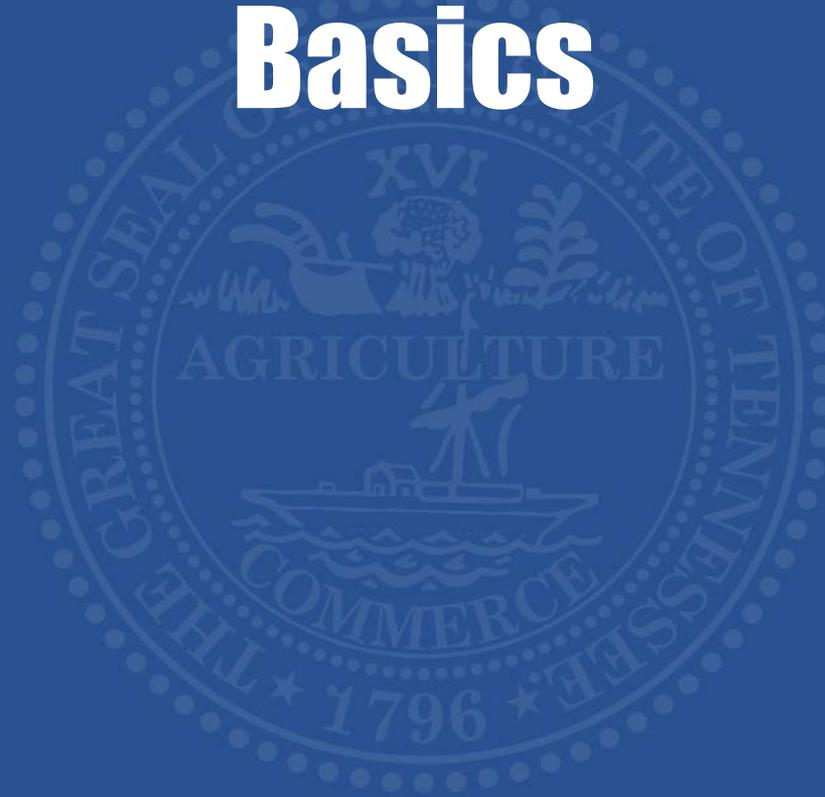


Records Management Basics



Jasmine Taylor, Division of Records Management
Tre Hargett, Secretary of State

- The Public Records Commission
 - Created by statute to determine and order the proper disposition of state records. *TCA § 10-7-302*
 - Members include:

The PRC is authorized to direct the State Department to initiate, through the Records Management Division, any action it may consider necessary to accomplish more efficient control and regulation of records holding and management in any agency.

Tenn. Code Ann § 10-7-302.

- Executive Director of Historical Society

Why am I here? Why are you here?

What is a Record?

- “‘Public record or records’ or ‘state record or records’ means all documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other material, regardless of physical form or characteristics made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency.” T.C.A. § 10-7-301(6)
- The test for determining whether a record is public is “whether it was made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency.” *Griffin v. City of Knoxville*, 821 S.W. 2d 921, 924 (Tenn. 1991).

Records

- Budget Documents
- Payroll Documents
- Election Documents
- Contracts
- Revenue Reports
- Investigation files
- Audit reports
- Personnel's files

Non-Records

- Brochures
- Reference Materials
- Extra Copies
- Drafts
- Obsolete Catalogs
- Bulletins
- Trade Journals
- Manuals

Physical Records

- Paper
- Microfilm
- Microfiche
- Videos
- Photographs

Electronic Records

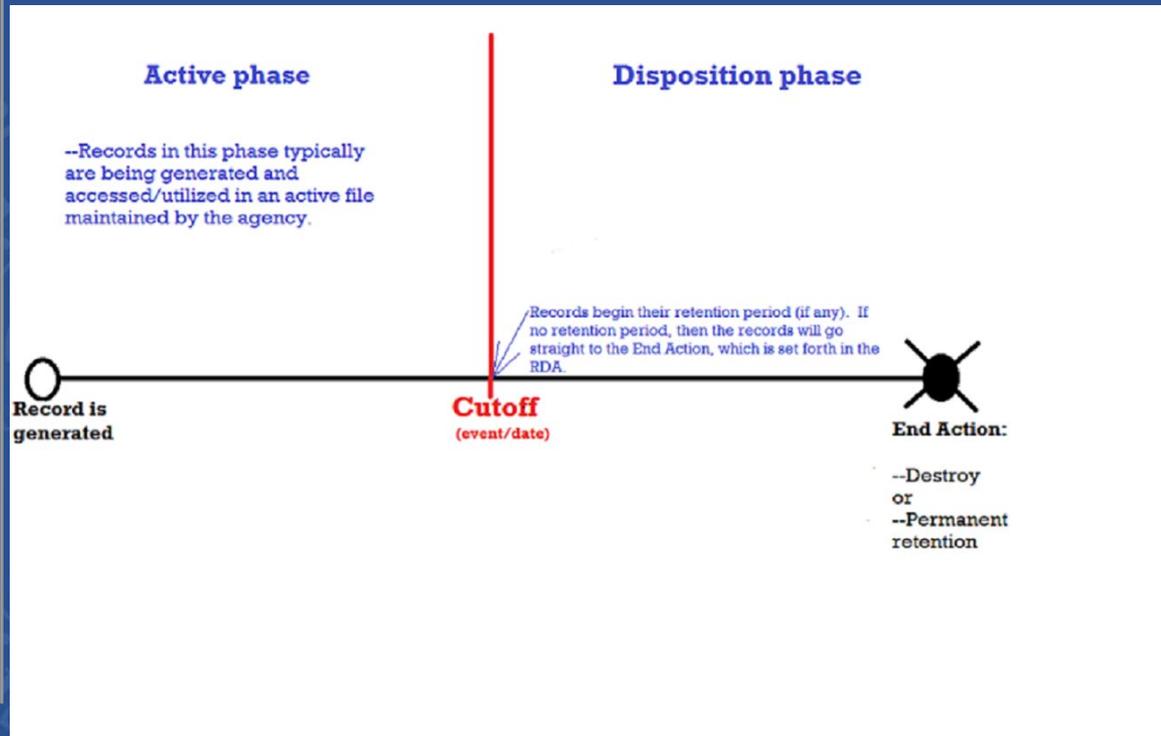
- Servers
- Computer files
- Documents on a collaborative workspace
- CD/DVD

**THESE ARE ALL RECORDS
REGARDLESS OF FORMAT**

- Indicate whether any state or federal regulations restrict access to the records.
- Records that are deemed confidential must be covered by statute and a copy of the statute must be attached.
- Records that are not declared confidential by statute are classified as public.
- While some Public Records may contain Confidential information the record itself is not confidential.

Confidential Record

The file cutoff date is a break or stop in the filing of a current records series, based on a predetermined event.



File Cutoff

- The method of destruction depends on criteria described in the Records Disposition Authorization.
- Those that are deemed confidential, private, or sensitive will be shredded for a fee by Richards & Richards to ensure that the information is protected.
- Records not requiring confidential destruction may be recycled.
- Any records may be confidentially destroyed on request.
- Confidential records destruction services are also available for offices not using the Richards & Richards storage services.

Destruction

- When records are destroyed, a Certificate of Records Destruction form must be filled out and submitted to Records Management.
- This form documents the destruction date, record series, RDA number, date range for the records, volume destroyed, and destruction method.
- Records Management maintains all of the CRD's and uses this information to monitor the record destruction process to ensure compliance with RDA requirements and statewide policies.

Certificate of Record Destruction

- DO NOT DESTROY A RECORD WITHOUT AN RDA!!!
- T.C.A. § 10-7-303
- If you are unsure please contact us or your records officer.
- We are here to assist you by advising on the development, utilization, retention, disposition, and destruction of records..

Parting Words
