



## Election Petitions and Reports

### Core Data

|                                |                                                                                                                                                                                                                                                                                                                |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RDA Number:</b>             | 11212                                                                                                                                                                                                                                                                                                          |
| <b>Effective Date:</b>         | 2019-11-12                                                                                                                                                                                                                                                                                                     |
| <b>Record Series Abstract:</b> | Records Series includes: Election Petitions and Certificates of Write In Candidacy; Ballot Approvals; Six-Month Reports and Presidential Preference Primary Statement of Expenses.                                                                                                                             |
| <b>Record Series Active:</b>   | Yes                                                                                                                                                                                                                                                                                                            |
| <b>Cut Off at End of:</b>      | Other                                                                                                                                                                                                                                                                                                          |
| <b>Total Retention Years:</b>  | 5                                                                                                                                                                                                                                                                                                              |
| <b>Total Retention Months:</b> | 0                                                                                                                                                                                                                                                                                                              |
| <b>Retention End Action:</b>   | Destroy                                                                                                                                                                                                                                                                                                        |
| <b>Disposition Notes:</b>      | Records are received in paper format and scanned for retention. After scans are verified for completeness and accuracy, paper records will be stored in office for 1 year and then destroyed by State approved methods. Electronic document are kept for 5 years and then destroyed by state approved methods. |
| <b>RDA Signed Agency Form:</b> | 2587.form.pdf                                                                                                                                                                                                                                                                                                  |



## Election Petitions and Reports

### Worksheet (A)

|                                        |                                                                                             |
|----------------------------------------|---------------------------------------------------------------------------------------------|
| <b>Record Location:</b>                | Department of State Division of Elections 7th Floor, WR Snodgrass TN Tower<br>Nashville, TN |
| <b>File Arrangement:</b>               | By County                                                                                   |
| <b>Media Format Generated:</b>         | Paper                                                                                       |
| <b>Media Format Generated Summary:</b> |                                                                                             |
| <b>Media Format Stored:</b>            |                                                                                             |
| <b>Media Format Stored Summary:</b>    |                                                                                             |
| <b>Date Range:</b>                     | to                                                                                          |
| <b>Agency:</b>                         | Secretary of State                                                                          |
| <b>Allotment Code:</b>                 | 30501                                                                                       |
| <b>Annual Accumulation:</b>            | 6 cu. ft.; 1 gb                                                                             |
| <b>Current Volume:</b>                 | 5 gb                                                                                        |



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### Worksheet (B)

|                                                                |                         |
|----------------------------------------------------------------|-------------------------|
| <b>Record Value:</b>                                           | Administrative<br>Legal |
| <b>Audit Requirements:</b>                                     | State                   |
| <b>Information Shared Outside the State:</b>                   | No                      |
| <b>Shared Agencies:</b>                                        |                         |
| <b>Essential Record:</b>                                       | No                      |
| <b>Confidential:</b>                                           | No                      |
| <b>Does this record series contain sensitive information?:</b> | No                      |
| <b>Agency Retention:</b>                                       | 5 years                 |
| <b>Retention Legal Citation:</b>                               | Tenn. Code Ann. 2-8-108 |
| <b>Record Sample PDF:</b>                                      | 2587.sample.pdf         |



## Election Petitions and Reports

### Electronic Records Plan Inventory

|                                    |                                                                                                                                                                                                                                                                                               |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>System Name:</b>                | Election Petitions and Reports                                                                                                                                                                                                                                                                |
| <b>Hardware Description:</b>       | Hardware description on file. All equipment meets or exceeds the current standards of the State’s Strategic Technology Solutions (STS) guidance.                                                                                                                                              |
| <b>Software Description:</b>       | Software description on file. All software systems are maintained in accordance with the current standards of the State’s Strategic Technology Solutions (STS) guidance.                                                                                                                      |
| <b>System Location:</b>            | On file                                                                                                                                                                                                                                                                                       |
| <b>Backup Procedures:</b>          | 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. |
| <b>Disaster Recovery:</b>          | Disaster recovery plan on file that meets or exceeds the current standards of the State’s Strategic Technology Solutions (STS) office.                                                                                                                                                        |
| <b>Data Migration Description:</b> | Migration Strategy on file that meets or exceeds the current standards of the State’s Strategic Technology Solutions (STS) office.                                                                                                                                                            |
| <b>Metadata Description:</b>       | Windows properties default metadata only                                                                                                                                                                                                                                                      |



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| RDA Comments                                |                                                                                                                                                                                                                                                                                  |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Records Management Division (RMD)</b>    | <b>2019-09-05</b><br>No recommended changes.                                                                                                                                                                                                                                     |
| <b>Tennessee State Library and Archives</b> | <b>2019-09-23</b><br>No recommended changes.                                                                                                                                                                                                                                     |
| <b>Comptroller Audit Review</b>             | <b>2019-09-05</b><br>We have reviewed RDA 11212 from an audit standpoint. We concur with the recommended retention and disposition specifications.                                                                                                                               |
| <b>Agency Records Officer</b>               | <b>2019-09-23</b><br>No recommended changes.                                                                                                                                                                                                                                     |
| <b>RMD Director</b>                         | <b>2019-10-23</b><br>RDA 11212 is a request to revise an RDA. The retention period will remain five years and destroy. The format will be paper/electronic. The Abstract, Disposition Notes, and Worksheet have been updated. Recommend approval of request to revise RDA 11212. |
| <b>Public Records Commission</b>            | <b>2019-11-12</b><br>PRC approves RDA 11212.                                                                                                                                                                                                                                     |