



Tennessee Secretary of State Tre Hargett
Records Management Division

RDA Management System

RDA Request from Dept. of Human Resources

Tuesday September 01, 2015

Mail to:

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

RDA

Database ID: 2028

RDA: 11127

Record Series Title: Military Active Duty Orders

Record Series Abstract: Records consist of United States military active duty orders for state employee military personnel, and related records. These are utilized by the Tennessee Department of Human Resources to administer active duty employees' pay, benefits, sick leave, longevity pay, etc.

Record Series Active: Yes

Cut Off at End of: Other

If Other, Explain: Upon separation of the employee

Total Retention: 5 Years 0 Months

Retention End Action: Permanent

Disposition Notes: After separation of the employee, maintain in agency for five (5) years; then destroy by state-approved methods.

Worksheet

Worksheet ID:	2030
Record Location:	505 Deaderick Street James K. Polk Building, Nashville, TN, 2nd floor Technical Services file room
File Arrangement:	Alphabetical
Media Format Generated:	Paper
Media Format Stored:	Paper: Sheet
Date Range:	2001 to present
Annual Accumulation:	Less than 1 cubic foot
Current Volume:	5 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: 1
Data Update Frequency:	Weekly
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:	
Media Recommendation:	
Media Recommendation Other:	
Agency Retention:	5 years
Agency Retention - Years Active:	5 years
Agency Retention - Years Inactive:	n/a
Records Center Retention Period:	n/a

Final Disposition after Destroy
Retention Expires:

Legal Citation:

Electronic Records Plan Inventory

System Name:

IT-ABC Number:

Hardware Description:

Software Description:

System Location:

Backup Procedures:

Disaster Recovery:

Comments

Action Requested: New RDA
Submitted Online: 08-05-2015

Comments

	Date	Comments
Records Management Division:	08-06-2015	Please clarify if these records are to be kept permanently or destroyed. Please clarify if retention period satisfy public need. Please check if there are any federal or state legal citation.
TSLA:	08-06-2015	TSLA concurs in RMD comment.
Audit:	2015-08-10	Audit concurs with RMD comments.
Agency:	08-20-2015	These records are to be destroyed after the suggested 5 year retention period with none of them being kept permanently. These active duty military orders are only used to verify when a state employee was officially activated to assist in calculating proper pay and benefits from the state payroll. Public need is meant since according to SECNAVINST 5212.5C, these military orders are only retained by the Federal Government for 2 years then destroyed and the state is keeping them for 5 years. No state legal citation could be found at this time.
RMD Director Recomendations:	00-00-0000	

Signed Form Received: 00-00-0000
PRC Meeting Date: 00-00-0000
PRC Comments:
PRC Action: Pending

Contact Information

Contact Name: Sheila Marchman
Job Title: Director of Technical Services Division, TN Dept of Human Resources
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Email: sheila.marchman@tn.gov
Agency: Dept. of Human Resources
Agency Head: Rebecca Hunter
Director: Steve Brown
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 DIR. OF RECORDS Date: 2015-09-01

Director or Secondary Contact: _____ Date: _____

Agency Head: Rebecca R Hunter Date: 9/10/15