



Tennessee Secretary of State Tre Hargett

Records Management Division

RDA

RDA Management System

RDA	
Title:	Document Solution -GRAPHICS/PRE-PRESS ARCHIVES & Electronic Job File Storage
RDA Number:	10002
Record Series Abstract:	Any and all Electronic graphic art & printing design and support files related to any customer jobs. Filed by job number, print number, job description and or customer name.
Record Series Active:	Yes
Cut Off at End of:	Other
If Other, Explain:	At project completion.
Total Retention Years:	5
Total Retention Months:	0
Retention End Action:	Destroy
Disposition Notes:	The Files in this Record Series are generated and maintained in electronic format only. These Files will be kept on Agency Server for 3 months after project completion. After 3 months, these files will be transferred to an external terastation and saved to a second terastation for backup. Once the 5-year retention period has been met, records will be destroyed via state approved methods.
Record Location:	Maintained electronically in the Tennessee Tower
File Arrangement:	numerical by job number
Media Format Generated:	
Other Media Format Generated:	
Media Format Stored:	
Other Media Format Stored:	
Date Range:	7/1/2019 to present
Annual Accumulation:	Electronic: Approximately 200 gb
Current Volume:	Electronic: Approximately 815 gb
Record Value:	Administrative
Audit Requirements:	State
Information Shared Outside of State:	No
If Shared, List Agencies:	

Essential Record:	Yes - Original
Essential Record Stored:	Maintained electronically in the Tennessee Tower
Essential Record Media Type:	Electronic
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:	1284.sample.pdf
System Name:	DGS Graphics
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:	Daily backup performed. Backup Retention Schedule is 30 daily backups. Process repeats every month. Data volume contents enforced by agency policy.
Disaster Recovery:	Restore from the last known good backup taken by the STS Backup policy in place
Data Migration Description:	Within OSX (Apple's Operating System), there is a piece of software called the machine. F&A/STS backs up the Mac Mini's Time Machine file daily to a removable hard drive, and in the event of a machine failure, the process is to restore the last known working copy of the Time Machine to the new computer.
Metadata Description:	The data sets related to these files include, but are not limited to, QuarkXPress, InDesign, Dreamweaver, Photoshop, Illustrator, Premier Pro, Word, Excel, PowerPoint, FusionPro, Adobe Creative Cloud, Acrobat, and FusionPro Producer

RDA Comments	
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 10002 from an audit standpoint. We concur with the recommended retention and disposition specifications.
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