



Non-Selected Grant Application Records

Core Data

RDA Number:	11514
Effective Date:	2026-04-20
Record Series Abstract:	Non-selected application records for grant recipients and denied applications for beneficiaries, including supporting documentation
Record Series Active:	Yes
Cut Off at End of:	Other
Total Retention Years:	5
Total Retention Months:	0
Retention End Action:	Destroy
Disposition Notes:	Records may be maintained in either paper or electronic format, as authorized by applicable law, as long as the electronic content has been verified for completeness, accuracy, and usability. The Certificate of Records Disposal and Records Disposal Review Form ("RDRF") shall be fully completed, as applicable, and all other procedures followed as detailed in THDA's Records Management Policy in connection with the disposal of any records in this Record Series.
RDA Signed Agency Form:	RDA 11514 Signed Form.pdf



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Worksheet (A)

Record Location:	THDA's Main Office location
File Arrangement:	Application Number
Media Format Generated:	Electronic Paper
Media Format Generated Summary:	Electronic: Spreadsheet/Database Paper: Sheet
Media Format Stored:	Electronic Paper
Media Format Stored Summary:	Electronic: Spreadsheet/Database Paper: Sheet
Date Range:	2000 to current
Agency:	TN Housing & Development Agency
Allotment Code:	316.20
Annual Accumulation:	1 Gig, 2 Cu ft.
Current Volume:	1 Gig, 2 Cu ft.



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Worksheet (B)

Record Value:	Administrative Fiscal Legal
Audit Requirements:	Both
Information Shared Outside the State:	Yes
Shared Agencies:	US Dept of Housing and Urban Development, Department of Energy, Dept of the Treasury
Essential Record:	Yes - Original
Confidential:	Yes
Does this record series contain sensitive information?:	Yes
Agency Retention:	5 years
Retention Legal Citation:	
Record Sample PDF:	THDA Confidential Record Series_5.pdf



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Electronic Records Plan Inventory

System Name:	GMS
Hardware Description:	THDA maintains its own separate LAN/WAN infrastructure on-site at our main office. A Storage Area Network supports all THDA's electronic data, which is then replicated in real-time offsite.
Software Description:	GMS is a proprietary, in-house built system for the purposes of administering THDA's competitive and non-competitive grants.
System Location:	THDA maintains its own separate LAN/WAN infrastructure onsite at our main office.
Backup Procedures:	THDA's backup strategy utilizes enterprise-level software and high speed disk storage as well as data tapes which are used for offsite archival purposes. Most THDA production servers are backed up to an encrypted volume on weeknights using incremental/Full backup methods. Incremental jobs run Monday - Thursday and are rolled into a full backup on Friday night. The previous incremental backups become rollbacks. The rollbacks are retained on the volume for one year.
Disaster Recovery:	THDA's Operations division employs a Certified Business Continuity Specialist who maintains and executes the agency's Business Continuity Plan, which has been established and in place since 2008.
Data Migration Description:	Overseen and conducted by THDA according to the agency's Business Continuity Plan.
Metadata Description:	THDA captures metadata relative to the specific system and to an individual and/or business, i.e. SSN or Tax ID, as well as the month, day and time of the application submission.



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		RDA Comments
Records Management Division (RMD)	2026-03-12 No recommended changes.	
Tennessee State Library and Archives	2026-03-13 No recommended changes.	
Comptroller Audit Review	2026-03-12 We have reviewed RDA 11514 from an audit standpoint. We concur with the recommended retention and disposition specifications.	
Agency Records Officer	2026-03-23 Thank you.	
RMD Director	2026-03-27 RDA 11514 is a request to create an RDA. The retention period will be five years and then destroy. The format will be paper/electronic. Recommend approval of the request to create RDA 11514.	
Public Records Commission	2026-04-20 PRC approves RDA 11514.	