TDOC Internal Policies, Procedures and Official Forms

Core Data

RDA Number:	11368
Effective Date:	2022-10-05
Record Series Abstract:	Official record copy and development of TDOC policies, procedures and official forms, with the exception of reviewer's comments, maintained by the Agency for reference purposes.
Record Series Active:	Yes
Cut Off at End of:	Other
Total Retention Years:	0
Total Retention Months:	0
Retention End Action:	Permanent
Disposition Notes:	Records may be maintained in either paper or electronic format, as long as the electronic content has been verified for completeness, accuracy, and usability. Records will be maintained permanently in Agency after cut off.
RDA Signed Agency Form:	11368.pdf

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Worksheet (A)

Record Location:	Central Office- 320 6th Avenue North, Nashville, TN 37243
File Arrangement:	Alpha Numeric
Media Format Generated:	Electronic Paper
Media Format Generated Summary:	Electronic: Text Paper: Sheet
Media Format Stored:	Electronic Paper
Media Format Stored Summary:	Electronic: Text Paper: Sheet
Date Range:	1980 to Present
Agency:	Dept. of Correction
Allotment Code:	32901
Annual Accumulation:	2 cu. ft, 5MB
Current Volume:	72 cu ft. 75MB

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Worksheet (B)

Record Value:	Administrative
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:	permanent
Retention Legal Citation:	
Record Sample PDF:	2621.sample.pdf

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Electronic Records Plan Inventory

System Name:	TDOC Policies
Hardware Description:	WINDOWS VIRTUAL SERVER PROVIDED BY STS
Software Description:	WINDOWS SERVER 2012 R2
System Location:	STS SOUTH DATA CENTER
Backup Procedures:	Data on server is backed up nightly, Filelevel and VMDK backups are backed up locally and replicated to the other datacenter for 30days
Disaster Recovery:	Once a week agency does VMDK backup. BI01SDCWF00001 gets its VMDK backup on Sunday morning at 7pm. If agency needs the complete server restored due to a server failure or software failure, agency can restore the server from the VMDK backup back to how the server was on the following Sunday
Data Migration Description:	The records within the database will be migrated to another electronic application when it is determined the existing system no longer meets the requirements of the Tennessee Department of Correction and another electronic application is developed or purchased. At that time, TDOC IT staff will coordinate with the vendor/software supplier to map data exchanges between the current application and the new application. Data conversion will be required in order to format the current data values into the format required by a replacement software system. Preserving the data integrity is the highest priority when migrating the information from one application to another, to ensure the value of the data is not lost in the process.
Metadata Description:	Content Subject/Title: TDOC Policies Consists of PDFs indexed by policy number with links to each policy. STS South Data Center

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	RDA Comments
Records Management Division (RMD)	**2022-09-01** No recommended changes.
Tennessee State Library and Archives	**2022-08-31** No recommended changes.
Comptroller Audit Review	**2022-09-08** We have reviewed RDA 11368 from an audit standpoint. We concur with the recommended retention and disposition specifications.
Agency Records Officer	**2022-09-08** No recommended changes.
RMD Director	**2022-09-16** RDA 11368 is a request to revise an RDA. The retention period will remain permanent. The format will be paper/electronic. The Abstract, Cut Off, Disposition Notes, and Worksheet have been updated. Recommend approval of the request to revise RDA 11368.
Public Records Commission	**2022-10-05** PRC approves RDA 11368.