



Boards and Commission Working Papers

Core Data

RDA Number:	SW50
Effective Date:	2026-04-20
Record Series Abstract:	Documents created or received during the preparation by state boards and commissions. Examples include but are not limited to: draft agendas, draft reports & minutes, meeting preparation materials, audio and visual media such as recordings of meetings. Permanent Boards and Commission Documents will be kept under Statewide 06.
Record Series Active:	Yes
Cut Off at End of:	Fiscal Year
Total Retention Years:	5
Total Retention Months:	0
Retention End Action:	Destroy
Disposition Notes:	Files are cut off at the end of the fiscal year and are maintained for five years. 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 in Paper format may be transferred to the State Records Center. Records in electronic format shall be maintained in systems that meet or exceed the standards of Finance and Administration (F&A)/Strategic Technology Solutions (STS) approved software and server environment. Any sensitive or confidential information contained therein shall be destroyed according to standards for the destruction of confidential information.
RDA Signed Agency Form:	RDA SW50 Signed Form.pdf



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Worksheet (A)

Record Location:	Agency records officer shall keep documentation of specific location.
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:	Current to Current
Agency:	Statewide
Allotment Code:	30513
Annual Accumulation:	Agency records officer shall keep documentation of specific volume.
Current Volume:	Agency records officer shall keep documentation of specific volume.



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Worksheet (B)

Record Value:	Administrative
Audit Requirements:	State
Information Shared Outside the State:	No
Shared Agencies:	
Essential Record:	No
Confidential:	No
Does this record series contain sensitive information?:	No
Agency Retention:	5
Retention Legal Citation:	TCA 8-44-108 Public Meetings
Record Sample PDF:	



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Electronic Records Plan Inventory

System Name:	Records Officer shall document system name.
Hardware Description:	All hardware for maintaining the records series shall be maintained in accordance with the current standards of the Strategic Technology Solutions (STS).
Software Description:	All software for maintaining the records series shall be maintained in accordance with the current standards of the Strategic Technology Solutions (STS). Agency shall use File Types and Formats that are considered High Confidence by STS.
System Location:	Agency Records Officer shall document the system location.
Backup Procedures:	Backup procedures system shall be maintained in accordance with the current standards of the Strategic Technology Solutions (STS). Backup procedures shall be reviewed and tested annually.
Disaster Recovery:	Agency shall have a detailed Disaster Recovery Plan for the system in accordance with the current standards of the Strategic Technology Solutions (STS). Disaster Recovery plans shall be reviewed annually.
Data Migration Description:	Agency shall have a detailed plan for migrating the electronic records in case of a software upgrade/change, hardware replacement, or a disaster.
Metadata Description:	File Name, Date Created, File Type, & Date Modified



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RDA Comments

Records Management Division (RMD)	2026-03-11 No recommended changes.
Tennessee State Library and Archives	2026-03-17 No recommended changes.
Comptroller Audit Review	2026-03-16 We have reviewed RDA SW50 from an audit standpoint. We concur with the recommended retention and disposition specifications.
Agency Records Officer	2026-03-17 No recommended changes.
RMD Director	2026-03-20 RDA SW50 is a request to create a Statewide RDA. The retention period will be five years and then destroy. The format will be paper/electronic. Recommend approval of the request to create Statewide RDA SW50.
Public Records Commission	2026-04-20 PRC approves RDA SW50.