



Tennessee Secretary of State Tre Hargett

Records Management Division

RDA

RDA Management System

RDA	
Title:	Filings by Corporations and Limited Liability Companies
RDA Number:	1678
Record Series Abstract:	Documents filed with the Tennessee Secretary of State Division of Business and Charitable Organizations relating to domestic and foreign for-profit corporations, nonprofit corporations, limited liability companies and other special purpose corporations and associations pursuant to Tennessee Code Annotated Title 48.
Record Series Active:	Yes
Cut Off at End of:	Fiscal Year
If Other, Explain:	
Total Retention Years:	0
Total Retention Months:	0
Retention End Action:	Permanent
Disposition Notes:	Records are received in both paper and electronic format. Records received in paper format are scanned into the Division's database. Records received in electronic format are also uploaded/scanned into the Division's database. After verification of completeness and accuracy, paper records are destroyed or returned to the customer as appropriate. The electronic records are maintained in the Division's database for permanent retention.
Record Location:	
File Arrangement:	Alphanumeric
Media Format Generated:	Paper: Sheet
Other Media Format Generated:	
Media Format Stored:	
Other Media Format Stored:	
Date Range:	to
Annual Accumulation:	100 gigabytes
Current Volume:	455 gigabytes

Record Value:	Administrative Fiscal Legal
Audit Requirements:	State
Information Shared Outside of State:	No
If Shared, List Agencies:	
Essential Record:	Yes - Original
Essential Record Stored:	Record is retained electronically in the Division
Essential Record Media Type:	Electronic
Confidential:	No
Confidential Legal Citation:	
Does this Record Series Contain Sensitive Information?	No
Media Recommendation Other:	
Agency Retention:	Permanent
Records Center Retention Period:	
Retention Legal Citation:	Tennessee Code Annotated Title 48
Legal Citation PDF:	359.legal.pdf
Record Sample PDF:	359.sample.pdf
System Name:	IE1819008WN001.NET.ADS.STATE.TN.US
IT-ABC Number:	
Hardware Description:	DELL POWEREDGE FC630
Software Description:	WINDOWS SERVER 2012 STORAGE SERVER
System Location:	STATE OF TENNESSEE - DATA CENTER SOUTH
Backup Procedures:	Incremental backups of daily, weekly, monthly, and annual backup tapes. Backup tapes are sent to Iron Mountain and rotated/recycled according to agency policy and procedures.
Disaster Recovery:	REPLICATED TO STATE OF TENNESSEE - DATA CENTER NORTH
Data Migration Description:	MIGRATION STRATEGY ON FILE
Metadata Description:	WINDOWS PROPERTIES DEFAULT METADATA ONLY

RDA Comments	
Tennessee State Library and Archives	2024-10-09 No recommended changes.
Records Management Division (RMD)	2024-10-03 No recommended changes.
Comptroller Audit Review	2024-10-17 We have reviewed RDA 1678 from an audit standpoint. We concur with the recommended retention and disposition specifications.
Agency Records Officer	
RMD Director	
Public Records Commission	

Contact Person	
Name:	Emily Hollowell
Email:	emily.hollowell@tnsos.gov
Address:	312 Rosa L. Parks Boulevard, 8th Floor
Agency Head:	Tre Hargett
Director:	Robert Greene
City:	Nashville
Zip:	37243
Agency:	Secretary of State
Allotment Code:	30501

Contact

Date

Director or Secondary Contact

Date

Agency Head

Date