



Tennessee Secretary of State Tre Hargett

Records Management Division

RDA

RDA Management System

RDA	
Title:	Learning and Leadership Development Training Records
RDA Number:	11412
Record Series Abstract:	The records governed under this RDA are housed in Edison electronically or on DOHR's agency shared drive. This records series consists of all training and associated records that are used by the Workforce Development Team, Talent Management Team, and the Conference and Events Team. These records include but are not limited to, Leadership Academy records, Performance Management, Leadership Development, Supervisor Performance Development and Professional Employee Development records. This RDA is being written to replace RDAs 10048, 11128, and 11129.
Record Series Active:	Yes
Cut Off at End of:	Calendar Year
If Other, Explain:	
Total Retention Years:	5
Total Retention Months:	0
Retention End Action:	Destroy
Disposition Notes:	Maintain in agency for 5-years, then destroy by state-approved methods.
Record Location:	312 Rosa L. Parks Blvd., Nashville, TN 37243 Tennessee Tower 17th Floor
File Arrangement:	Employee ID, course title, program title, or Agency ID number
Media Format Generated:	Electronic: Text Electronic: Raster Image Electronic: Vector Graphics Electronic: Audio Electronic: Video Electronic: Spreadsheet/Database Electronic: Presentation Electronic: Email
Other Media Format	

Generated:	
Media Format Stored:	Electronic: Text Electronic: Raster Image Electronic: Vector Graphics Electronic: Audio Electronic: Video Electronic: Spreadsheet/Database Electronic: Presentation Electronic: Email
Other Media Format Stored:	
Date Range:	2009 to Present
Annual Accumulation:	500 GB
Current Volume:	3 TB
Record Value:	Administrative
Audit Requirements:	State
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:	
Does this Record Series Contain Sensitive Information?	No
Media Recommendation Other:	
Agency Retention:	5 Years
Records Center Retention Period:	NA

Retention Legal Citation:	NA
Legal Citation PDF:	
Record Sample PDF:	Screenshot (29).pdf
System Name:	Edison and State of Tennessee agency shared drive (G, H, I).
IT-ABC Number:	NA
Hardware Description:	Vendor server farm (Edison & State of TN)
Software Description:	Proprietary on-line vendor software
System Location:	DOHR internal server is located on the 17th floor WRS Tennessee Tower, 312 Rosa L. Parks Blvd. Nashville, TN 37243
Backup Procedures:	Vendor conducts incremental backup daily and full system backup weekly.
Disaster Recovery:	Disaster Recovery procedures established by the Department of Finance and Administration (F&A) under the Information Systems Council (ISC) Policy 9.00
Data Migration Description:	No current migration of data needed, but in the event, data migration will occur when support for the existing file format is deemed obsolete or when software or hardware systems changes require the movement of this electronic data from a specified format to a different file format. Annual reviews of this data will be conducted by DOHR to ensure file formats are functional and operational. In the event migration is needed, DOHR will develop a solution to move data to a current file format that is appropriate to the RDA retention requirement for that specific data. This migration may include translation of the data to a current file format, conversion to an acceptable current file format to preserve the integrity of the information of the data, or movement of the data to a legacy architecture that maintains the environment where the format is considered current as long as this effort has full functional and operational support.
Metadata Description:	Content Subject/Title (Edison-ELM-span#PTNUI_NB_CNTREC-PTNUI_LINK\$span\$2.ps-link-wrapp, (\\AG03SDCWF00508(H:)/Deptwide/Training) This records series consists of all training and associated records that are used by the Workforce Development Team, Talent Management Team, and the Conference and Events Team. These records include but are not limited to Leadership Academy records, Performance Management training and facilitation, Leadership Development, Supervisor Performance Development and Professional Employee Development records. Department of Human Resources, 17th floor Tennessee Tower, 312 Rosa L. Parks Blvd. Nashville, TN 37243.

RDA Comments	
Tennessee State Library and Archives	2021-07-01 No recommended changes.
Records Management Division (RMD)	2021-06-17 No recommended changes.

Comptroller Audit Review	2021-06-17 We have reviewed RDA 11412 from an audit standpoint. We concur with the recommended retention and disposition specifications.
Agency Records Officer	2021-07-14 We concur with the recommendation.
RMD Director	2021-07-19 RDA 11412 is a request to create an RDA. The retention period will be five years and destroy. The format will be electronic. Recommend approval of the request to create RDA 11412.
Public Records Commission	2021-10-25 PRC approves RDA 11412.

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