

Records Destruction



**Records Management
Secretary of State Tre Hargett**

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DESTRUCTION REQUIRES AN RDA!



- Records are not to be destroyed without an RDA according to T.C.A. § 10-7-303.



PRC Approval



- No records shall be scheduled for destruction without the unanimous approval of the voting members of the Public Records Commission.
- Approval from the Commission is received through the RDA process.
- All agencies shall destroy records using State approved procedures.



Determining Destruction Date



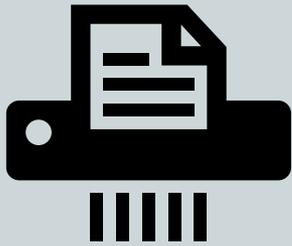
- Check the RDA cut off and retention period.
- All records that have not been deemed permanent will eventually need to be destroyed.
- Records may not be destroyed solely because of lack of space or funding for storage.
- RDAs constitute a legal plan for the destruction of records that State agencies must adhere to.

	File Cut-Off	Retention Schedule	Retention Count	Destruction Date
Calendar Year	2005	10 years	2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015	1/1/2016
Fiscal Year	2010	5 years	FY2011 (7/1/2010-6/30/2011), FY2012 (7/1/2011-6/30/2012), FY2013 (7/1/2012-6/30/2013), FY2014 (7/1/2013-6/30/2014), FY2015 (7/1/2014-6/30/2015)	7/1/2015
Academic Year	2010	5 years	AY2011 (9/1/2010-8/31/2011), AY2012 (9/1/2011-8/31/2012), AY2013 (9/1/2012-8/31/2013) AY2014 (9/1/2013-8/31/2014) AY2015 (9/1/2014-8/31/2015)	9/1/2015

Determining Destruction Date



- Records can only be destroyed once their full retention period is over.



Destruction of Electronic Records



- Electronic records must adhere to their RDA!
- Destroying digital information is more difficult than it seems.
- Information deleted does not immediately disappear, it is slated to be written over.
- Hard drives must be properly destroyed when decommissioned.

Destruction of Electronic Records



- Data must be organized in order to know when it may be destroyed.
- This gets very complicated with large databases, enterprise content management systems (ECMs), & SharePoint servers.
- Know the difference between copies, non-records, and records.

Methods of Destruction



- To determine method, consult the RDA!
- The method of destruction depends on criteria described in the RDA.
- Records not requiring confidential destruction may be recycled.

Methods of Destruction



- Those that are deemed confidential, private, or sensitive will be shredded for a fee by the State Records Center to ensure that the information is protected.
- Any records may be confidentially destroyed on request.
- Confidential records destruction services are also available for offices not using the State Records Center storage services.

Certificates of Destruction



- All destruction should be documented!
- When records are destroyed in agency, we suggest a Certificate of Records Destruction (CRD) form be filled out as soon as possible after destruction.
- This form documents the destruction date, record series, RDA number, date range for the records, volume destroyed, and destruction method.

CRD Location



- Certificates of Record Destruction are found on Records Management's website, under "RMD Resources."
- <https://sos.tn.gov/rmd>

Agency *	Division *	Address/Location *	Allotment Code *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Record Series Title *	RDA Number *	Date range of records disposed *	Volume *	Volume Type *
<input type="text"/>	<input type="text"/>	<input type="text"/> (MM/YY) to (MM/YY)	<input type="text"/>	<input type="radio"/> Cu. Ft. <input type="radio"/> GB <input type="radio"/> Other (Rolls, Films, etc.)
				<input type="text"/>

Note:



- Non-records do not need to be documented on a CRD.
- Working Papers and Temporary Records can be documented on CRDs according to SW16 Temporary Records and SW17 Working Papers.
- Records Management maintains all of the CRDs and uses this information to monitor the record destruction process to ensure compliance with RDA requirements and statewide policies.

Note:



- Records Officers can also use the CRDs to track their own agency's destruction, which will assist them with records assessments and records holding reports.
- The agency Records Officer is expected to review their agency's records and determine which ones are due for destruction.

Reformatting Records



- Records may also be destroyed after being reformatted, according to an RDA.
- After records are reformatted, inspected, and verified according to established standards or guidelines, the originals may be destroyed because they are then considered copies. The reformatted version is now the official copy of a record and is now considered the original.

Questions?

