

Advanced RDA Training



**Records Management
Secretary of State Tre Hargett**

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Why are you here?



- This training is designed to build on what you learned in our Records Basics training. This training will teach you how to curate your RDAs through retiring, combing, and revising.

Why Retire RDA's?



- It will remove them from the list of active RDAs that appear under your agency on the RDA web application.
- Makes it easier to find and recognize the appropriate RDA that governs your records.
- Prevents records from being sent to the State Record or Destroyed under the wrong RDA.

You may need to retire an RDA if...



- The records are no longer generated.
- The records are now covered under a statewide RDA
- The records are now covered by another newly revised agency RDA.

The Records are no longer generated



- When an Record Series is no longer generated and all records under the RDA have been destroyed it can be retired.

Record Series
Title:

Retired: FEDERAL IMF, BMF MAGNETIC COMPUTER TAPES (Department record series is retired. These are federal records maintained by the IRS and governed by publication 1075. Records are only viewed as a reference. Items have not been received since 2012.)

Record Series
Abstract:

RECORDS CONSIST OF TAPES FURNISHED BY THE IRS CONTAINING TAXPAYER INFORMATION ON INDIVIDUAL TENNESSEE TAXPAYERS AND BUSINESS ENTITIES SUBJECT TO TENNESSEE TAXES.

The Record Series is now covered under a Statewide



- Do not retire an RDA under a Statewide unless your agency is comfortable with the Statewide's retention.
- Do not retire any RDA's that contain confidential information under a Statewide.

RDA #		Record Series		One-Time RDA
000130_001		COMMISSIONER'S SUBJECT FILES		<input type="checkbox"/>
Effective (Approved) Date	Revision Date	Allotment Code	Media	
3/27/1992		31701	PAPER	
Governing Laws				
NO				
Record Series Abstract				
INCLUDES CORRESPONDENCE AND MEMORANDUMS USED FOR THE ADMINISTRATION AND OPERATION OF THE COMMISSIONER'S OFFICE.				

The records are now covered by another newly revised agency RDA.



- This can occur when:
 - The agency is combining several RDAs into one “umbrella” RDA.
 - Multiple RDAs might have been created overtime that cover the same record types.
 - The records might have been transferred to another division or Agency that are utilizing one of their pre-existing RDAs.

You should revise an RDA if...



- There has been a change in the records physical format. For example, the RDA was written for paper records and they are now maintained electronically.
- The RDA's retention is too low/high.
 - This is usually the result of changes in state or federal law.
 - Can also result from changes in an agency's business practices
- The information inside the RDA has become outdated.

The Retention is too low



- The Comptroller's Division of State Audit issued a memo in 2014 requesting that all agencies revise their RDAs to have a retention of at least 5 years.
- Changes in State or Federal law can also occur that affect the retention of your records.

Cut Off at End of: Other

If Other, Explain: Final Payment

Total Retention Years: 0

Total Retention Months: 0

Retention End Action: Destroy



Records should only be kept as long as administratively need and/or required by law.

As agency business practices, laws, and industry standards change a RDA's retention can become impractical or unnecessary.

Any decrease in retention longer than 10 years will require a memo to be included with the RDA when it is submitted for approval.

The Retention is too high

Agency Contracts

Record Series Abstract: This record series covers documents concerning contracts between the agency and approved vendors. Records includes a copy of the final contract, Requests for Proposals (RFP) documents, Requests for Information (RFI) documents, bid evaluation documents, statements of work, deliverable documentation, change order documentation, correspondence, and other related documents.

Record Series Active: Yes

Cut Off at End of: Other

If Other, Explain: End of Contract

Total Retention Years: 99

The Information in the RDA has become Outdated



- Retention and media format are not the only aspects of RDAs that change overtime.
 - Items such as form numbers, legal citation, and business practices can also become outdated if not continually reviewed and revised.

Record Series Abstract

FILES CONTAIN INPUT SHEETS FOR KEYPUNCH TO ENTER INTO COST SYSTEM SUCH AS: TRANSACTION INPUT SHEET, CLOSING ENTRY INPUT SHEET AND VETS COST ACCOUNTING REPORT.

This is a Keypunch



Combining RDAs



- Combining is when an agency takes multiple RDAs that covers the same record types and consolidates them into one “umbrella” RDA.
- Why Combine RDA's?
 - The best way to simplify and streamline your retention schedules.
 - Makes it easier for your divisions to know the RDAs that affect their records.
 - Less RDAs that you have to keep track of as the Records Officer.
 - Reduces the risk that records will be misclassified under the wrong RDA.

When combining RDA's remember:



- The RDAs being combined must have the same confidentiality standards.
 - Records that are confidential CANNOT be combined with those records that are available for a public records request.
- Too avoid confusion, the cutoff must be the same for the RDAs.
 - Consider possibly changing the cutoffs to match with one another if it fits business practices and legal requirements.
- The records must have the same disposition.
 - Consider whether dispositions may be altered so that they are consistent with business practices.

Questions?



- Please email your Records Analyst with any questions regarding revising, retiring, or combining RDA's. We will now move to the live demonstration portion of today's training.