

# Advanced RDA Training

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**Records Management  
Secretary of State Tre Hargett**

**03.16.23**

# Announcements

- Spring 2023 PRC Date:
  - Tuesday, April 18<sup>th</sup> at 9:00am
  - Deadlines:
    - Submitting RDAs to RMD on the Web App:
      - Wednesday, March 15<sup>th</sup> at 12:00pm
    - Submitting Signed Forms to RMD via email:
      - Friday, March 24<sup>th</sup> at 4:00pm
  - Reach out to your Analyst if you have any questions

# Announcements

- Records Assessments
  - Our new cycle has begun
    - Assessments are underway for agencies of all sizes
    - Reach out to your Records Analyst to sign up
  - Counting paper and film records in your offices
  - Discussing RDAs and other topics
  - Assessments help us to help you!

# Why are you here?

- This training is designed to build on what you learned in our Records Basics training
  - The Basics training was given in January
    - I won't be defining a record or an RDA
    - I won't be defining the fields within an RDA
- We'll be looking at the reasons for and the Web App mechanics behind writing, revising, and retiring RDAs

# Training Summary

- Writing RDAs
  - Notes and steps
- Revising RDAs
  - Notes and steps
- Retiring RDAs
  - Combining
  - Retiring as obsolete
- PRC Review Process
  - Agency comments, signed forms, etc.

# Writing RDAs

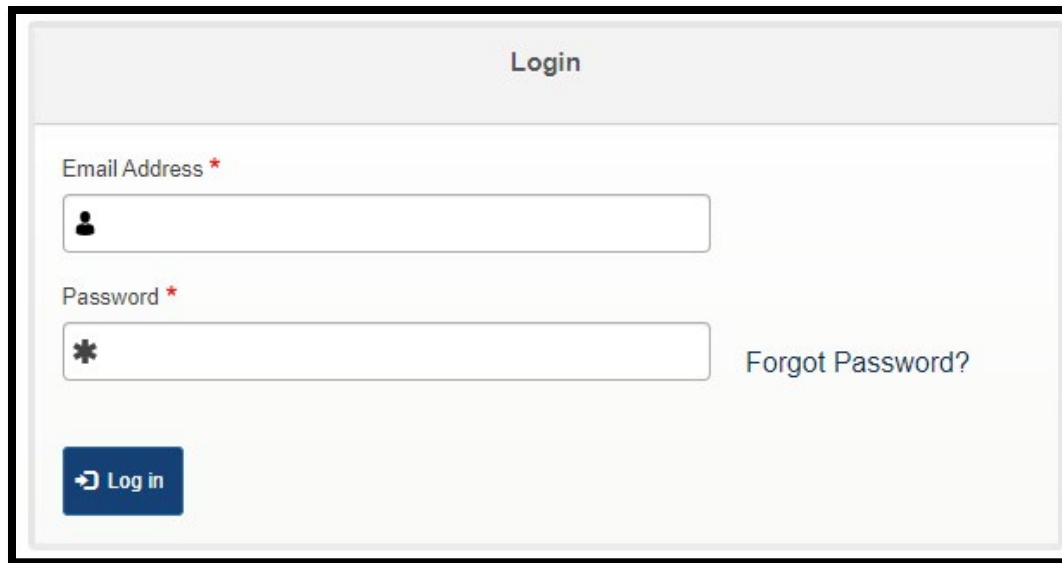
- You may need to write a new RDA if:
  - Your agency starts a new program and...
    - The resulting records don't fit under an existing agency RDA or Statewide RDA
  - Your agency creates new forms and...
    - The forms don't fit under an existing RDA/SW
  - Old records without an RDA are discovered and...
    - The records don't fit under an existing RDA/SW
    - (Hopefully less common)

# Writing RDAs; Notes

- The Comptroller's State Audit Division issued a memo in 2014 requesting that all agencies revise their RDAs to have a retention of at least 5 years.
  - This minimum requirement applies to all agency RDAs, new and revised
  - Statewide RDAs meet this minimum requirement, except for SW16 "Temporary Records" and SW17 "Working Papers," select others

# Steps to Write an RDA

- Log in at <https://rmd-rda.tnsos.net/user/login>
  - “Forgot Password” option is automated
  - Reports of this taking some time
  - Don’t wait until the last minute

A screenshot of a web login form titled "Login". The form has a light gray header with the title. Below the header, there are two input fields: "Email Address" with a red asterisk and a user icon, and "Password" with a red asterisk and a password icon. To the right of the password field is a link that says "Forgot Password?". At the bottom left of the form is a blue button with a white right-pointing arrow and the text "Log in".

Login

Email Address \*

Password \*

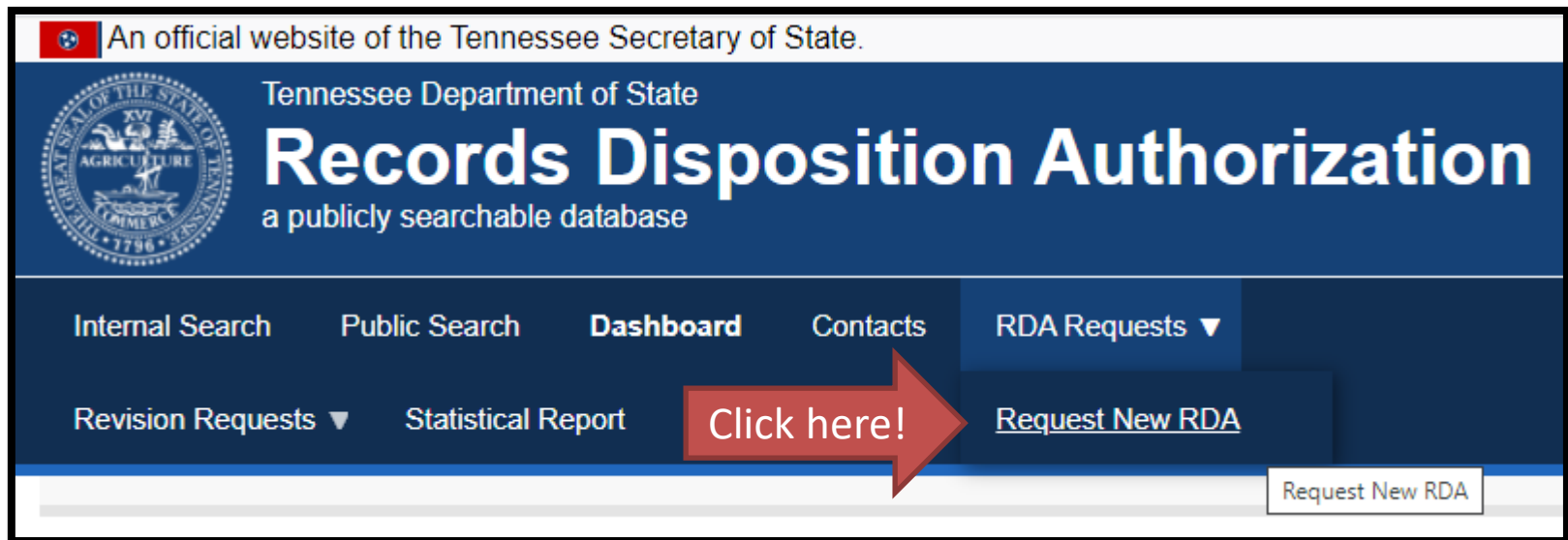
Forgot Password?

Log in



# Steps to Write an RDA

- On your toolbar, click or hover over “RDA Requests” and select the dropdown option “Request New RDA”



# Steps to Write an RDA

- Next, the various fields in an RDA appear in a series of pages; fill these out.
  - The Core Data page will request an RDA Title, Abstract, Total Retention, etc.
  - The Worksheet page will request Record Location, Date Range, File Arrangement, etc.

## Request New RDA

View

Test

Results

Build

Settings

References

1

Contact Info

2

Core Data

3

Worksheet

4

Confirm

5

Complete

# Steps to Write an RDA

- You'll have the opportunity to save your progress and return later, if needed



- At the end of this process, you will submit the RDA to your Analyst
  - Once you submit, you will lose the ability to edit the RDA's content; if you notice changes that need to be made after submitting, contact your Analyst

# Steps to Write an RDA

- The RDA will appear on your Dashboard under “Analyst Review,” and the review process begins

**READY FOR ANALYST REVIEW**

# Revising RDAs

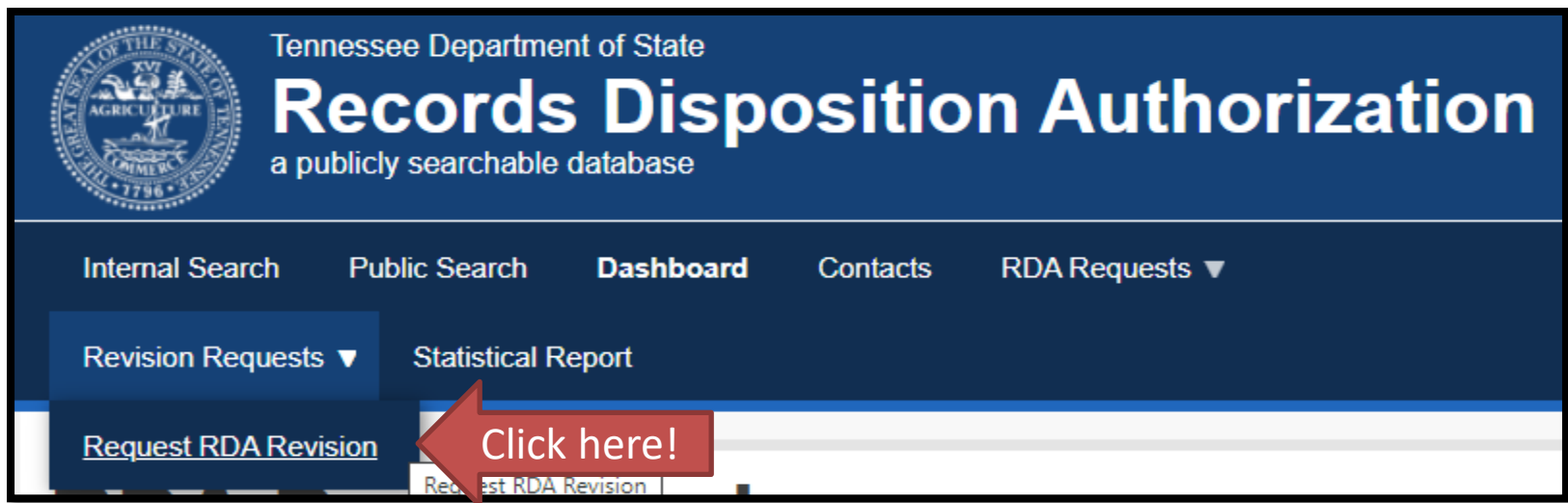
- You may need to revise an RDA if:
  - There are changes in State and/or Federal law that alter your agency's responsibilities
    - Include legal personnel in RDA review meetings
  - There are changes in agency business practices
    - Digitization projects/format changes
    - Sending records to the State Records Center
    - “Combining” RDAs—more info in Retirement section
    - Agency convenience (within State/Legal requirements)

# Revising RDAs; Notes

- A memo from the agency is required if an RDA's retention is being lowered by more than 10 years in a revision.
  - E.g., A 50-year retention being changed to 10 years
  - Reach out to your Records Analyst for details
- The RDA's Worksheet Data may be edited at any time without PRC approval
- Edits to Core Data must be approved by the PRC

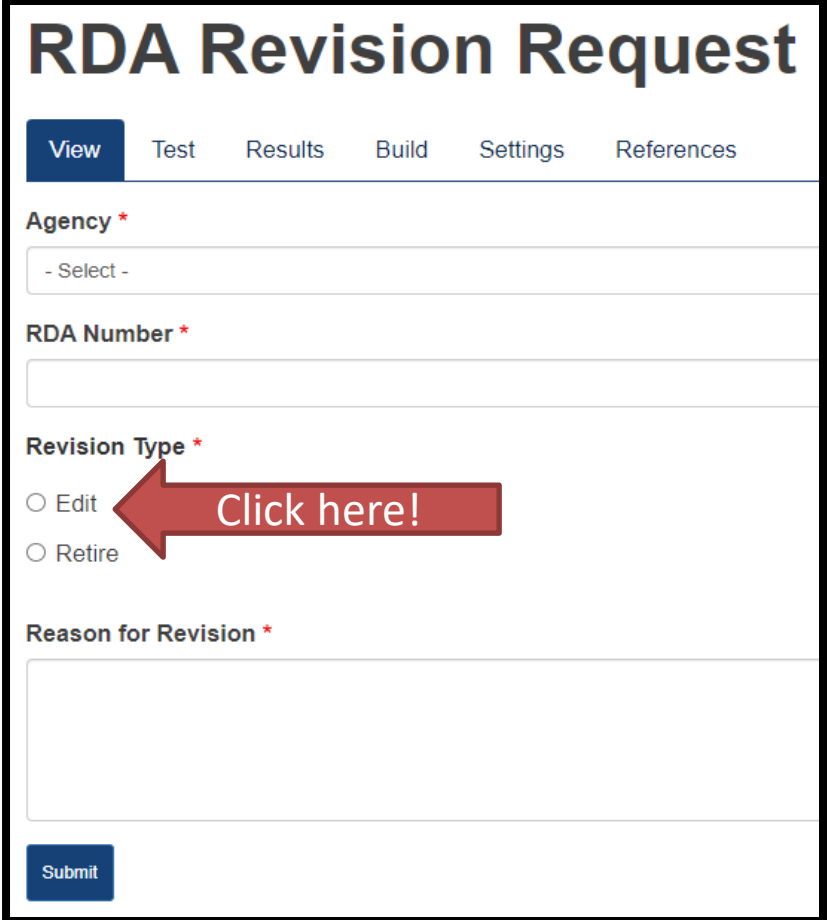
# Steps to Revise an RDA

- Log in
- On your toolbar, click or hover over “Revision Requests” and select the dropdown option “Request RDA Revision”



# Steps to Revise an RDA

- A series of fields will appear; fill these out
- For a straightforward RDA Revision, select “Edit” under “Revision Type”
- Under “Reason for Revision” explain why the RDA is being revised in as much detail as possible, then submit
  - E.g., legal changes, business practices, etc.




**RDA Revision Request**

View Test Results Build Settings References

Agency \*  
- Select -

RDA Number \*

Revision Type \*

☐ Edit 

☐ Retire

Reason for Revision \*

Submit



# Steps to Revise an RDA

- After you submit your Revision Request, RMD will “Unlock” the RDA
  - The RDA will appear under “Unlocked for Revision” on your Dashboard, and you will now be able to make any necessary edits

**UNLOCKED FOR REVISION**

# Steps to Revise an RDA

- To make your edits:
  - First, open the RDA by clicking its Title, then click “Edit” in the RDA’s toolbar

## Rail Plans and Inspections

Click here!

Edit

Latest version

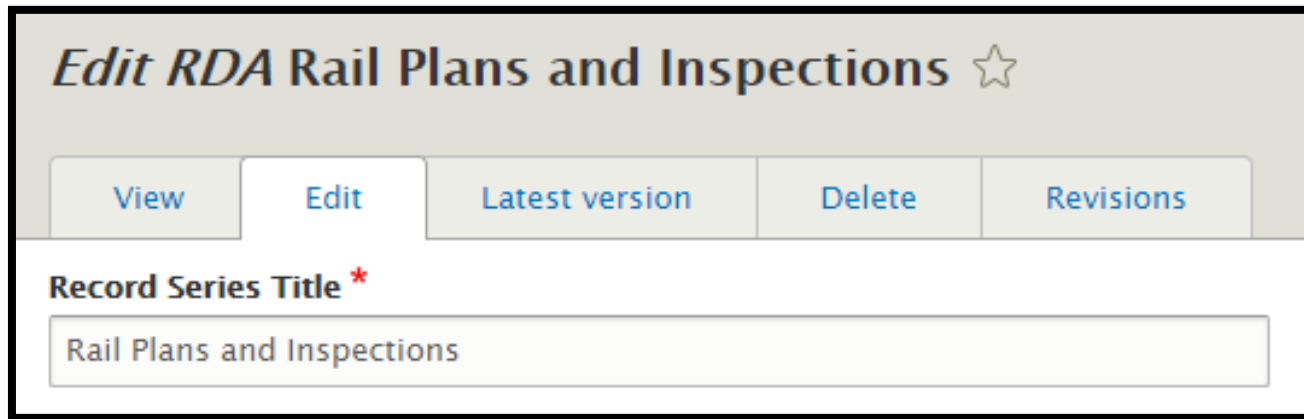
Delete

Revisions

RDA Number: 2375

# Steps to Revise an RDA

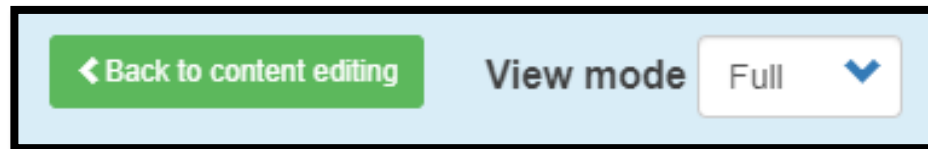
- A beige webpage with all the RDA's data will appear
  - Make whatever edits are necessary for your revision



The screenshot shows a web interface for editing RDA data. At the top, the title "Edit RDA Rail Plans and Inspections" is displayed in a serif font, followed by a star icon. Below the title is a horizontal row of five buttons: "View", "Edit", "Latest version", "Delete", and "Revisions". The "Edit" button is highlighted with a white background and a blue border. Below the buttons is a form field labeled "Record Series Title \*" in a bold, sans-serif font. The text "Rail Plans and Inspections" is entered into the text box below the label.

# Steps to Revise an RDA

- After making your edits, scroll to the bottom of the page and select “Preview”
  - What follows is a preview of how your edits will appear on the Web App once finished; your edits have not been saved at this point
  - At the top of the preview page, there will be a green box that says “Back to content editing”

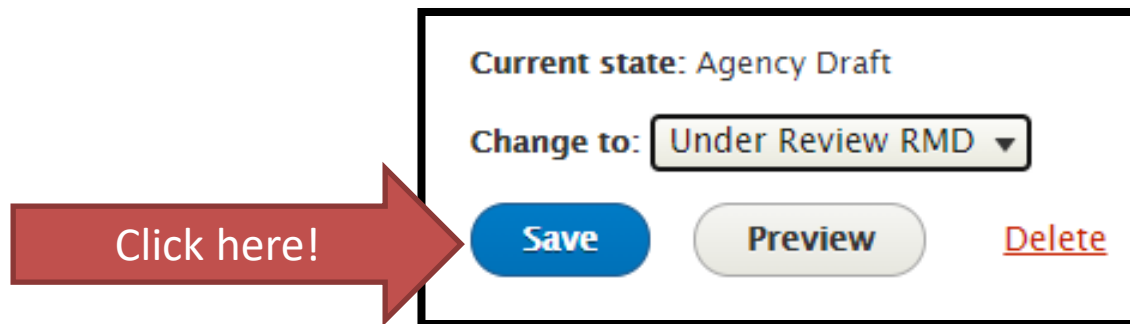


# Steps to Revise an RDA

- After reviewing, select the “Back to content editing” option; you will be returned to the beige editing page
- Scroll to the bottom of the page; you will have the option to change the RDA’s status from “Agency Draft” (i.e., Unlocked) to “Under Review RMD” (i.e., Analyst Review)
  - If you think you’ll need to make edits in the future, keep it in “Agency Draft”
    - You can come back and move it to Analyst Review later

# Steps to Revise an RDA

- After you've made all your edits, examined the preview, and decided what the RDA's status should be, you must select "Save"
  - Located at the extreme bottom of the screen; blue button



# Steps to Revise an RDA

- If you select “Under Review RMD” as the status option and save, the RDA will then appear on your Dashboard under “Analyst Review,” and the review process begins

**READY FOR ANALYST REVIEW**

# Retiring RDAs

- There are two ways to retire an RDA:
  - “Combining” RDAs
    - See following slide
  - Retiring an RDA as obsolete
    - For this to occur, both of the following conditions must be met:
      - Records are no longer generated
      - All records under the RDA have been destroyed
    - To properly destroy State records, an effective RDA must be cited

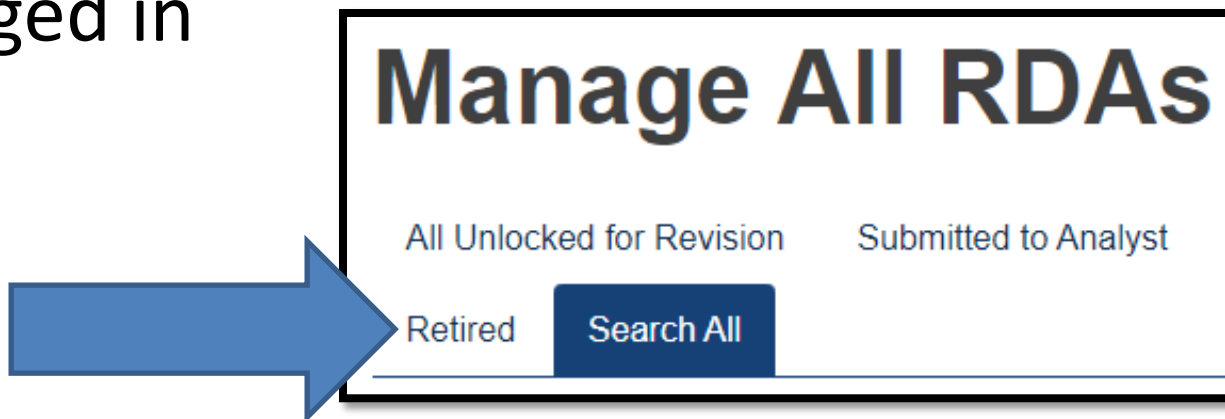


# Retiring RDAs; Combining

- If two or more RDAs have similar confidentiality/legal requirements, retentions, etc., it may be possible to “combine” RDAs
  - In this process, one RDA remains effective and is revised to include the records of any retired RDAs
  - The other RDA(s) is/are retired
- Helps streamline your records management
  - Easier to keep track of fewer RDAs

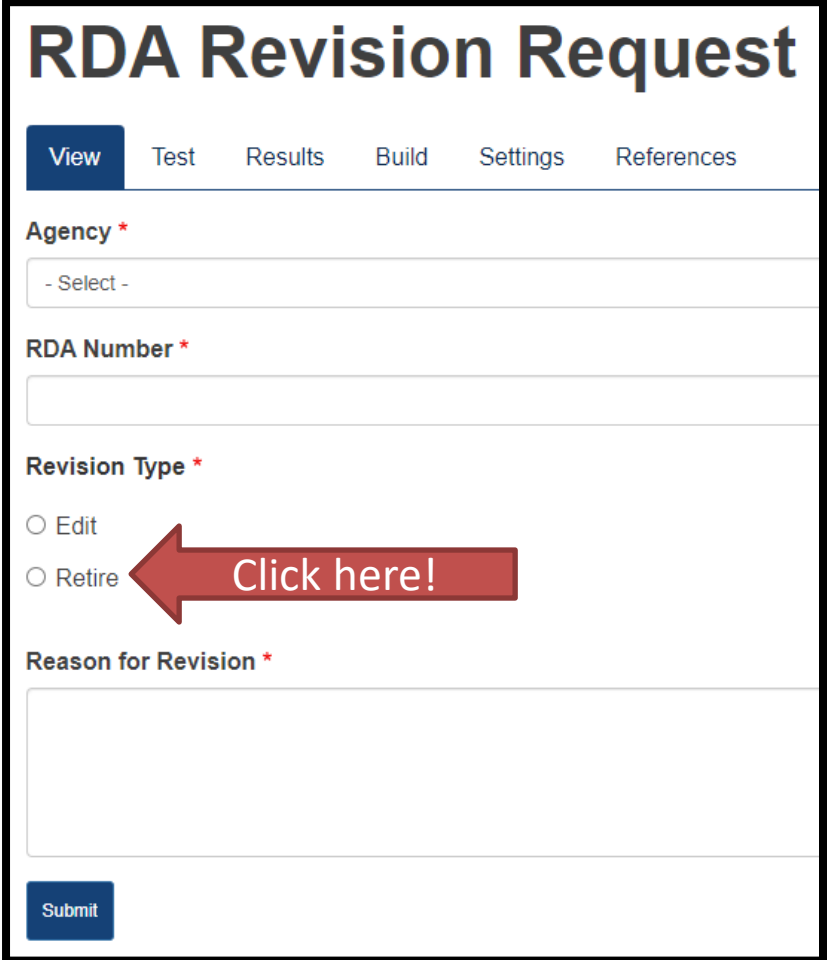
# Retiring RDAs; Notes

- Retired RDAs do not appear on the public-facing side of the RDA Web App
- Records Officers and others with Web App login credentials can view retired RDAs while logged in



# Steps to Combine RDAs

- Log in
- For the RDA(s) being retired:
  - Request an RDA Revision (see Steps to Revise an RDA)
    - Fill out the fields as presented
    - Select “Retire” under “Revision Type”
    - Explain the reason for the retirement, then submit



**RDA Revision Request**

View Test Results Build Settings References

Agency \*

- Select -

RDA Number \*

Revision Type \*

☐ Edit

☐ Retire

Reason for Revision \*

Submit

A red arrow points to the "Retire" radio button with the text "Click here!"

# Steps to Combine RDAs

- After you submit your Revision Request, RMD will “Unlock” the RDA
  - The RDA will appear under “Unlocked for Revision” on your Dashboard, and you will now be able to make the necessary edits for retirement
  - To retire an RDA into another RDA, simply add “Retired:” at the beginning of the Title and Disposition Notes, and “Record series now under RDA ...” at the end of the Title and Disposition Notes
    - Leave all other fields the same

# Steps to Combine RDAs

**Retired: SCHOOL AND ROSTER APPLICATIONS (Record Series now covered under RDA 10172)**

**Retired: GRANT FILES (Record series now under SW21)**

# Steps to Combine RDAs

- For the “umbrella” RDA that will remain effective, go through a normal revision process
  - Update the Abstract and other fields to include the records of the RDA(s) being retired
  - It is not always necessary to revise the “umbrella” RDA
    - The Abstract may be sufficient as written
    - Reviewed by RMD on a case-by-case basis

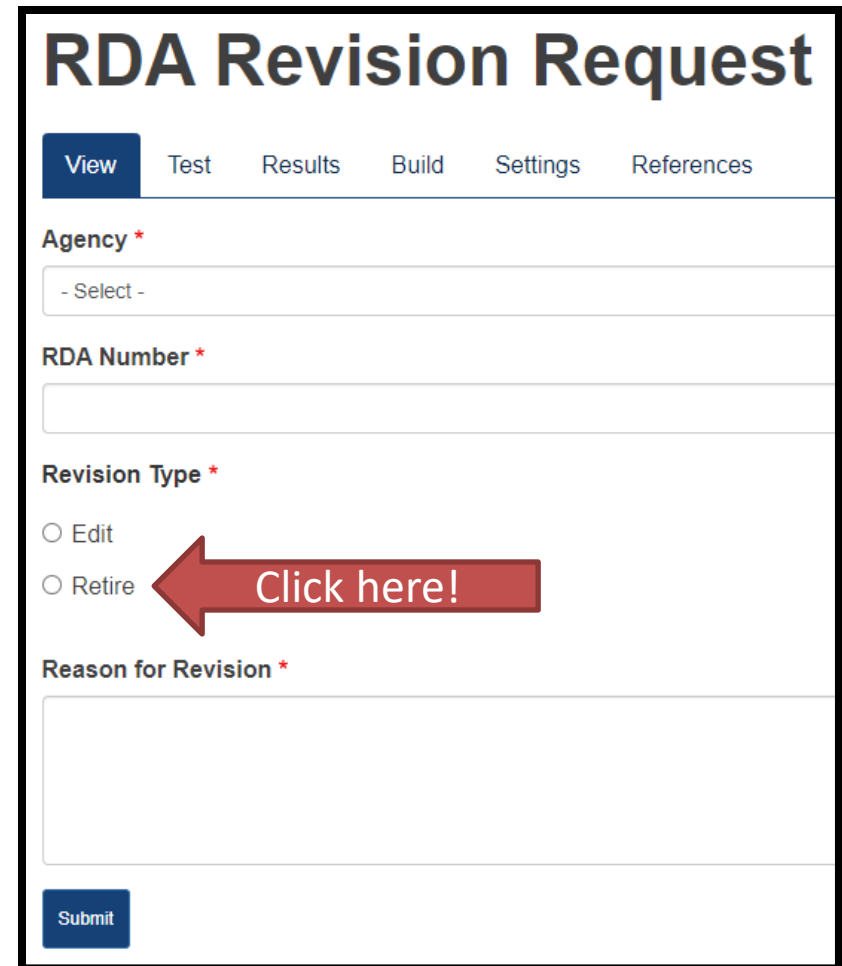
# Steps to Combine RDAs

- After selecting “Under Review RMD” as the status option and saving, the RDA(s) will then appear on your Dashboard under “Analyst Review,” and the review process begins

**READY FOR ANALYST REVIEW**

# Steps to Retire an RDA as Obsolete

- Log in
- Request an RDA Revision (see Steps to Revise an RDA)
  - Fill out the fields as presented
  - Select “Retire” under “Revision Type”
  - Explain the reason for the retirement (record series obsolete), then submit



**RDA Revision Request**

[View](#) [Test](#) [Results](#) [Build](#) [Settings](#) [References](#)

**Agency \***  
- Select -

**RDA Number \***

**Revision Type \***

☐ Edit

☐ Retire

**Reason for Revision \***

[Submit](#)

**Click here!**



# Steps to Retire an RDA as Obsolete

- After you submit your Revision Request, RMD will “Unlock” the RDA
  - The RDA will appear under “Unlocked for Revision” on your Dashboard, and you will now be able to make the necessary edits for retirement
  - To retire an RDA as obsolete, simply add “Retired:” at the beginning of the Title and Disposition Notes, and “Record series no longer generated as of ...” at the end of the Title and Disposition Notes
    - Leave all other fields the same

# Steps to Retire an RDA as Obsolete

**Retired: MEMO BOOKS (Record series no longer generated as of 2008)**

**Retired: COMPILATION REPORT (Record series no longer generated as of 2008)**

# Steps to Retire an RDA as Obsolete

- After selecting “Under Review RMD” as the status option and saving, the RDA will then appear on your Dashboard under “Analyst Review,” and the review process begins

**READY FOR ANALYST REVIEW**

# Review Process

- The steps in writing, revising, and retiring RDAs converge here for the RO
- Analyst Review
  - Once an RDA is submitted for Analyst Review, ROs lose the ability to edit
  - If you're in a hurry, call or email your Analyst
    - Analysts are not automatically notified when RDAs are submitted, though we check the Web App often

# Review Process

- Analyst Review, cont'd.
  - Your Analyst may suggest minor changes to your RDA (consistent language, clarifications, etc.)
    - Your Analyst may make these edits for you and will keep you updated throughout the process
  - If your Analyst recommends major edits, he/she may “kick” the RDA back to you
    - The RDA will reappear under “Unlocked for Revision” on your Dashboard and will be available for you to edit

# Review Process

- Analyst Review, cont'd.
  - Once your Analyst is satisfied, he/she will submit your RDA to the Review Committee stage
- Review Committee
  - Records Management, Audit, and TSLA will review and make RDA Comments
    - RMD reviews and comments first, every Thursday morning
      - Submit your RDAs to your Analyst by ~12pm on Wednesday if you want your RDA reviewed by RMD that week

# Review Process

- Review Committee, cont'd.
  - If any Committee has concerns, they will state them in their comment
    - This is uncommon for RDAs that have been given sufficient time for review before the Committee stage
    - Your Analyst will reach out to you if any Committee has questions or concerns
  - If there are no issues, the Committees will state that they have no recommended changes for your RDA

# Review Process

- Agency Comments
  - The RDA will be moved from “Review Committee” to “Agency Comments”
  - At this point, log back in, open the RDA, and click the “Add Agency Comment” box
    - “Agency concurs” works well for RDAs with no issues
    - You may need to address any questions from the Review Committees in your Agency Comment
- After you’ve written your comment, download the Signed Forms pdf
  - Accessible from the Comment screen and upon opening the RDA



# Review Process

## RDA COMMENTS

### **Records Management Division (RMD)**

07-27-2017

No recommended changes.

[edit](#)

### **Comptroller Audit Review**

08-15-2017

We have reviewed RDA 2053 from an audit standpoint. We concur with the recommended retention and disposition specifications.

[edit](#)

### **Tennessee State Library and Archives**

08-02-2017

No recommended changes.

[edit](#)

### **Agency Records Officer**

08-15-2017

Agency concurs with no recommended changes.

### **RMD Director**

08-18-2017

RDA 2053 is a request to revise an RDA. The retention period will change from seventy-five years to ten years and destroy. The format will change to electronic. The Abstract, Disposition Notes, and Worksheet have been updated.

Recommend approval of request to revise RDA 2053.

### **Public Records Commission**

PRC approves RDA 2053.

# Review Process

[Download PDF](#)

\_\_\_\_\_  
Contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director or Secondary Contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Head

\_\_\_\_\_  
Date

# Review Process

- Signed Forms
  - This is a pdf of the RDA with Review Committee comments included
  - Obtain the required signatures from personnel in your agency
    - Reach out to your Analyst if you have any questions
    - Electronic signatures are fine
  - Once the forms are signed, email them to your Analyst

# Review Process

- RMD and the PRC handle things from here!
  - RMD Director Callaghan will make his Director Comments recommending that the RDA be approved (or not)
  - RMD assembles the PRC Consent Agenda
  - RDAs may be selected for discussion at the PRC meeting if there are disagreements among parties (this is rare)
    - You will be notified if any of your RDAs are selected for discussion

# Review Process

- Approval
  - The PRC approves the Consent Agenda
    - Changes may be made to some RDAs; you will be notified if your RDAs are approved with changes
  - RMD will move your RDAs from “PRC Review” to “Effective” or “Retired” on the Web App
- Note:
  - If you have RDAs on a PRC Meeting Agenda, it is recommended that you attend that PRC Meeting

# Important Notes

- Review your RDAs regularly
- Promptly reach out to RMD if you need to write, revise, or retire an RDA
- Help us help you:
  - Maintain communication throughout the process
  - Please don't wait until the deadline day to work on your RDAs
- As always, reach out to your Records Analyst if you need assistance or have any questions