



STATE OF TENNESSEE
DEPARTMENT OF GENERAL SERVICES

STEVEN G. CATES
COMMISSIONER

BILL HASLAM
GOVERNOR

Good afternoon,

Thank you for submitting your record disposition authorization (RDA) paperwork to us. Records Management is diligently working to get them all processed. In doing so, we realized that we have not specifically clarified the minimum requirements for electronic RDA's.

Any records that are born electronic, or eventually going to be scanned and kept electronically, have requirements that were outlined by Finance & Administration's Office of Information Resources Division and the Electronic Records Committee. These include any records kept in, or destined for, a database, network, server, enterprise content management (ECM) system, etc.

For a copy of the Electronic Record Policy, click here: <http://www.intranet.state.tn.us/generalserv/recordsmanagement/ElectronicRecordsPolicy.pdf>

For additional information on electronic record keeping best-practices and recommendations, click here: <http://intranet.tn.gov/finance/oir/erecords/>

The General Services Records Management Division is requiring the following information for electronic RDA processing:

- Electronic Inventory Worksheet
- Migration Plan Worksheet or Memo
- Any changes in governing laws (please print and send copy of laws)
- New record samples (PDF, print-screen, etc)

The forms can be found here: http://www.intranet.state.tn.us/generalserv/recordsmanagement/elc_forms.html

As for the agencies who have already submitted RDA's for electronic records, we may be contacting you for additional information based on the aforementioned requirements.

Lastly, PLEASE forward this correspondence to your agency records coordinators.

If you have questions, please contact us. Thank you for your hard work and support!

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