



Tennessee Secretary of State Tre Hargett  
Records Management Division

## RDA Management System

### RDA Request from Dept. of Human Resources

Monday September 14, 2015

Mail to:

Division of Records Management  
TN Tower, 8th Floor  
312 Rosa L. Parks Avenue  
Nashville, TN 37243

### RDA

Database ID: 2031

RDA: 11129

Record Series Title: Continuing Education Units Course Instructor Applications

Record Series Abstract: Records are maintained by the Strategic Learning Solutions Division of the TN Department of Human Resources, and consist of the following: applications by individuals/companies seeking certification for training programs for Continuing Education Units (CEU) for state employees; résumés of instructors; list of training program objectives; training materials and handouts; description of evaluation methodology; agenda for training program;

Record Series Active: Yes

Cut Off at End of: Calendar Year

If Other, Explain: NA

Total Retention: 10 Years 0 Months

Retention End Action: Destroy

Disposition Notes: Maintain in agency for 10 years; then destroy by state-approved methods.

**Worksheet**

Worksheet ID: 2033

Record Location: 505 Deaderick Street James K. Polk Building, 1st floor SLS File Room; Nashville, TN

File Arrangement: Chronological

Media Format Generated: Paper

Media Format Stored: Paper: Sheet

Date Range: 1986-present

Annual Accumulation: 2 cubic feet

Current Volume: 36 cubic feet

Record Value: Administrative

Audit Requirements: State

Reference Frequency: Current Year per Month: 10  
Past Year: 5  
2 - 5 Years: 2  
Over 5 Years: 0

Data Update Frequency: Monthly

Information Shared Outside of State: No

If Shared, List Agencies: NA

Essential Record: No

Essential Record Stored:

Essential Record Media Type:

Confidential: No

Confidential Legal Citation:

Media Recommendation:

Media Recommendation Other:

Agency Retention: 10 Years

Agency Retention - Years Active: 10 Years

Agency Retention - Years Inactive: N/A

Records Center Retention Period: N/A

Final Disposition after Retention Expires: Destroy

Legal Citation: No

**Electronic Records Plan Inventory**

System Name:

IT-ABC Number:

Hardware Description:

Software Description:

System Location:

Backup Procedures:

Disaster Recovery:

Data Migration:

Metadata Description:

## Comments

Action Requested: New RDA

Submitted Online: 09-14-2015

Comments

	Date	Comments
<b>Records Management Division:</b>	<b>08-06-2015</b>	<b>Please explanation if retention period should be 10 years or 30 years. Disposition does not agree with RDA.</b>
<b>TSLA:</b>	<b>08-06-2015</b>	<b>TSLA concurs in RMD comment.</b>
<b>Audit:</b>	<b>2015-08-10</b>	<b>Audit concurs with RMD comments.</b>
<b>Agency:</b>	<b>08-26-2015</b>	<b>Oversight in editing. Disposition notes should state 30 years also.</b>
<b>RMD Director Recommendations:</b>	<b>00-00-0000</b>	

Signed Form Received: 00-00-0000

PRC Meeting Date: 00-00-0000

PRC Comments:

PRC Action: Pending

## Contact Information

Contact Name: Sharon Buwalda  
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Email: sharon.buwalda@tn.gov  
Agency: Dept. of Human Resources  
Agency Head: Rebecca Hunter  
Director: Steve Brown, DOHR Director of Records Management  
Allotment Code: 31901

## Signatures

The undersigned agree that the Records Disposition Authorization abides by and is in compliance with the State of Tennessee statutes, rules and regulations and the policies and rules of the Public Records Commission, including its Electronic Records Policy.

Contact: *Steve Brown* Date: 9-15-15

Director or Secondary Contact: \_\_\_\_\_ Date: \_\_\_\_\_

Agency Head: *Rebecca R Hunter* Date: 9-17-15