## Updated September 21, 2020

Documents Relating to Accounts Receivables and Deposits with Supportine Documentation EXAMPLES APP. Agency Only Approval Journals, A Advanctor Process, AM - Askets Management, P. Advanctor Revisions, B. Advanctor Revisi						
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to document investigations and/or audit reports conducted internally that are submitted to the commissioners, the Comptroller of the Treasury, and other parties. This RDA is not applicable to the Comptroller of the Treasury and its divisional offices.  Documents relating to contracts between state agencies and 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. Former RDA S2272  SW13  Voter Registration Declination Files  Documents relating to the declination of voter registrations  Documents relating to discrimination and workplace harassment investigations. Examples: investigation intake/referral (PR-0411), investigation memos, Equal Employment Opportunity Commission charges/documents, Tennessee Human Rights Commission charges/documents.  Working Paper documents relating to the annual reports prepared by all agencies. Examples						
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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. Former RDA S2272 6 Destroy Sep-14  SW13 Voter Registration Declination Files Documents relating to the declination of voter registrations 5 Destroy May-14  Documents relating to discrimination and workplace harassment investigations. Examples: investigation intake/referral (PR-0411), investigation memos, Equal Employment Opportunity Investigation files Commission charges/documents. 5 Destroy May-19  Working Paper documents relating to the annual reports prepared by all agencies. Examples						
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Discrimination and Harassment investigation intake/referral (PR-0411), investigation memos, Equal Employment Opportunity Investigation files Commission charges/documents, Tennessee Human Rights Commission charges/documents.  Working Paper documents relating to the annual reports prepared by all agencies. Examples			Documents relating to discrimination and workplace harassment investigations. Examples:			
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	<u>SW14</u>		1 -	5	Destroy	May-19
SW15   Annual Report Working Papers   Include: budget reports, emergency management reports, etc.   5   Destroy   Apr-18	C) A ( A E	Annual Danast Marthur		-	Destruction	A == 10
	<u>5W15</u>	Annual Report Working Papers	Jinclude: Dudget reports, emergency management reports, etc.	Э	Destroy	Wht-19

SW#	Title	Description	Retention	End Action	Date of Last Action
		Temporary Records are defined in T.C.A § 10-7-301(13) as: "material which can be disposed of			
		in a short period of time as being without value in documenting the functions of an agency.			
		Temporary records will be scheduled for disposal by requesting approval from the public records commission [PRC] utilizing a records disposition authorization [RDA]." Temporary			
		Records may include notes and communication media, including correspondence. These			
		documents are only considered records of short term administrative value. (Examples: drafts, notes, voice mail, text messages, and email messages). Drafts, notes, voice mail, text messages			
		and email messages are presumed to be temporary records unless they are governed by			
SW16	Temporary Records	another RDA. Under no circumstance are documents of Fiscal, Legal, or Historic Value to be considered Temporary Records. Such records are to be covered by specific RDAs.	0	Destroy	Sep-17
				,	
		Working Papers are defined in T.C.A. § 10-7-301(14) as: "those records created to serve as input for final reporting documents, including electronic data processed records, and/or computer			
		output microfilm, and those records which become obsolete immediately after agency use or			
		publication." Working Papers are used to produce a record in its final form. Working papers, as covered by this RDA, include those records that have evidentiary or informational value once			
		their preparation has been completed and that relate to significant steps taken in preparing the			
		final record - for example, substantive drafts that provide significant context for the development of the final record. The final record resulting from the working papers is governed			
		by the appropriate RDA. This RDA does not apply to Annual Reports (SW15), Budget (SW18), or			
SW17	Working Papers	Internal Audit (SW11) working papers. This RDA covers all other working papers unless superseded by another specific RDA.	1	Destroy	Sep-17
		Documents relating to budget working papers and budget requests. The records are documents			
		used to assist the agency in the preparation of budgets and to justify requests to the Department of Finance and Administration as well as copies of official budget requests			
		submitted to the Department of Finance and Administration for recommendations to be			
		presented for final approval. Records include correspondence, instructions, tabulations,			
SW18	Budget Papers	reports, cost estimates, budget request forms, program objectives, strategies, budget revisions and other related documents.	5	Destroy	May-14
		These files consist of Departmental Employee Human Resources (HR) information and contains			
		documentation that includes Department of Human Resources (DoHR) Form 0307. Records			
		covered under SW03 Human Resources Employee Eligibility Documentation shall not be destroyed under this RDA. Disposition Notes: Files may be scanned and converted into PDF			
		images. Once images have been reviewed and verified, paper documents may be destroyed.			
		Transfer record to Department of Human Resources (DOHR) when employee separates from the State of TN. If employee is transferring to another agency, the record is sent to the new			
		employing agency. At separation of employee, record transfers to DOHR within 30 days and			
		falls under the RDA 1280, Separated Employee Records. Agency is to confirm receipt of record by DOHR before destruction of agency copy. Any sensitive or confidential information			
		contained therein shall be destroyed according to standards for destruction of confidential	.5 years (6		
<u>SW19</u>	Active Employee Files	information.	Months)	Transfer to DoHR	Feb-16
		Files may include documents of Fiscal Value not covered by another Statewide RDA or Agency Specific RDA. (Examples: receipt documents, invoices, purchase orders, inventory records,			
		payment documentation, payroll processing documentation, space assignment documentation,			
<u>SW20</u>	Fiscal Administrative Documents	warranties, internal bookkeeping documentation, & balance sheets).	5	Destroy	May-20
		This RDA may apply to any Grant Files not covered by a specific RDA. Files included in this			
		record series may include any documents pertaining to grants, such as applications, Contracts, Invoices, Asset Documentation, Monitoring Documentation, Evaluations, Photographs, Reports,			
<u>SW21</u>	Grants	Close-out Documents and Correspondence.	5	Destroy	Aug-14
		Official record copy of the policies precedures as sules. One are sufficient record copy of the policies precedures as sules.			
		Official record copy of the policies, procedures or rules. One copy of the policy, procedure, or rule will be kept by the issuing entity for retention/reference. Records series will include interim			
<u>SW22</u>	Internal Policies and Procedures	policies, procedures, and rules as well.	10	Destroy	Dec-14
		Documents relating to the issuing and use of state issued credit cards and Purchasing cards (p-			
	Credit Card and Purchasing Card (p-	Cards). Records series includes: new card application, cardholder agreement form, approver signed agreement form, account maintenance forms, training tests, Edison security form,			
<u>SW23</u>	Card) Documents	transaction logs, exception logs, fiscal officer's memos, account statements, and receipts.	5	Destroy	Sep-14
		Documentation of hazardous materials purchased, shipped, stored, or utilized by state agencies. Documents may include: inventories, shipping papers, safety documentation,			
		utilization logs/registers, Federal or state compliance documentation(EPA,OSHA, TDEC,			
		etc.), disposal documentation, and correspondence. Training documentation shall be stored with and covered by RDA SW19, Personnel Files. This RDA does not replace specific RDAs by an			
<u>SW24</u>	Hazardous Material Files	agency on specific hazardous materials or programs covered by an agency RDA.	5	Destroy	Jun-15
		Documents that relate to the day-to-day administration of internal policies, procedures, and			
	Administrative Documents - Internal	rules. Record series includes, but not limited to: employee agreement forms, security forms, databases, frequently asked questions, and related forms. (This does not include the official			
<u>SW25</u>	Policies and Procedures	record copy of the policies, procedures or rules which is covered by SW22.)	5	Destroy	Dec-14

SW#	Title	Description	Retention	End Action	Date of Last Action
		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			
SW26	Incident Reports	injuries to state employees are to be included in the employee's medical file and covered under SW04 Employee Medical Records.	10	Destroy	Jun-15
<u>3W20</u>	incident reports	Swort Employee included inceptors.	10	Destroy	Juli 15
		Final submitted bid documents that were not awarded the contract. These fall under three categories: Unsuccessful - bids met criteria but were not the best bid, Non-responsive - bids			
		that did not follow directions and thus disqualified, and Rejected - bids that were not			
<u>SW27</u>	Request For Proposal (RFP) Documents - Not Selected	submitted by the set deadline for submission. ***Note***Request For Proposals chosen will fall under SW12***	5	Destroy	Jun-15
		Application documents, hiring information, job registers, and resumes of candidates that were			
		not selected for the position. Records include applications for full-time, part-time, temporary, and unpaid such as internships. These fall under three categories: Unsuccessful - applicant met			
	Employment Applications - Not	criteria but were not hired, Non-responsive - applicants that did not submit required material or respond back to attempted communication, and Rejected - applications that were not			
<u>SW28</u>	Selected Candidates	submitted by the set deadline for submission or failed to meet minimum requirements.	5	Destroy	Jun-15
		Affirmative Action Program records and any supporting documentation related to recruitment,			
<u>SW29</u>	Affirmative Action Compliance Records	selection, and advancement of employees that may be used to show compliance with federal Affirmative Action rules and regulations	5	Destroy	Jun-15
		Records of investigation resulting from a complaint from the public and/or internally against an			
		employee of the State. Records include but not limited to; Correspondence, photographs, interviews, criminal report, medical files, State employee's files, decisions, orders or disciplinary			
<u>SW30</u>	Internal Investigation Files	actions and any collateral documentation received for the investigation.	10	Destroy	Feb-16
		Databases used for the collection of information to facilitate in communication and correspondence with the public. Includes spreadsheets/lists in paper format if an agency			
		utilizes instead of electronic. Examples may include mailing lists for magazine or newsletter			
<u>SW31</u>	Communication Databases	subscriptions, communication tracking systems, requests for publications, and agency/news updates	5	Destroy	Jun-16
		Documents the accreditation process relating to an agency's program or programs as required			
		by federal or state statute, or other body. Includes background support materials, accrediting agency correspondence, guidelines, reports, procedures, and accreditation review reports and			
<u>SW32</u>	Accreditation Records	responses.	10	Destroy	Feb-16
		Volunteer and intern screening documents and background check data. Records include but not			
		limited to; Applications submitted by individuals volunteering and interning for the State, consent forms, background check information (verification of Social Security number,			
	Volunteer Forms and Unpaid Intern	verification of Driver's License, Criminal History Records, etc.), liability forms, training records, training completion, disciplinary action, performance evaluation, etc. These records include			
<u>SW33</u>	Records	only applicants accepted.	30	Destroy	Oct-15
		Recordings, created by a law enforcement agency using electronic devices, that are not known to have captured a unique or unusual action from which litigation or criminal prosecution is			
		expected to likely to result. Records included but not limited to all recordings, regardless of where recording device is mounted, such as: Bodycam (device on officer's chest, shoulder,			
		head, etc.), Dashcam (or any other device mounted on the inside or outside of a vehicle),			
		Animal cam (on an animal's body), Drone (unmanned aerial vehicle or any other remote controlled equipment), Security Cameras (those mounted on buildings). These records are only			
	Recordings from Law Enforcement Electronic Devices- Incident Not	for recordings where No Incident is Identified, recordings where an Incident is Identified will be superseded by the agency's investigative RDA or Statewide 30 Internal Investigation Files and			
SW34	Identified	shall not be destroyed under this Statewide.	3 Months	Destroy	Apr-18
		Record Series Consists of correspondence with the public regarding requests to view or retrieve			
		information from official records. Records include but are not limited to emails, letters, and attachments. Note: the records requested are not covered by this RDA but are to be governed			
<u>SW35</u>	Open Records Request	by the appropriate original RDA for the requested records.	5	Destroy	Mar-17
		Finished products of video, audio and digital images captured and produced of official agency			
<u>SW36</u>	Original Captured Media	business created and used by the employees of the agency.	5	Permanent	Jun-16
		Temporary Records, is defined at T.C.A § 10-7-301(13)as: material which can be disposed of in a			
		short period of time as being without value in documenting the function of an agency.  Temporary records will be scheduled for disposal by requesting approval from the public			
		records commission [PRC] utilizing a records disposition authorization [RDA]. Video, audio and still photography captured and produced by agency employees for the use of the agency and			
		which do not meet quality standards (blurry, out of focus, etc.) are temporary and to be removed at the discretion of the creator and/or staff. Any media that is not disposed of will be			
<u>SW37</u>	Temporary Captured Media	covered under SW36	0	Destroy	Jun-16
		State Agency publications and documents including annual, biennial, regular or special reports,			
<u>SW38</u>	State Publications and Annual Reports	or other printed material produced for distribution outside the department or agency for which the report or printed material was published.	0	Permanent	May-20

SW#	Title	Description	Retention	End Action	Date of Last Action
		Agangu conv. of Annual Reports and supporting desumentation submitted to the Federal			
CMO	Title VI Appual Benert	Agency copy of Annual Reports and supporting documentation submitted to the Federal	-	Doctroy	Mar 17
<u>SW39</u>	Title VI Annual Report	Government or TN Human Rights Commission.	5	Destroy	Mar-17
		These are the records of voting on policy or rule adoption. This series consists of the official			
		files of the final promulgated rules: signed copies going to the Attorney General and Secretary			
SW40	Rule Promulgation File	of State response to public comments; any signed roll-call votes approving the rules, etc.	0	Permanent	Mar-17
		The control of the co			
		This series documents the investigations that are undertaken based on complaints or referrals			
		received involving but not limited to alleged non-profit fraud, license fraud, medical fraud and			
		the abuse of state funded benefits. Records include, but not limited to, research investigation			
CVA/A1	Fraud Investigation Files	notes, correspondence, files relative to investigation and any pertinent law enforcement data.  Confidential investigation shall be kept under agency specific RDA.	10	Doctroy	Mar-17
<u>SW41</u>	Fraud Investigation Files	Confidential investigation shall be kept under agency specific KDA.	10	Destroy	IVIdI-17
		This series includes a record of proposals that have been denied funding or for which no award			
		decision has been made by the funding state agency. Series includes, but not limited to,			
		proposal for grant, correspondence, notes, project/planning files, grant evaluation summaries,			
SW42	Unsuccessful Grant Applications	letters of denial, and other related documentation.	5	Destroy	Mar-17
	··	, and the second			
		Documents relating to Records Destruction. Examples include Certificate of Records			
		Destruction of in agency records and Certificate of Records Destruction from state contracted			
SW44	Certificate of Records Destruction	vendors	10	Destroy	Oct-18
		This Record Series includes but is not limited to logs filled out by individuals who access			
		Criminal History Record Information. The logs provide the date of release of the records, to			
		whom the information relates, to whom the information was released, state identification or			
		FBI number, and the purpose for which the information was requested. These records are			
	Tennessee Information Enforcement	created and maintained pursuant to the Federal requirements for the exchange of Criminal			
SW45	System (TIES) Access Logs	History Record Information.	5	Destroy	May-19
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		Legacy Payroll Systems' Registers, Journal Vouchers, and Security Forms; and Employee			
<u>SW46</u>	Employee Payroll History	Compensation, Deduction and Tax Records.	65	Destroy	May-20
		Record series includes, but is not limited to, records documenting the effects of and State's			
		response to historic disaster events in Tennessee history. Examples of such events include			
		major floods, damaging earthquakes, pandemics, violent/damaging tornadoes, major wildfires,			
		etc. The Tennessee State Library & Archives should be contacted to confirm if a given event			
		qualifies as a disaster for the purposes of this Statewide RDA. Note: Records transferred to the			
		Library & Archives should be copies; the official records should be kept under the appropriate			
<u>SW47</u>	Historic Disaster Records	RDA for their required retention.	0	Permanent	Sep-20