



Tennessee Secretary of State Tre Hargett

Records Management Division

RDA

RDA Management System

RDA	
Title:	Incident Reports
RDA Number:	SW26
Record Series Abstract:	Records of incidents/accidents occurring on State controlled property, involving state personnel or members of the general public or state owned materials. A copy of incident reports involving injuries to state employees are to be included in the employee's medical file and covered under SW04 Employee Medical Records.
Record Series Active:	Yes
Cut Off at End of:	Other
If Other, Explain:	Calendar year unless legal action is initiated, in which case, the cut off will be the termination of any legal action.
Total Retention Years:	10
Total Retention Months:	0
Retention End Action:	Destroy
Disposition Notes:	Records may be maintained in either paper or electronic format, as long as the electronic content has been verified for completeness, accuracy, and usability. Records in electronic format shall be maintained in a system that meets minimum requirements of Finance and Administration (F&A)/Strategic Technology Solutions (STS). Any sensitive or confidential information contained therein shall be destroyed according to standards for the destruction of confidential information.
Record Location:	Records officer shall keep documentation of specific location.
File Arrangement:	alpha numeric
Media Format Generated:	Electronic: Text Electronic: Raster Image Electronic: Audio Electronic: Video Electronic: Spreadsheet/Database Electronic: Email Paper: Sheet
Other Media Format Generated:	
Media Format Stored:	Electronic: Text Electronic: Raster Image Electronic: Audio Electronic: Video Electronic: Spreadsheet/Database Electronic: Email Paper: Sheet

Other Media Format Stored:	
Date Range:	1970 to current
Annual Accumulation:	Agency records officer shall keep documentation of annual accumulation.
Current Volume:	Agency records officer shall keep documentation of specific volume.
Record Value:	Administrative
Audit Requirements:	State
Information Shared Outside of State:	No
If Shared, List Agencies:	
Essential Record:	No
Essential Record Stored:	
Essential Record Media Type:	
Confidential:	No
Confidential Legal Citation:	
Does this Record Series Contain Sensitive Information?	No
Media Recommendation Other:	
Agency Retention:	5
Records Center Retention Period:	5
Retention Legal Citation:	
Legal Citation PDF:	
Record Sample PDF:	
System Name:	Records Officer shall document system name.
IT-ABC Number:	
Hardware Description:	All hardware for maintaining the records series shall be maintained in accordance with the current standards of Strategic Technology Solutions (STS).
Software Description:	All software for maintaining the records series shall be maintained in accordance with the current standards of Strategic Technology Solutions (STS). The agency shall use File Types and Formats that are considered High Confidence by STS.
System Location:	Agency Records Officer shall document the system location.

Backup Procedures:	The backup procedures system shall be maintained in accordance with the current standards of Strategic Technology Solutions (STS). Backup procedures shall be reviewed and tested annually.
Disaster Recovery:	Agency shall have a detailed Disaster Recovery Plan for the system in accordance with the current standards of Strategic Technology Solutions (STS). Disaster Recovery plans shall be reviewed annually.
Data Migration Description:	Agency shall have a detailed plan for migrating the electronic records in case of a software upgrade/change, hardware replacement, or a disaster.
Metadata Description:	File Name, Date Created, File Type, & Date Modified

RDA Comments	
Tennessee State Library and Archives	2025-03-07 No recommended changes.
Records Management Division (RMD)	2025-03-06 No recommended changes.
Comptroller Audit Review	2025-03-10 We have reviewed RDA SW26 from an audit standpoint. We concur with the recommended retention and disposition and specifications.
Agency Records Officer	2025-03-10 Agency concurs, thank you.
RMD Director	
Public Records Commission	

Contact Person	
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Agency:	Statewide
Allotment Code:	305.13

Contact

Date

Director or Secondary Contact

Date

Agency Head

Date