



Sex Offender Community Supervision Files

Core Data

RDA Number:	11409
Effective Date:	2026-04-20
Record Series Abstract:	Active and inactive probation, parole, and community supervision for life files for sex offenders including: monthly reports, pre-sentence referral, arrest report, probation order, client introduction sheet, and payment receipt; parole certificate, violation reports, chronological records, and correspondence; finger prints, photographs, parole officer reports; receipt book for criminal injuries fund payment information sheets; appointment card, monthly and weekly activity report; inspection assignment list; work project weekly reports and coordinator statistical report CR-3896, CR-3882, CR-3872, CR-3808, CR-3848
Record Series Active:	Yes
Cut Off at End of:	Other
Total Retention Years:	25
Total Retention Months:	0
Retention End Action:	Destroy
Disposition Notes:	Records will be cut off at expiration of sentence, court ordered discharge, revocation, or when interest is closed in the case. Records will be maintained in either paper or electronic format for 25 years then destroyed. Paper records will be maintained at the Community Supervision Office that supervised the offender. Paper records may be scanned into the official electronic format using established protocol and properly verified for completeness, legibility, and accuracy. Once verification has been completed, paper records can then be destroyed. Once the Sex offender passes away the records are moved to RDA 11507 Deceased Sex Offender Community Supervision Files.
RDA Signed Agency Form:	Signed Form 11409.pdf



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Worksheet (A)

Record Location:	Various TDOC-Community Supervision Offices across the State of Tennessee. Electronic records will be stored in FileNet.
File Arrangement:	Numerical Order
Media Format Generated:	Electronic Paper
Media Format Generated Summary:	Electronic: Other Paper: Sheet
Media Format Stored:	Electronic
Media Format Stored Summary:	Electronic: Text Electronic: Other
Date Range:	1995 to present
Agency:	Dept. of Correction
Allotment Code:	32901
Annual Accumulation:	54 Cubic Feet
Current Volume:	1160 Cubic Feet



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Worksheet (B)

Record Value:	Administrative Legal
Audit Requirements:	State
Information Shared Outside the State:	Yes
Shared Agencies:	Other law enforcement agencies; treatment providers
Essential Record:	Yes - Original
Confidential:	Yes
Does this record series contain sensitive information?:	Yes
Agency Retention:	25 years
Retention Legal Citation:	
Record Sample PDF:	Supervision file sample.pdf



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Electronic Records Plan Inventory

System Name:	ECM/Filenet
Hardware Description:	SQL Server
Software Description:	Word based program
System Location:	STS
Backup Procedures:	Information is backed up nightly and preserved on the server for two days.
Disaster Recovery:	Back up data will be used to restore application information to server.
Data Migration Description:	Records within the database will be migrated to another electronic application when it is determined the existing system no longer meets the requirements of STS. At that time, STS 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: Filenet application consists of electronic offender information data. Format: Filenet data is stored in an electronic database.



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RDA Comments

Records Management Division (RMD)	2026-02-11 No recommended changes.
Tennessee State Library and Archives	2026-02-11 No recommended changes.
Comptroller Audit Review	2026-02-13 We have reviewed RDA 11409 from an audit standpoint. We concur with the recommended retention and disposition specifications.
Agency Records Officer	2026-02-18 No further comments.
RMD Director	2026-02-24 RDA 11409 is a request to revise an RDA. The retention period will remain twenty-five years and then destroy. The format will be paper/electronic. The Abstract, Disposition Notes, and Worksheet have been updated. Recommend approval of the request to revise RDA 11409.
Public Records Commission	2026-04-20 PRC approves RDA 11409.