



Tennessee Secretary of State Tre Hargett
Records Management Division
RDA

RDA Management System

RDA	
Title:	Retired: Publications Review Copies (Records series now under RDA 1911)
RDA Number:	1852
Record Series Abstract:	This Record Series consist of, but not limited to Copies of Finalized Publications submitted for review and compliance with Specification. Copies of all State Publications are maintained in multiple designated depositories. (Records series now under RDA 1911)
Record Series Active:	Yes
Cut Off at End of:	Other
If Other, Explain:	Upon Publication
Total Retention Years:	5
Total Retention Months:	0
Retention End Action:	Destroy
Disposition Notes:	Retired: The Records will be maintained in Agency, and are generated in paper and electronic format. Both paper and electronic records will be destroyed in accordance with State approved methods. (Records series now under RDA 1911; Record series no longer generated as of 3/11/2025.)
Record Location:	Andrew Jackson Building, Basement Floor.
File Arrangement:	ALPHA/NUMERIC
Media Format Generated:	
Other Media Format Generated:	
Media Format Stored:	
Other Media Format Stored:	
Date Range:	to
Annual Accumulation:	Paper: 1 c.f. Electronic: .15 GB
Current Volume:	Paper: 4 c.f. Electronic: 4 GB
Record Value:	Administrative
Audit Requirements:	State

Information Shared Outside of State:	No
If Shared, List Agencies:	
Essential Record:	Yes - Original
Essential Record Stored:	Andrew Jackson Building, Basement Floor.
Essential Record Media Type:	Electronic
Confidential:	No
Confidential Legal Citation:	
Does this Record Series Contain Sensitive Information?	No
Media Recommendation Other:	
Agency Retention:	
Records Center Retention Period:	
Retention Legal Citation:	T.C.A. 12-7-103 T.C.A. 12-3-103
Legal Citation PDF:	425.legal.pdf
Record Sample PDF:	425.sample.pdf
System Name:	(\\AG03SDCWF00525\\) BA NASH
IT-ABC Number:	None
Hardware Description:	Solaris 10 Master Server
Software Description:	Netbackup 6.5.6 backup software
System Location:	Data Center North-Primary, Data Center South for secondary (copy 2 for AG03SDCWF00525)
Backup Procedures:	Backup is conducted everyday. Full backup on Friday, Incremental backups Saturday-Thursday Data Domain disk storage is the backup media. All backups are on disk for 30 days and duplicated between the two data centers. Once a month around the last weekend of the month on a Friday the Full backup is vaulted to tape which is an LT04 tape. Media servers that backup AG03SDCWF00525 are Linux Red Hat. We use data domain 890 and the second copy to a data domain 890 for backups and a L700 storage tek tape library for offsite storage on Monthly backups
Disaster Recovery:	Backup media is stored at Iron Mountain Restore process is via a Help desk ticket. If it is older than 30 days we will have to recall a case from iron mountain for the next business day. If the restore is an emergency, then we will submit an emergency delivery from Iron Mountain. An emergency delivery can take up to 3 hrs by contract. The cost for an emergency run is \$150.00.

Data Migration Description:	The PMSD Records will be scanned into PDF format and will be placed into a separate, controlled folder on the DGS shared drive. The folder will be restricted and will be backed up on a regular basis. The electronic version of the files will be accessible and maintained by the DGS PMSD staff. DGS PMSD will follow internal procedures in creation, access and modification of the electronic records. The electronic version of the PMSD Publications Review Copies will be destroyed in accordance with the above retention period.
Metadata Description:	The data sets related to these files are, but not limited to File Name, File Date, File Type, Excel, Word, Text, PDF Images, MS Project Files, pictures, Image Files (TIFF, DWG etc.)

RDA Comments	
Tennessee State Library and Archives	2025-04-14 No recommended changes upon approval of RDA 1911.
Records Management Division (RMD)	2025-04-10 No recommended changes upon approval of RDA 1911.
Comptroller Audit Review	2025-04-11 We have reviewed RDA 1852 from an audit standpoint. We concur with the retirement of this RDA upon the approval of RDA 1911.
Agency Records Officer	
RMD Director	
Public Records Commission	

Contact Person	
Name:	Elizabeth Henderson
Email:	Elizabeth.Henderson@tn.gov
Address:	312 Rosa L. Parks Ave.
Agency Head:	
Director:	Christi Branscom, Commissioner
City:	Nashville
Zip:	37243
Agency:	Dept. of General Services
Allotment Code:	32109

Contact

Date

Director or Secondary Contact

Date

Agency Head

Date