



## National Electronic Disease Surveillance System Base System (NBS)

### Core Data

|                                |   |
|--------------------------------|---|
| <b>RDA Number:</b>             | 11508   |
| <b>Effective Date:</b>         | 2026-04-20  |
| <b>Record Series Abstract:</b> | A statewide, confidential, surveillance system to support data collection and investigation of reportable diseases and outbreaks. NBS collects basic patient information, laboratory and case reports of reportable diseases, exposures and risk factors of interest, and investigation outcomes. Data is used to understand disease trends in TN as well as identify clusters or outbreaks of disease. |
| <b>Record Series Active:</b>   | Yes   |
| <b>Cut Off at End of:</b>      | Calendar Year   |
| <b>Total Retention Years:</b>  | 99  |
| <b>Total Retention Months:</b> | 0   |
| <b>Retention End Action:</b>   | Permanent   |
| <b>Disposition Notes:</b>      | Records are received in paper and electronic format. Documents and files received for electronic processing or data entry are retained for 30 days then properly destroyed. The electronic data then remains in the NBS system permanently and is maintained in the system for permanent retention.   |
| <b>RDA Signed Agency Form:</b> | RDA 11508 Signed Form.pdf   |



# National Electronic Disease Surveillance System Base System (NBS)

## Worksheet (A)

|  |   |
|--|---|
| <b>Record Location:</b>                | On a server at the STS Data Center North                              |
| <b>File Arrangement:</b>               | Files are arranged by patient name alphabetically                     |
| <b>Media Format Generated:</b>         | Electronic<br>Paper   |
| <b>Media Format Generated Summary:</b> | Electronic: Spreadsheet/Database<br>Paper: Sheet                      |
| <b>Media Format Stored:</b>            | Electronic  |
| <b>Media Format Stored Summary:</b>    |   |
| <b>Date Range:</b>                     | 2008 to present   |
| <b>Agency:</b>                         | Dept. of Health   |
| <b>Allotment Code:</b>                 | 343.00  |
| <b>Annual Accumulation:</b>            | Average annual database space usage: 2500 GB Paper: 59,382 cubic feet |
| <b>Current Volume:</b>                 | 19200 GB 4,948.5 cubic feet   |



# National Electronic Disease Surveillance System Base System (NBS)

## Worksheet (B)

|  |                                      |
|--|--------------------------------------|
| <b>Record Value:</b>   | Administrative<br>Legal              |
| <b>Audit Requirements:</b>                                     | Both                                 |
| <b>Information Shared Outside the State:</b>                   | Yes                                  |
| <b>Shared Agencies:</b>  | CDC, other public health authorities |
| <b>Essential Record:</b>                                       | Yes - Original                       |
| <b>Confidential:</b>   | Yes                                  |
| <b>Does this record series contain sensitive information?:</b> | Yes                                  |
| <b>Agency Retention:</b>                                       | Permanent                            |
| <b>Retention Legal Citation:</b>                               | NA                                   |
| <b>Record Sample PDF:</b>                                      |                                      |



# National Electronic Disease Surveillance System Base System (NBS)

## Electronic Records Plan Inventory

|                                    |  |
|------------------------------------|--|
| <b>System Name:</b>                | National Electronic Disease Surveillance System Base System (NBS)  |
| <b>Hardware Description:</b>       | VMWare Virtual Server  |
| <b>Software Description:</b>       | Web-based user interface, SQL database   |
| <b>System Location:</b>            | On a server at the STS Data Center North   |
| <b>Backup Procedures:</b>          | The [rdb] database incorporates a specialized data refresh operation where full database backups occur three times a week with data refresh (bidirectional data copy) operations occurring at different times for select tables among all production environments.   |
| <b>Disaster Recovery:</b>          | Tier 2 RTO (Recovery Time Objective): 24 hours RPO (Recovery Point Objective): 1 hour  |
| <b>Data Migration Description:</b> | Data are de-identified and transmitted automatically in near real time to CDC based on configuration settings once a case investigation is completed.  |
| <b>Metadata Description:</b>       | Electronic files are organized and reconciled by patient and include laboratory and investigative information about cases of reportable diseases. The system uses a relational database consisting of tables linked by unique identifiers common to each table to collect, store, and organize this data. Users are able to search for patients using demographic information. |



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## RDA Comments

|   |   |
|---|---|
| <b>Records Management Division (RMD)</b>    | <b>2026-02-26</b><br>No recommended changes.  |
| <b>Tennessee State Library and Archives</b> | <b>2026-02-26</b><br>No recommended changes.  |
| <b>Comptroller Audit Review</b>             | <b>2026-03-02</b><br>We have reviewed RDA 11508 from an audit standpoint. We concur with the recommended retention and disposition specifications.  |
| <b>Agency Records Officer</b>               | <b>2026-03-10</b><br>Reviewed by TDOH Records Mang. 03-10 and sent for signatures.  |
| <b>RMD Director</b>                         | <b>2026-03-16</b><br>RDA 11508 is a request to create an RDA. The retention period will be permanent. The format will be paper/electronic. Recommend approval of the request to create RDA 11508. |
| <b>Public Records Commission</b>            | <b>2026-04-20</b><br>PRC approves RDA 11508.  |