured when uploaded to the file server and is dependent on the file type (PDF, TXT, ETC.)

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	RDA Comments
Records Management Division (RMD)	**2025-09-18** Please clarify Cut Off and total retention period.
Tennessee State Library and Archives	**2025-09-22** No recommended changes, pending clarification of Cut Off and total retention period.
Comptroller Audit Review	**2025-09-18** We have reviewed RDA 11341 from an audit standpoint. We concur with the recommended changes to the retention period and Cut Off. We agree with the disposition specifications.
Agency Records Officer	**2025-09-22** Thank you!
RMD Director	**2025-09-26** RDA 11341 is a request to revise an RDA. The retention period will change from five years to six 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 11341.
Public Records Commission	**2025-10-20** PRC approves RDA 11341