



Tennessee Secretary of State Tre Hargett
Records Management Division
RDA

RDA Management System

| RDA | |
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| Title: | Document Solutions Administrative Files |
| RDA Number: | 1857 |
| Record Series Abstract: | The files consist of Document Solutions Divisional information and contain, but are not limited to, the job tickets and files pertaining to production requests (according to job number, production employee, production equipment, employee performance and production standards for administrative use). This RDA does not cover files pertaining to production requests from the Governor's office. Production requests from the Governor's office will fall under SW08 Agency Executive Subject Files. |
| Record Series Active: | Yes |
| Cut Off at End of: | Fiscal Year |
| If Other, Explain: | |
| Total Retention Years: | 5 |
| Total Retention Months: | 0 |
| Retention End Action: | Destroy |
| Disposition Notes: | Maintain records electronically in agency for 5 years. Once the 5-year retention period has been met, records will be destroyed via state approved methods. |
| Record Location: | Records are maintained digitally in the Tennessee Tower. |
| File Arrangement: | Chronological |
| Media Format Generated: | |
| Other Media Format Generated: | |
| Media Format Stored: | |
| Other Media Format Stored: | |
| Date Range: | 7/1/2017 to present |
| Annual Accumulation: | Electronic: 9kb |
| Current Volume: | Electronic: 77.9 gb |
| Record Value: | Administrative |
| Audit Requirements: | State |
| Information Shared Outside of State: | No |

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| If Shared, List Agencies: | |
| Essential Record: | Yes - Original |
| Essential Record Stored: | Records are maintained digitally in the Tennessee Tower. |
| Essential Record Media Type: | |
| Confidential: | No |
| Confidential Legal Citation: | |
| Does this Record Series Contain Sensitive Information? | No |
| Media Recommendation Other: | |
| Agency Retention: | 5 years |
| Records Center Retention Period: | 0 |
| Retention Legal Citation: | NO |
| Legal Citation PDF: | |
| Record Sample PDF: | 429.sample.pdf |
| System Name: | DGS Doc Solutions Admin |
| IT-ABC Number: | None |
| Hardware Description: | The enterprise solution implemented by STS meets the requirements defined in the STS Backup Service and Retention Policy (200-POL-004). |
| Software Description: | The enterprise solution implemented by STS meets the requirements defined in the STS Backup Service and Retention Policy (200-POL-004). |
| System Location: | Data Center North - Primary Data Center South - secondary |
| Backup Procedures: | Weekly backups every Saturday. Backup Retention Schedule is 31 daily backups and 84 months of Long-Term Retention for the Monthly backup |
| Disaster Recovery: | Restore from the last known good backup taken by the STS Backup policy in place |
| 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 Administrative Files will be destroyed in accordance with the above retention period. |
| Metadata Description: | The data sets related to these files are, but not limited to Excel, Word, Text, PDF Images, MS Project Files, pictures, Image Files (TIFF, DWG etc.) |

RDA Comments

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| Tennessee State Library and Archives | 2025-04-14 No recommended changes. |
| Records Management Division (RMD) | 2025-04-10 No recommended changes. |
| Comptroller Audit Review | 2025-04-11 We have reviewed RDA 1857 from an audit standpoint. We concur with the recommended retention and disposition specifications. |
| Agency Records Officer | |
| RMD Director | |
| Public Records Commission | |

| Contact Person | |
|-----------------|--------------------------------|
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| 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