

Statewide Records Disposition Authorization
Introduction Page

Statewide RDAs

State-Wide Records Disposition Authorizations (RDAs) govern the disposition for records which are common to several state agencies.

The State-wide Retention Schedule is a list of all State-wide RDAs.

The Retention Schedule includes such information as:

- Record Disposition Authorization Number
- Record Series Title
- Approval Date
- Record Series Abstract
- Disposition

Deviations from approved Retention Schedules are not advisable.

Statewide RDA Classifications are as follows:

- 1 [Administrative Records](#)
- 2 [Agency Heads, Boards & Commissions Records](#)
- 3 [Finance and Accounting Records](#)
- 4 [Human ResourceRecords](#)
- 5 [Student Records](#)
- 6 [Systems](#)

Please click on the actual classification above to review RDAs pertaining to each. To review the full list of current statewide RDAs, please click on the link below.

[Complete Statewide RDA listing](#)

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State of Tennessee
Statewide Records Disposition Authorization
Alphabetical Order by Record Series Title

Administrative Records

<u>Records Title and Description</u>	<u>RDA No.</u>
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<u>Correspondence Files</u>	<u>S836-3</u>
<u>Forms Justification and Approval</u>	<u>S1376</u>
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<u>Office Instructional Files</u>	<u>S836-4</u>
<u>Office Records Transmittal Files</u>	<u>S836-6</u>
<u>Office Service and Supply Files</u>	<u>S836-7</u>
<u>Office Space Assignment Record File</u>	<u>S836-15</u>
<u>Policy, Procedures, and Rules</u>	<u>S836-13</u>
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<u>Real Property Lease Files</u>	<u>S1685</u>
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<u>Telephone Logs</u>	<u>S1725</u>
<u>Voter Registration Declination Files</u>	<u>S2922</u>

State of Tennessee
Statewide Records Disposition Authorization - Administrative Records

RDA No.	Records Title and Description
S836-1	<p>Administrative Files Approved: November 3, 1997</p> <p>Documents used to facilitate, control, or supervise the performance of a specific function, process or action. Reference papers may relate to any function of state government and should bear a title relating them to the function, subfunction, process, or action they are used with. Do not use this number for audit working papers, investigations, and similar working papers, which are required by operating procedures, state or federal regulations and/or to be retained for a stipulated period of time. <i>Includes electronic media that communicates the above.</i></p> <p>A. Notes, drafts, feeder reports, news clippings, similar working papers and other materials accumulated for preparation of a communication, a study, a survey, an inspection or other action.</p> <p>This definition does not include official and quasiofficial recommendations, coordination actions and other documents which contribute to or result from preparation of the communication of other records.</p>
Disposition	<p>Destroy files no later than one (1) year after completion of project, study, survey, inspection or other action.</p> <p>B. Cards, listings, indexes and similar documents used for facilitating and controlling.</p>
Disposition	<p>Destroy when no longer needed to facilitate or control work.</p> <p>C. Technical documents, plans and similar reproduced materials that do not fall within the description of technical publications. This applies to the Record Copy generally maintained by the initiating office.</p>
Disposition	<p>Destroy when superseded, obsolete or no longer needed for reference.</p> <p>D. Documents received for general information purposes that require no action and are not required for documentation of specific functions.</p>
Disposition	<p>Destroy when no longer needed for reference.</p>

State of Tennessee
Statewide Records Disposition Authorization - Administrative Records

RDA No. Records Title and Description

S836-2 Suspense File

Approved: November 3, 1997

Information arranged in systematic order as a reminder that action is required on a given date. *Includes electronic media that communicates the above.*

Disposition Destroy when action is taken.

State of Tennessee
Statewide Records Disposition Authorization - Administrative Records

RDA No. Records Title and Description

S836-3 Correspondence Files

Approved: November 3, 1997

Included are:

- A.** Correspondence concerning hours of work and additional duties.
- B.** Correspondence concerning information activities, such as open house programs and special events. (This does not apply to news releases, project files on conferences, seminars, open house programs, etc., accumulated by agency Information Directors or agency offices performing similar functions).
- C.** Correspondence relating to office participation in charity drives and blood donations.
- D.** Correspondence relating to parking, traffic and related protective services.
- E.** Documents relating to safety within the office.
- F.** Other documents similar to the above categories that do not pertain to the official functional files of the office.

Includes electronic media that communicates the above.

Disposition Destroy after one (1) year.

State of Tennessee
Statewide Records Disposition Authorization - Administrative Records

RDA No. Records Title and Description

S836-4 Office Instructional Files

Approved: November 3, 1997

Documents and instructions relating to the internal and administrative practices relating to the preparation and issue of office memorandums numbered and unnumbered, or comparable continuing instructions that apply only to internal administrative practices and housekeeping details within the preparing office. *Includes electronic media that communicates the above.*

Disposition Destroy when superseded by new instructions or when obsolete.

State of Tennessee
Statewide Records Disposition Authorization - Administrative Records

RDA No. Records Title and Description

S836-5 Record Access File

Approved: November 3, 1997

Correspondence or listing received by or prepared by an office, giving name and other identification of individuals authorized access to office records, particularly confidential records. *Includes electronic media that communicates the above.*

Disposition Destroy when superseded, obsolete, or no longer needed for reference.

State of Tennessee
Statewide Records Disposition Authorization - Administrative Records

RDA No. Records Title and Description

S836-6 Office Records Transmittal Files

Approved: November 3, 1997

Copies of Records Transmittal Forms showing files transferred to the State Records Center or Library and Archives. *Includes electronic media that communicates the above.*

Disposition Destroy seven (7) years after the records have been disposed of.

State of Tennessee
Statewide Records Disposition Authorization - Administrative Records

RDA No. Records Title and Description

S836-7 Office Service and Supply Files

Approved: November 3, 1997

Documents relating to supply and equipment used by an office such as:

- A.** Request for supplies, receipts for supplies and equipment and similar matters.
- B.** Requests and other documents concerning issue of keys and/or locks to an office.
- C.** Requests for publications and blank forms and other papers relating to the supply and distribution of publications to the office.
- D.** Documents relating to local transportation.
- E.** Documents relating to custodial services required by an office.
- F.** Request for installation of telephone, floor plans showing location of offices, telephone extensions, requests for change to telephone directories and similar papers.
- G.** Documents relating to modification, repair or change to office heating, lighting, ventilation, cooling, electrical and plumbing systems.
- H.** Documents relating to painting, partitioning, repairing or other aspects of maintaining the office physical structure.
- I.** Documents relating to other logistical services required by or provided to an office.

Includes electronic media that communicates the above.

Disposition Destroy one (1) year after completion of action.

State of Tennessee
Statewide Records Disposition Authorization - Administrative Records

RDA No. Records Title and Description

S836-10 Reference Publication Files
Approved: November 3, 1997

Copies of publications, such as catalogs, brochures and manuals.
Includes electronic media that communicates the above.

Disposition Destroy when superseded, obsolete or no longer needed for reference.

State of Tennessee
Statewide Records Disposition Authorization - Administrative Records

RDA No. Records Title and Description

S836-11 Technical Material Reference Files

Approved: November 3, 1997

A. Copies of technical material, such as transparencies, charts, maps, sound recordings, motion pictures and still photographs maintained for reference purposes.

B. Documents related to the use and approval of an automated system, an automated filing system or similar system.

C. Technical documents, plans and similar reproduced materials that do not fall within the description of technical publications. This applies to the Record Copy generally maintained by the initiating office.
Includes electronic media that communicates the above.

Disposition Destroy when superseded, obsolete, or no longer needed for reference.

State of Tennessee
Statewide Records Disposition Authorization - Administrative Records

RDA No. Records Title and Description

S836-12 Reading Files

Approved: November 3, 1997

Extra copies of outgoing communications, arranged chronologically and maintained as a cross reference file or for periodic review by staff members. *Includes electronic media that communicates the above.*

Disposition Destroy when no longer needed for reference.

State of Tennessee
Statewide Records Disposition Authorization - Administrative Records

RDA No. Records Title and Description

S836-13 Policy, Procedures, and Rules
Approved: November 3, 1997

Extra copies of documents establishing policy for future and continuing action. (This does not include the official record copies, procedures or rules.) *Includes electronic media that communicates the above.*

Disposition Destroy when no longer needed for reference.

State of Tennessee
Statewide Records Disposition Authorization - Administrative Records

RDA No. Records Title and Description

S836-14 Office General Management File
Approved: November 3, 1997

Correspondence or documents pertaining to security agreements.
Includes electronic media that communicates the above.

Disposition Destroy when no longer needed or superseded.

State of Tennessee
Statewide Records Disposition Authorization - Administrative Records

RDA No. Records Title and Description

S836-15 Office Space Assignment Record File
Approved: November 3, 1997

Documents reflecting administrative space assigned to an office.
Includes electronic media that communicates the above.

Disposition Destroy when superseded or obsolete.

State of Tennessee
Statewide Records Disposition Authorization - Administrative Records

RDA No. Records Title and Description

S836-17 Office Financial Files
Approved: November 3, 1997

Documents that relate to the participation of offices in matters concerning the expenditure of funds, such as cost estimates for travel, correspondence with budget offices, monies received for long distance telephone calls, or monies received comparable documents affecting funds. This authorization does not apply to Finance and Budget Offices that accumulate similar files in the performance of mission functions. *Includes electronic media that communicates the above.*

Disposition Destroy after one (1) year.

State of Tennessee
Statewide Records Disposition Authorization - Administrative Records

RDA No. Records Title and Description

S1376 Forms Justification and Approval

Approved: November 3, 1997

File consists of Forms Justification and Approval Request and a sample copy of the form submitted for approval. *Includes electronic media that communicates the above.*

Disposition Retain in active files until forms approved by the Records Management Division have been superseded or deleted by the agency.

State of Tennessee
Statewide Records Disposition Authorization - Administrative Records

RDA No.	Records Title and Description
S1685	Real Property Lease Files Approved: November 3, 1997 The records consist of documentation of lease space to house state agencies and departments. The records may consist of the following documents but not limited to: space action request form (FA0006), RFP correspondence pertaining to RFP, RPM summary cost analyst and diary sheet. <i>Includes electronic media that communicates the above.</i>
Disposition	Finance and Administration should microfilm and maintain the original record permanently. Upon microfilm verification, destroy paper copy. Paper copies maintained by State agencies; unless specifically designated by statute, should be destroyed one (1) year after termination of lease.
Governing Laws	T.C.A. 12-2-108(c) and T.C.A. 10-7-303 (e)

State of Tennessee
Statewide Records Disposition Authorization - Administrative Records

RDA No. Records Title and Description

S1725 Telephone Logs

Approved: November 3, 1997

Records consist of logs (GS-0686) of long distance telephone calls which are matched to the printout received from the Division of Accounts. *Includes electronic media that communicates the above.*

Disposition Maintain original telephone log for each year until completion of audit. Upon notice by the Fiscal Director that an audit has been completed for the division, the records are to be destroyed by state approved methods. Copies of such records can be destroyed at the end of each fiscal year.

State of Tennessee
Statewide Records Disposition Authorization - Administrative Records

RDA No. Records Title and Description

S2922 Voter Registration Declination Files

Approved: September 3, 2002

This form is required to implement the federal national voter registration act of 1993 and TCA 2-2-202. The form has been established as a statewide form for the use of all agencies involved. Each voter registration agency clientele is provided this form when declining to register to vote

Disposition The files are to be cut off at the end of each calendar year. Then maintain in agency two (2) years. Destroy when no longer needed or superceded

State of Tennessee
Statewide Records Disposition Authorization
Alphabetical Order by Record Series Title

Agency Heads, Boards and Commissions

<u>Records Title and Description</u>	<u>RDA No.</u>
<u>Agency Heads Subject Files-Boards and Commissions</u>	<u>S1615</u>
<u>Annual Reports</u>	<u>S718</u>
<u>Commissioner's Subject Files</u>	<u>S590</u>
<u>Minute Files</u>	<u>S528</u>

State of Tennessee

Statewide Records Disposition Authorization - Agency Heads, Boards and Commissions

RDA No. Records Title and Description

S1615 Agency Heads Subject Files-Boards and Commissions

Approved: November 3, 1997

Records relating to all responsibility of all agency heads.

Included are: correspondence, memorandums, etc., with internal personnel; officials of other state agencies including the Governor and General Assembly, federal officials, local officials and the general public. Also included are: special studies, reports and working papers prepared by the executive staff, policy and procedural manuals, directives (except Executive Orders) current, as well as obsolete, similar and related materials.

Includes electronic media that communicates the above.

Disposition Maintain files by calendar year. Hold in agency for three (3) years after current year, then transfer to Records Center for four (4) additional years; then transfer to Library and Archives for historic screening. Documents having historic value may be microfilmed for permanent retention. After verification, both original documents and documents of no historic value, may be destroyed by state approved methods. All files will be transferred to the State Records Center upon termination of appointment. If the subject files contain records of "ongoing projects" or other files required by the incoming agency head and his executive staff, these files may be retained until which time the files will be transferred to the State Records Center.

State of Tennessee

Statewide Records Disposition Authorization - Agency Heads, Boards and Commissions

RDA No.	Records Title and Description
S718	Annual Reports Approved: November 3, 1997 Annual reports prepared by all agencies in accordance with Tennessee Code Annotated 4-4-114. <i>Includes electronic media that communicates the above.</i>
Disposition	Retain in agency for five (5) years, then transfer to Library and Archives. Upon receipt in Library and Archives, original documents will be microfilmed and destroyed after editing. Microfilm is to be retained permanently at the Library and Archives.
Governing Law	T.C.A. 4-4-114

State of Tennessee

Statewide Records Disposition Authorization - Agency Heads, Boards and Commissions

RDA No. Records Title and Description

S590 Commissioner's Subject Files

Approved: November 3, 1997

Records relating to all areas of the Commissioner and his executive staff. Included are correspondence, memorandums, etc., with internal personnel officials of other state agencies including the Governor and General Assembly, federal officials, local officials, and the general public. Also included are special studies, reports, and working papers prepared by the executive staff; policy and procedural manuals, directives (except Executive Orders), current, as well as obsolete, similar and related materials. *Includes electronic media that communicates the above.*

Disposition Cut off files at the end of each fiscal year, hold in current files three (3) years, then transfer to the State Records Center to be held four (4) additional years, then transfer to Library and Archives. All files will be transferred to the Records Center upon termination of appointment. If the subject files contain records of "ongoing projects" or other files required by the incoming Commissioner and his executive staff, these files may be retained until completion or cancellation of the project, at which time the files will be transferred to the Records Center.

State of Tennessee

Statewide Records Disposition Authorization - Agency Heads, Boards and Commissions

RDA No.	Records Title and Description
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S528	Minute Files
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Approved: November 3, 1997

Documents relating to the holding of meetings and recording of proceedings of meetings of boards, commissions, councils, and committees. Included are accounts of proceeding actions taken, agenda, copies of reports, exhibits, and announcements.

NOTE: Minutes that are by law "confidential" will be placed in separate containers and identified as such on the Records Transmittal.

Includes electronic media that communicates the above.

Disposition Record Copy: Cut off files annually, hold in current files area three years, then retire to Library and Archives.

Copies: Retain in current files until no longer needed for reference, then destroy.

State of Tennessee
Statewide Records Disposition Authorization
Alphabetical Order by Record Series Title

Finance and Accounting Records

<u>Records Title and Description</u>	<u>RDA No.</u>
<u>Accounts Receivable JV (Type A)</u>	<u>S1729</u>
<u>Accrued Liability JV (Type G)</u>	<u>S1731</u>
<u>Budget Working Papers (Divisions and Departments)</u>	<u>S1917</u>
<u>Contracts and Requests for Proposal (RFP)</u>	<u>S2272</u>
<u>Daily Error Reports (Report 361)</u>	<u>S1914</u>
<u>Daily Transaction Registers (858)</u>	<u>S1913</u>
<u>Deposit Slips (Type C)</u>	<u>S1730</u>
<u>Deposit Slips - Treasury (Type U)</u>	<u>S1735</u>
<u>Disbursement Vouchers (Report 851) & Warrants</u>	<u>S1915</u>
<u>Disbursement Vouchers (Type D)</u>	<u>S1736</u>
<u>Divisions and Departments Budget Requests - Copies</u>	<u>S2159</u>
<u>Front-End Journal Voucher (Type I)</u>	<u>S1732</u>
<u>Internal Audit Reports and Working Papers</u>	<u>S2099</u>
<u>Journal Voucher (Type J)</u>	<u>S1733</u>
<u>Monthly Accounting Reports</u>	<u>S1912</u>
<u>Payroll Journal Vouchers (Type Q)</u>	<u>S1738</u>
<u>Reallocations Journal Vouchers (Type H)</u>	<u>S1739</u>
<u>Report of Warrants by Due Date (#827) & (#828)</u>	<u>S1916</u>
<u>Telephone Billing JV (Type F)</u>	<u>S1737</u>
<u>Treasury Transfer Journal Vouchers (Batch Types L and Z)</u>	<u>S1740</u>
<u>Warrant Cancellations (Type W)</u>	<u>S1734</u>

State of Tennessee
Statewide Records Disposition Authorization - Finance & Accounting

RDA No. Records Title and Description

S1729 Accounts Receivable JV (Type A)

Approved: November 3, 1997

Records consist of accounts receivable journal voucher and supporting documents. This RDA is not applicable for the Division of Accounts, Dept. of Finance and Administration.

Includes electronic media that communicates the above.

Disposition Maintain in office for one (1) fiscal year. Transfer to State Records Center for two (2) years. Destroy after audit.

State of Tennessee
Statewide Records Disposition Authorization - Finance & Accounting

RDA No. Records Title and Description

S1730 Deposit Slips (Type C)

Approved: November 3, 1997

Records consist of type C deposit and supporting documents. This RDA is not applicable for the Division of Accounts, Dept. of Finance and Administration. *Includes electronic media that communicates the above.*

Disposition Maintain by fiscal year in office. Destroy records after six (6) years and audit. Records may be transferred to the State Records Center after one (1) year if office storage space is not available during the six (6) year period.

State of Tennessee
Statewide Records Disposition Authorization - Finance & Accounting

RDA No. Records Title and Description

S1731 Accrued Liability JV (Type G)

Approved: November 3, 1997

Records consist of accrued liability journal voucher and supporting documents. This RDA is not applicable for the Division of Accounts, Dept. of Finance and Administration. Includes electronic media that communicates the above.

Disposition Maintain in office for one (1) fiscal year. Transfer to State Records Center for two (2) years. Destroy after audit.

State of Tennessee
Statewide Records Disposition Authorization - Finance & Accounting

RDA No. Records Title and Description

S1732 Front-End Journal Voucher (Type I)

Approved: November 3, 1997

Records consist of front-end journal voucher and supporting documents.
This RDA is not applicable for the Division of Accounts, Dept. of Finance and Administration. *Includes electronic media that communicates the above.*

Disposition Maintain records by fiscal year in office. Destroy records after six (6) years and audit. Records may be transferred to the State Records Center after one (1) year if office storage space is not available during the six (6) year period.

State of Tennessee
Statewide Records Disposition Authorization - Finance & Accounting

RDA No. Records Title and Description

S1733 Journal Voucher (Type J)
Approved: November 3, 1997

Records consist of journal voucher (Type J) and supporting documents.
This RDA is not applicable for the Division of Accounts, Dept. of Finance
and Administration. *Includes electronic media that communicates the above.*

Disposition Maintain in office for one (1) fiscal year. Transfer to State Records Center for
two (2) years. Destroy after audit.

State of Tennessee
Statewide Records Disposition Authorization - Finance & Accounting

RDA No. Records Title and Description

S1734 Warrant Cancellations (Type W)

Approved: November 3, 1997

Records consist of warrant cancellation (Batch Type W) and supporting documents for warrant cancellation. This RDA is not applicable for the Division of Accounts, Dept. of Finance and Administration.

Includes electronic media that communicates the above.

Disposition Maintain records by fiscal year in office. Destroy records after submission of final audit report.

State of Tennessee
Statewide Records Disposition Authorization - Finance & Accounting

RDA No. Records Title and Description

S1735 Deposit Slips - Treasury (Type U)

Approved: November 3, 1997

Records consist of deposit slips deposited to the State Treasurer's Office (Batch Type U). This RDA is not applicable for the Division of Accounts, Dept. of Finance and Administration.

Includes electronic media that communicates the above.

Disposition Maintain records by fiscal year in office. Destroy records after six (years) and audit. Records may be transferred to the State Records Center after one (1) year if office storage space is not available during the six (6) year period.

State of Tennessee
Statewide Records Disposition Authorization - Finance & Accounting

RDA No. Records Title and Description

S1736 Disbursement Vouchers (Type D)

Approved: November 3, 1997

Records consist of disbursement vouchers with supporting invoices and other documents. This RDA is not applicable for the Division of Accounts, Dept. of Finance and Administration.

Includes electronic media that communicates the above.

Disposition Maintain records in office for one fiscal year. Transfer to State Records Center for two (2) years, then destroy after audit.

State of Tennessee
Statewide Records Disposition Authorization - Finance & Accounting

RDA No. Records Title and Description

S1737 Telephone Billing JV (Type F)

Approved: November 3, 1997

Records consist of telephone billing journal vouchers and supporting documents. This RDA is not applicable for the Division of Accounts, Dept of Finance & Administration. Includes electronic media that communicates the above.

Disposition Maintain records by fiscal year in office. Destroy records after submission of final audit report.

State of Tennessee
Statewide Records Disposition Authorization - Finance & Accounting

RDA No. Records Title and Description

S1738 Payroll Journal Vouchers (Type Q)

Approved: November 3, 1997

Records consist of payroll journal vouchers (Batch Type Q) and records consist of payroll register. This RDA is not applicable for the Division of Accounts, Finance & Administration.

Includes electronic media that communicates the above.

Disposition Maintain records by fiscal year in office. Destroy records after submission of final audit report.

State of Tennessee
Statewide Records Disposition Authorization - Finance & Accounting

RDA No. Records Title and Description

S1739 Reallocations Journal Vouchers (Type H)

Approved: November 3, 1997

Records consist of reallocation journal vouchers and supporting document audits. This RDA is not applicable to the Division of Accounts, Dept. of Finance and Administration.

Includes electronic media that communicates the above.

Disposition Records may be transferred to the State Records Center after one (1) year if office storage space is not available for the six (6) year period.

State of Tennessee
Statewide Records Disposition Authorization - Finance & Accounting

RDA No. Records Title and Description

S1740 Treasury Transfer Journal Vouchers (Batch Types L and Z)

Approved: November 3, 1997

Records consist of wire transfer journal voucher for receipts and transfers and supporting documents. Including daily 832 report if used as a basis for draws. This RDA is not applicable for the Division of Accounts, Dept. of Finance and Administration.

Includes electronic media that communicates the above.

Disposition Maintain records by fiscal year in office. Destroy after six (6) years and audit. Records may be transferred to the State Records Center after one (1) year if office storage space is not available for the six (6) year period.

State of Tennessee
Statewide Records Disposition Authorization - Finance & Accounting

RDA No. Records Title and Description

S1912 Monthly Accounting Reports

Approved: November 3, 1997

Records consist of monthly accounting reports generated off the stars system. The reports generated are: 801, 802, 803, 804, 805, 807, 808, 815, 818, 820, 821, 822, 823, 829, 830, 831, 832, 834, 837, 838, 839, 840, 841, 842, 843, 877, 878, 879, 880, 884, and 887. This RDA is not applicable for the Dept. of Finance and Administration.

Includes electronic media that communicates the above.

Disposition Maintain in office for one (1) fiscal year. Transfer to State Records Center for two (2) years. Destroy after audit.

State of Tennessee
Statewide Records Disposition Authorization - Finance & Accounting

RDA No. Records Title and Description

S1913 Daily Transaction Registers (858)

Approved: November 3, 1997

Records consist of daily transaction registers on the various documents processed, except for disbursement vouchers. This RDA is not applicable for the Division of Accounts, Dept. of Finance and Administration.
Includes electronic media that communicates the above.

Disposition Maintain records in office by effective month. Destroy records after monthly accounting reports have been reviewed.

State of Tennessee
Statewide Records Disposition Authorization - Finance & Accounting

RDA No. Records Title and Description

S1914 Daily Error Reports (Report 361)

Approved: November 3, 1997

Records consist of report (361) generated from State STARS system to identify errors. This RDA is not applicable for the Division of Accounts, Finance and Administration. *Includes electronic media that communicates the above.*

Disposition Maintain in office one (1) week and then destroy.

State of Tennessee
Statewide Records Disposition Authorization - Finance & Accounting

RDA No. Records Title and Description

**S1915 Disbursement Vouchers (Report 851) & Warrants
Payable (Report 825)**

Approved: November 3, 1997

Records consist of transaction registers of disbursement vouchers (Report 851) and warrant payable (Report 825). This RDA is not applicable for the Division of Account, Dept. of Finance and Administration.

Includes electronic media that communicates the above.

Disposition Maintain records in office one (1) year from date and then destroy.

State of Tennessee
Statewide Records Disposition Authorization - Finance & Accounting

RDA No. Records Title and Description

S1916 Report of Warrants by Due Date (#827) & (#828)

Approved: November 3, 1997

Records consist of daily report of warrants by due date (Report 827) and daily IT Batch Status Report (Report 828).

Includes electronic media that communicates the above.

Disposition Maintain records in office one (1) week and then destroy.

State of Tennessee
Statewide Records Disposition Authorization - Finance & Accounting

RDA No. Records Title and Description

S1917 Budget Working Papers (Divisions and Departments)

Approved: November 3, 1997

The records are documents used to assist in the preparation of divisions and departments budgets and to justify budget requests presented to the Dept of Finance and Administration. The records consists of correspondence, instructions, tabulations, reports, cost estimates, budget request forms and other related documents.

Includes electronic media that communicates the above.

Disposition Maintain records for three (3) years, then destroy.

State of Tennessee
Statewide Records Disposition Authorization - Finance & Accounting

RDA No. Records Title and Description

S2099 Internal Audit Reports and Working Papers

Approved: November 3, 1997

Records consist of copies of internal audit reports and working papers generated by internal auditors to document investigations and/or audit reports conducted internally that are submitted to commissioners, the comptroller and other parties. This RDA is not applicable for the Comptroller of the Treasury and its divisional offices.

Includes electronic media that communicates the above.

Disposition The files are to be cut off at the end of each fiscal year. Maintain in agency ten (10) years; then destroy. Records may be transferred to the State Records Center after three (3) years if office storage space is not available during the ten (10) year period.

State of Tennessee
Statewide Records Disposition Authorization - Finance & Accounting

RDA No. Records Title and Description

S2159 Divisions and Departments Budget Requests - Copies

Approved: November 3, 1997

The records are copies of the official budget requests submitted to Dept. of Finance and Administration to compile all state agencies budget recommendations to be presented to the Governor and Legislators for final approval. The records consist of correspondence, program objectives, strategies, budget request forms and budget revisions.

Includes electronic media that communicates the above.

Disposition Maintain records for three (3) years, then destroy.

State of Tennessee
Statewide Records Disposition Authorization - Finance & Accounting

RDA No. Records Title and Description

S2272 Contracts and Requests for Proposal (RFP)

Approved: November 3, 1997

Copies of contracts between state agencies and vendors.
Includes electronic media that communicates the above.

Disposition The files are to be cut off at the end of each fiscal year, then maintain in agency three (3) years; then destroy after closure of contracts and audit.

State of Tennessee
Statewide Records Disposition Authorization
Alphabetical Order by Records Series Title

Human Resource Records

<u>Records Title and Description</u>	<u>RDA No.</u>
<u>Attendance and Leave Records, Employee Leave Request and Attendance and Leave Report</u>	<u>S1505</u>
<u>Certification of Eligible Files</u>	<u>S1523</u>
<u>Confidential Employee Occupational Medical Record</u>	<u>S2489</u>
<u>Discrimination And Workplace Harassment Investigations</u>	<u>S2963</u>
<u>Employee Record Files</u>	<u>S470-3</u>
<u>Medical Records Personnel File</u>	<u>S2418</u>
<u>Office General Personnel Files</u>	<u>S470-1</u>
<u>Office Personnel Locator Files</u>	<u>S470-2</u>
<u>Personnel Files (Agency Personnel Offices - Serviced by the Department of Personnel)</u>	<u>S1280</u>
<u>State Employee Suggestion Award Program</u>	<u>S1603</u>
<u>Supervisor/Agency Employee Information Files</u>	<u>S470-5</u>
<u>Travel Authorization Files</u>	<u>S470-6</u>

State of Tennessee
Statewide Records Disposition Authorization - Human Resources

RDA No.	Records Title and Description
S470-1	Office General Personnel Files Approved: November 3, 1997 Documents that relate to the day-to-day administration of personnel in individual offices. Included are notices of holidays and hours worked; notices about participation in athletic events and employee associations; notifications and lists of employees to receive State medical services, including X-rays and immunizations; notices and lists of individuals to receive training and comparable or related papers. <i>Includes electronic media that communicates the above.</i>
Disposition	Destroy after one (1) year

State of Tennessee
Statewide Records Disposition Authorization - Human Resources

RDA No.	Records Title and Description
S470-2	Office Personnel Locator Files Approved: November 3, 1997 Cards or sheets showing name, address and telephone number and similar data for each office employee. <i>Includes electronic media that communicates the above.</i>
Disposition	Destroy on transfer of separation of individual.

State of Tennessee
Statewide Records Disposition Authorization - Human Resources

RDA No.	Records Title and Description
S470-3	Employee Record Files Approved: November 3, 1997 Printouts or cards that provide complete information on employee positions, strength authorizations and actions in process. <i>Includes electronic media that communicates the above.</i>
Disposition	Forward to gaining organization upon transfer within state government. Place in Supervisor/Agency Employee Personnel Folder upon separation.

RDA No. Records Title and Description

S470-5 Supervisor/Agency Employee Information Files

Approved: November 3, 1997

Duplicated documents pertaining to the administration of individual employees or which are not appropriate for inclusion in the official Personnel File, the Job Description File or similar official personnel records.

Included are:

- a. Copies of performance appraisals.
- b. Approval for off-duty employment.
- c. Papers relating to individual injuries.
- d. Letters of commendation and appreciation.
- e. Documents reflecting assigned responsibilities of individuals.
- f. Records showing training received by individuals.
- g. Copy of PNF 201 forms.

Includes electronic media that communicates the above.

Disposition Review at end of each calendar year and destroy documents which have been superseded or are no longer applicable. For separated employees, place in an in-active file and destroy three (3) years after termination. For employees transferred within the State, forward to gaining agency personnel officer.

State of Tennessee
Statewide Records Disposition Authorization - Human Resources

RDA No. Records Title and Description

S470-6 Travel Authorization Files
Approved: November 3, 1997

Copies of request and authorizations for in-state and out-of-state travel and related correspondence. Includes electronic media that communicates the above.

Disposition Destroy after one (1) year.

RDA No.	Records Title and Description
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S1280	Personnel Files (Agency Personnel Offices - Serviced by the Department of Personnel)
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Approved: November 3, 1997

These files consist of official personnel folders for each employee of the State of Tennessee maintained by agency personnel offices and forwarded to the Department of Personnel, Central Records, upon separation from State service. As a minimum, these folders will consist of items listed in enclosure to memorandum from the Department of Personnel, January 24, 1983 to Commissioners and Agency Heads.

Listed below are those items that must be kept in the Personnel file:

1. All PNF 201's processed for the employee.
2. All applications resulting in appointments and promotions.
3. Letters of commendation.
4. Current charity, bond drive cards.
5. Proof of education.
6. Wage and tax forms (if maintained in Personnel)
7. Employee withholding card.
8. Disciplinary actions.
9. Performance review form.
10. Job description.
11. Insurance applications.
12. Retirement application forms.
13. Change of beneficiary.
14. Garnishments.
15. Board of Claims - Supplements.
16. Any old cardex file cards.
17. C-7 forms.

State of Tennessee
Statewide Records Disposition Authorization - Human Resources

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Includes electronic media that communicates the above.

Disposition **Agencies:** Upon transfer within State government, forward to the gaining agency personnel officer. Upon separation, forward to the Dept. of Personnel, Central Files.

Department of Personnel: Hold inactive files for three (3) years, then produce two (2) silver negatives. Destroy paper records by state approved method after verification of microfilm. Transfer one (1) silver negative to the State Records Center. Retain silver duplicate in the Department of Personnel, Central Files. Hold microfilm for seventy-five (75) years then destroy by state approved method.

State of Tennessee
Statewide Records Disposition Authorization - Human Resources

RDA No.	Records Title and Description
S1505	Attendance and Leave Records, Employee Leave Request and Attendance and Leave Report Approved: November 3, 1997 Files consist of attendance and leave forms and request for leave. <i>Includes electronic media that communicates the above.</i>
Disposition	The files are to be cut off at the end of each fiscal year then, maintain in agency three (3) years; then destroy after audit when required.

State of Tennessee
Statewide Records Disposition Authorization - Human Resources

RDA No.	Records Title and Description
S1523	Certification of Eligible Files Approved: November 3, 1997 Files consist of copies of Certification of Eligibles, letters to applicants, employment applications and any related correspondence. <i>Includes electronic media that communicates the above.</i>
Disposition	Destroy after three (3) years and audit.

State of Tennessee
Statewide Records Disposition Authorization - Human Resources

RDA No. Records Title and Description

S1603 State Employee Suggestion Award Program

Approved: November 3, 1997

Files consist of employee suggestion award program forms (PR-0185) and employee suggestion evaluation forms (PR-0190). Used to allow state employees to participate in the program by submitting ideas for ways to improve state government. Evaluation forms are used to determine if state funds will be saved by the suggestion and if so, how much of a savings there will be. *Includes electronic media that communicates the above.*

Disposition Upon completion of evaluation, transfer to inactive files and hold one (1) year after current year. Microfilm after the one (1) year period has expired. Upon verification, destroy original documents. Transfer silver negative to the State Records Center for thirty (30) year retention. Duplicate will be used as working copy. All other agency copies may be destroyed upon completion of evaluation.

State of Tennessee
Statewide Records Disposition Authorization - Human Resources

RDA No. Records Title and Description

S2418 Medical Records Personnel File

Approved: November 3, 1997

Confidential employee medical records consist of:

- 1 Physical - (any follow-up pertaining of physical)
 - A AA treatment statement.
 - B Drug related treatment.
 - C Injured in the line of duty and workers compensation claims.
 - D Any personnel documents that have attached details of medical procedures illness, injury, extent of injury, or prognosis (includes sick leave bank requests for leave and sick leave transfers).
 - E All Americans with Disabilities Act Accommodations.
 - F Family and medical leave information (information relating to the employee only)
- 2 Psychological - (any follow-up pertaining to Psychological) Background Checks (including internal investigations which did not result in disciplinary action).
Includes electronic media that communicates the above.

Disposition The files are to be cut off when employee transfers to another agency or terminates employment then, return to employee. If deceased, destroy.

RDA No. Records Title and Description

S2489 Confidential Employee Occupational Medical Record

Approved: November 3, 1997

Means a record concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel or technician, including:

(A) Medical and employment questionnaires or histories (including job description and occupational exposures),

(B) The results of medical examinations (pre-employment, pre-assignment, periodic, or episodic) and laboratory tests (including chest and other x-ray examinations taken for the purposes of establishing a base-line or detecting occupational illness, and all biological monitoring not defined as an "employee exposure record"),

(C) Medical opinions, diagnoses, progress notes, and recommendations

(D) First aid records

(E) Descriptions of treatments and prescriptions

(F) Employee medical complaints

(ii) "Employee medical record" does not include medical information in the form of:

(a) Physical specimens (e.g., blood or urine samples) which are routinely discarded as a part of normal medical practice;

(b) Records concerning health insurance claims if maintained separately from the employer's accessible to the employer by employee name or other direct personal identifier (e. g., social security number, payroll number, etc.): or

(c) Records created solely in preparation for litigation which are privileged from discovery under the applicable rules of procedure or evidence; or

(d) Records concerning voluntary employee assistance programs (alcohol, drug abuse, or personal counseling programs) if maintained separately from the employer's medical program and its records.

Health Professional means a physician, occupational health nurse, industrial hygienist, toxicologist or epidemiologist providing medical or other

State of Tennessee
Statewide Records Disposition Authorization - Human Resources

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occupational health services to exposed employees.

Record means any item, collection, or grouping of information in the form or process by which it is maintained; specifically, paper document, microfiche, microfilm and x-ray film.

Includes electronic media that communicates the above.

Disposition Cut off file at end of employment; hold in agency thirty (30) years, then destroy.

Governing Law **29 CFR 1910.1020**

State of Tennessee
Statewide Records Disposition Authorization - Human Resources

RDA No. Records Title and Description

S2963 Dicrimination and Workplace Harassment Investigations

Approved: December 13, 2005

Discrimination and workplace harassment investigative records. Included are investigation Intake/Referral (PR-0411) investigative memorandum and all records collected or generated as a result of an investigation, including but not limited to EEOC or THRC charges.

Disposition The Files are to be cut of at the end of each fiscal year.
Destroy after 5 years unless court or administrative proceeding.

State of Tennessee
Statewide Records Disposition Authorization
Alphabetical Order by Record Series Title

Students Records

<u>Records Title and Description</u>	<u>RDA No.</u>
Student Academic Records (K-12)	S2953

State of Tennessee
Statewide Records Disposition Authorization - Student Records

RDA No.	Records Title and Description
S2953	Student Academic Records (K-12) Approved: April 5, 2005 Records may include but are not limited to: institution academic transcripts; grade reports, records of grade changes, standardized examination reports, letter of recommendation, birth records, GPA, class rank, letters of recommendation and related documentation and correspondence <i>Includes Electronic Media that communicates the above.</i>
Disposition	The files are to be cut off at discharge or graduation, then maintain in agency permanently.
Governing Laws	TCA 10-7-504

State of Tennessee
Statewide Records Disposition Authorization
Alphabetical Order by Record Series Title

Systems

<u>Records Title and Description</u>	<u>RDA No.</u>
Back up File (Statewide:Electronic)	S10115

State of Tennessee
Statewide Records Disposition Authorization - Systems

RDA No.	Records Title and Description
S10115	Backup Files (Statewide:Electronic) Approved: August 29, 2000 A Copy of a computer file(s) or data to be used in the event the original is lost, damaged, or destroyed.
Disposition	Files will be maintained in accordance with agency policy and procedure, but under no circumstance will backup data or info exist past the life of the primary record.