

Tre Hargett, Secretary of State  
**State of Tennessee**



Division of Records Management  
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**State of Tennessee Public Records Commission**

Chairman – Tre Hargett, Secretary of State  
Secretary – Christi Branscom, Commissioner Department of General Services  
Jason Mumpower, Comptroller of the Treasury  
David H. Lillard, Jr., State Treasurer  
Chief Justice Holly Kirby, Tennessee Supreme Court  
Jonathan Skrmetti, Attorney General  
Anastasia Campbell, Director of Legal Services and Counsel to the Speaker of the House  
Karen Garrett, Director of Legal Services and Counsel to the Lieutenant Governor  
Jennifer Core, Tennessee Historical Society

**Agenda**

September 28, 2023, at 9:00 AM  
Tennessee State Library and Archives, Tennessee Room, Nashville, Tennessee

1. Approval of Minutes from April 18, 2023, meeting
2. Consent Agenda
3. RDAs for Discussion
4. Records Management Reports
5. Old Business
6. Public Questions
7. Adjourn



**State of Tennessee**  
**Public Records Commission**  
**MINUTES**

April 18, 2023, at 9:00 AM

Tennessee State Library and Archives, Tennessee Room, Nashville, Tennessee

**Public Records Commission Members:**

Chairman – Tre Hargett, Secretary of State - *present*  
Secretary – Christi Branscom, Commissioner of the Department of General Services - *present*  
Jason Mumpower, Comptroller of the Treasury  
David H. Lillard, Jr., State Treasurer  
Chief Justice Roger A. Page, Tennessee Supreme Court  
Jonathan Skrmetti, Attorney General and Reporter  
Karen Garrett, Director of Legal Services and Counsel to the Lieutenant Governor  
Anastasia Campbell, Director of Legal Services and Counsel to the Speaker of the House  
Jennifer Core, Executive Director of the Tennessee Historical Society  
Eddie Weeks, Legislative Librarian of Legal Services - *present*  
Rick DuBray, Representative of the State Treasurer - *present*  
Michael Stahl, Representative of the Attorney General  
Jordan Flynn, Representative of the Comptroller of the Treasury - *present*  
Rachel Harmon, Representative of the Tennessee Supreme Court - *present*

**Welcome**

The Public Records Commission met this day at 9:00 a.m. in the Tennessee Room of the Tennessee State Library and Archives in Nashville, Tennessee, with the noted Public Records Commission members present. Secretary of State and Chairman of this Commission, Tre Hargett, called this meeting to order at 9:00 a.m. He detected a quorum and requested action on the following matters as presented.

**Moment of Silence**

Chairman Hargett called for a moment of silence to commemorate the life of a long-term member of the Records Management team, Theron Lacy.

**Approval of Minutes from October 5, 2022**

1. Chairman Hargett noted that the first order of business was approval of the October 5, 2022, minutes.
  - a. Chairman Hargett entertained a motion to approve the minutes. The motion was properly moved by Mr. Weeks and properly seconded by Mr. DuBray; the October 5, 2022, minutes were approved.

**Consent Agenda**

2. Chairman Hargett stated that the next item was the consent agenda.
  - a. Director Callaghan reported that there were thirty-six items on the consent agenda and no RDAs for discussion.
  - b. Chairman Hargett asked if there were any questions; Mr. Weeks drew to attention items number four, five, and ten on the consent agenda. Mr. Weeks expressed his concern on the increase of retention for these three RDAs; the change consists of five years and destroy retention to permanent retention.
  - c. Director Callaghan explained that the RDAs are various lab tests and case files for the

Tennessee Bureau of Investigation. The increase in retention is due to potential further investigations due to the improvement in the testing methods and use for potential future cases, and to tie in cold case files. The records that fall under these RDAs will need to be kept for the longer time period.

- d. Mr. Weeks stated that permanent is not just a longer period of time, but permanent. He added that the change in retention would be a drastic change over the current retention period.
- e. Chairman Hargett asked if Mr. Weeks would like items number four, five, and ten to be bumped and taken up another time.
- f. Mr. Weeks did not wish to bump the items off the consent agenda; Mr. Weeks wanted to express his concerns on the change from five years retention to permanent retention.
- g. Chairman Hargett made a motion to approve the consent agenda. The motion was properly seconded by Mr. Weeks; the consent agenda was unanimously approved.
- h. Chairman Hargett confirmed with Director Callaghan that there were no RDAs on the agenda for discussion.

### **Records Management Reports**

- 3. Chairman Hargett then asked Director Callaghan to present the Records Management Reports.
  - a. Director Callaghan reported that Records Management Division continues to conduct its weekly meetings with the Tennessee State Library and Archives and the Comptroller's Audit Division.
  - b. To date, Records Management has created, revised, or retired 2,456 out of approximately 2,520 RDAs. Director Callaghan reported that out of thirty-six RDAs on the consent agenda, there were six retired, twenty revised, and ten created.
  - c. Director Callaghan stated that Records Management continues to meet with state agencies to work on RDAs and advise on information governance issues.
  - d. Director Callaghan reported that Records Management continues to conduct its normal training schedule as well as specific topic training classes for agencies on request.
  - e. Director Callaghan explained that Records Management had conducted three record assessments this year and had another assessment scheduled later that week. Director Callaghan stated that Records Management had five assessments scheduled between now and August. Records Management is currently scheduling additional agencies. Director Callaghan advises the agencies that the assessment is for any potential issues and to check the condition of the records, as well as do an accurate count on the RDAs by type and volume.
  - f. Chairman Hargett asked if there were any further questions; there were none.

### **Closing Remarks**

- 4. Chairman Hargett asked if there was any old business or comments from the public. Hearing none, Chairman Hargett entertained a motion to adjourn. The motion was properly moved, and properly seconded; the Commission was adjourned.

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**Consent Agenda**

September 28, 2023, at 9:00 AM  
Tennessee State Library and Archives, Tennessee Room, Nashville, Tennessee

1. RDA 409 Retired: Patient Medical Case Files-Children's Special Svcs (Record series now covered under RDA 150) for Department of Health <https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/409.pdf>
  - a. Abstract: Retired Patient Medical Case Files - Children's Special Services (Record series now covered under RDA 150)
  - b. Director's Comments: RDA 409 is a request to retire an RDA. The records series will now be covered under RDA 150, Health Department Patient Medical Records, with a retention period of ten years and then destroy. RDA 150 was approved by the PRC on 9/7/2017. Recommend approval of the request to retire RDA 409 under RDA 150.
2. RDA 1629 Tennessee Fire Reporting System – Form for Department of Commerce and Insurance <https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/1629.pdf>
  - a. Abstract: Fire Investigation Consent for Access and Acknowledgement of Request for Assistance form.
  - b. Director's Comments: RDA 1629 is a request to revise an RDA. The retention period will remain permanent. The format will be electronic. The Abstract, Disposition Notes, and Worksheet have been updated. Recommend approval of the request to revise RDA 1629.

3. RDA 1994 Retired: Child Support Enforcement Program Quarter and Annual Report (Reports OSCE-156 and 158 discontinued in October 1998. All other reports are now covered under RDA 11443) for Department of Human Services <https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/1994.pdf>
  - a. Abstract: These reports are sent to the federal office of child support enforcement providing case information for the state each quarter and collections annually. They include case information collections and expenditures and expenditures (OSCE-156, OSCE-158).
  - b. Director's Comments: RDA 1994 is a request to retire an RDA. The records series will now be covered under RDA 11443, Tennessee Department of Human Services External Reporting, with a retention period of five years and then destroy. RDA 11443 is up for approval at this same commission meeting. Recommend approval of the request to retire RDA 1994 under RDA 11443, provided the approval of RDA 11443.
4. RDA 2073 Pavement Design Files for Department of Transportation <https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/2073.pdf>
  - a. Abstract: Records include but are not limited to documents relating to Pavement Design projects processed through the Pavement Design Office of the Roadway Design Division. The Pavement Design records will include the following: Pavement Design Request Form, Traffic, Soils & Field Data, Pavement Design, and related correspondence (emails, letters, and scanned copies of designer notes) and other related documents.
  - b. Director's Comments: RDA 2073 is a request to revise an RDA. The retention period will remain five years and then destroy. The format will be electronic. The Disposition Notes and Worksheet have been updated. Recommend approval of the request to revise RDA 2073.
5. RDA 2130 Publication Filings for Secretary of State <https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/2130.pdf>
  - a. Abstract: Record series contains all other Publications filings pursuant to TCA not covered under other RDAs, including but not limited to, County Filings, Resolutions, Articles, Reports, and Certifications. Please see attached legal documentation.
  - b. Director's Comments: RDA 2130 is a request to revise an RDA. The retention period will remain permanent. The format will be paper/electronic. The Disposition Notes and Worksheet have been updated. Recommend approval of the request to revise RDA 2130.
6. RDA 2139 Closed Contested Case Hearing Files and Quality Measure Files for Health Facilities Commission [https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/2139\\_0.pdf](https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/2139_0.pdf)
  - a. Abstract: Contain brief, orders, and various correspondence pertaining to files and staff/agency determination files. Also contains Quality Measure Reports.
  - b. Director's Comments: RDA 2139 is a request to revise an RDA. The retention period will remain permanent. The format will be paper/electronic. The Disposition Notes and Worksheet have been updated. Recommend approval of the request to revise RDA 2139.
7. RDA 2972 Office of Professional Accountability Case Files (Result: Sustained, Inconclusive, Unfounded, or Exonerated) for Department of Safety and Homeland Security <https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/2972.pdf>

- a. Abstract: This record series contains, but not limited to: evidence accumulated, and narrative produced during investigations for claims that have been officially Sustained, deemed Inconclusive, Unfounded, or Exonerated. The record series includes: Administrative Investigations (AD); Citizen Complaints (CC); Information Only Investigations/Reviews (IR); Department Pursuits (DP); Departmental Crashes (DC); Firearms Discharge (FD); Use of Force (UF); and Discrimination and Harassment (WH).
  - b. Director's Comments: RDA 2972 is a request to revise an RDA. The retention period will remain ten years and then destroy. The format will be paper/electronic. The Title, Abstract, Disposition Notes, and Worksheet have been updated. Recommended approval of the request to revise RDA 2972.
8. RDA 3027 Fire and Codes Students Training Records for Department of Commerce and Insurance <https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/3027.pdf>
  - a. Abstract: Tennessee Fire Services & Codes Enforcement Academy training records and information related to student education classes. These records contain, but are not limited to, rosters, student applications, waiver forms, grades, training class records, TFACA Rules and Regulations, Release of Student Progress Information forms, Student Applications, Waiver of Liability, Training Class Records, TFACA Rules & Regulations, Release of Student Progress, Understanding Physical Requirements, and Student Rights.
  - b. Director's Comments: RDA 3027 is a request to revise an RDA. The retention period will change from permanent to sixty years and then destroy. The format will be paper/electronic. The agency is not required to keep the records permanently and the new retention period reflects the legal and business requirements. The Abstract, Disposition Notes, and Worksheet have been updated. Recommend approval of the request to revise RDA 3027.
9. RDA 10137 Regulatory Boards Licensure Records for Department of Health <https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/10137.pdf>
  - a. Abstract: Records include but not limited to the Files Contain the Licensure Status and Licensing History of the 360,000 (+) Health Personnel, Emergency Medical Services, Vehicles & Schools Licensed by the State of Tennessee. information in the Regulatory Boards System is current as well as Historical Demographic and Profession Specific Data. Records pertain to EMS Personnel Testing and EMT/ Paramedic/Ambulance Certification/Licensure Records; Division of Health Licensure and Regulation and EMS License/Certification Records for Professionals; Renewal Licensure/Certification Records, Licensure/Certification Renewals-All Professions; Licensure/Certification Closed Files. Examples of the types of Records covered include Applications, Exams, Receipts, Renewal Forms, Supporting Documentation, Related Correspondence, and Related Records previously under RDAs 1165, 1842, 1843, 1894, 2579, 2832, 10077, 1786, 10132, 10139, 10140, 10146, 10072, 10073, 10133, and 10135 are now under RDA 10137.
  - b. Director's Comments: RDA 10137 is a request to revise an RDA. The retention period will change from 100 years and then destroy to sixty years and then destroy. The format will be paper/electronic. The Cut Off, Disposition Notes, and Worksheet have been updated. Recommend approval of the request to revise RDA 10137.
10. RDA 10147 Overdimensional & Overweight Permits for Department of Transportation [https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/10147\\_2.pdf](https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/10147_2.pdf)
  - a. Abstract: Records include but not limited to, Overdimensional & Overweight permits issued to trucking companies transporting cargo through Tennessee in accordance with TCA Codes 55-4 403, 55-7 201, 202, 203, 205, 209 and Rules and Regulations 1680-07-01. Records also include Interagency Agreements, Route Surveys, and associated correspondence, and recordings of customer service calls stored in the NICE CXone automated phone system.

- b. Director's Comments: RDA 10147 is a request to revise an RDA. The retention period will remain six years and then destroy. The format will be electronic. The Abstract, Disposition Notes, and Worksheet have been updated. Recommend approval of the request to revise RDA 10147.
- 11. RDA 10193 Tax Relief Program (TRP) for Comptroller of the Treasury <https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/10193.pdf>
  - a. Abstract: The Tax Relief Program (TRP) data consists of information on elderly low-income and disabled veterans individuals, and disabled veterans and surviving spouses who qualify for state assistance in paying their property taxes.
  - b. Director's Comments: RDA 10193 is a request to revise an RDA. The retention period will remain five years and then destroy. The format will be paper/electronic. The Abstract, Disposition Notes, and Worksheet have been updated. Recommend approval of the request to revise RDA 10193.
- 12. RDA 11062 Laboratory Case Files- Capital Cases for Tennessee Bureau of Investigation [https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/11062\\_0.pdf](https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/11062_0.pdf)
  - a. Abstract: This record series includes, but is not limited to requests for examination, examination/analysis of specimens, charts, notes, and other information submitted by Forensic Scientist/Analyst.
  - b. Director's Comments: RDA 11062 is a request to revise an RDA. The retention period will remain permanent. The format will be paper/electronic. The Disposition Notes and Worksheet have been updated. Recommend approval of the request to revise RDA 11062.
- 13. RDA 11064 TBI - Tennessee Incident Based Reporting System (TIBRS) Incident Report Offense for Tennessee Bureau of Investigation <https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/11064.pdf>
  - a. Abstract: The records series includes forms, reports and databases detailing the location, reporting agency, time and date of a crime incident. The location, reporting agency, time and date of a crime incident. In order to comply with the Federal Bureau of Investigation's security policy, state auditors will have a criminal background check performed and complete any Security Awareness Training required by such policy in order to review the records covered by this RDA for audit purposes.
  - b. Director's Comments: RDA 11064 is a request to revise an RDA. The retention period will remain permanent. The format will be electronic. The Disposition Notes and Worksheet have been updated. Recommend approval of the request to revise RDA 11064.
- 14. RDA 11065 Retired: TBI - Tennessee Incident Based Reporting System (TIBRS) Incident Report Victim (Records series now covered under RDA 11064) for Tennessee Bureau of Investigation <https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/11065.pdf>
  - a. Abstract: Retired: TBI Tennessee Incident Based Reporting System..... (Records series is now covered under 11064)



- b. Director's Comments: RDA 11065 is a request to retire an RDA. The records series will now be covered under RDA 11064, TBI - Tennessee Incident Based Reporting System (TIBRS) Incident Report Offense, with a permanent retention period. RDA 11064 is up for approval, for a revision, at this same commission meeting. Recommend approval of the request to retire RDA 11065 under RDA 11064 provided approval of RDA 11064.
- 15. RDA 11066 Retired: TBI - Tennessee Incident Based Reporting System (TIBRS) Incident Report Offense (Records series now covered under RDA 11064) for Tennessee Bureau of Investigation <https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/11066.pdf>
  - a. Abstract: Retired: TBI Tennessee Incident Based Reporting System..... (Records series is now covered under 11064)
  - b. Director's Comments: RDA 11066 is a request to retire an RDA. The records series will now be covered under RDA 11064, TBI - Tennessee Incident Based Reporting System (TIBRS) Incident Report Offense, with a permanent retention period. RDA 11064 is up for approval, for a revision, at this same commission meeting. Recommend approval of the request to retire RDA 11066 under RDA 11064 provided approval of RDA 11064.
- 16. RDA 11119 Class-Comp Plans, Job Specifications, and Exams Records for Department of Human Resources <https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/11119.pdf>
  - a. Abstract: Records include: Class Comp Plans which contain job analysis and studies for minimum qualifications standards for positions; job specifications, PR-0482 Classification Establishment/Revision Request; and related records.
  - b. Director's Comments: RDA 11119 is a request to revise an RDA. The retention period will remain twenty-five years and then destroy. The format will be paper/electronic. The Abstract, Disposition Notes, and Worksheet have been updated. Recommend approval of the request to revise RDA 11119.
- 17. RDA 11123 Veteran Bypass Letters for Department of Human Resources <https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/11123.pdf>
  - a. Abstract: The T.E.A.M. Act (Tennessee Excellence in Accountability Management Act) requires state agencies to interview all eligible veterans for a given position in state employment. This record series includes the bypass letters the Department of Human Resources receives and maintains from agencies when a non-veteran is selected for a state position over a veteran.
  - b. Director's Comments: RDA 11123 is a request to revise an RDA. The retention period will change from seven years and then destroy to ten years and then destroy. The format will be paper/electronic. The Abstract, Disposition Notes, and Worksheet have been updated. Recommend approval of the request to revise RDA 11123.
- 18. RDA 11156 Retired: Office of Professional Accountability Case Files (Result: Unfounded or Exonerated) (Record series now covered under RDA 2972) for Department of Safety and Homeland Security <https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/11156.pdf>
  - a. Abstract: This record series contains, but not limited to: evidence accumulated and narrative produced during investigations for claims that have been officially categorized as Unfounded or Exonerated, No Action, and Within Policy. The record series includes: Administrative Investigations (AD); Citizen

Complaints (CC); Information Only Investigations/Reviews (IO); Department Pursuits (DP); Departmental Crashes (DC); Firearms Discharge (FD); Use of Force (UF).

- b. Director's Comments: RDA 11156 is a request to retire an RDA. The records series will now be covered under RDA 2972, Office of Professional Accountability Case Files (Result: Sustained, Inconclusive, Unfounded, or Exonerated), with a retention period of ten years and then destroy. RDA 2972 is up for approval at the same meeting. Recommend approval of the request to retire RDA 11156 under RDA 2972, provided the revision of RDA 11156 is approved.
19. RDA 11177 Retired: Fantasy Sports Act Documents (Records transferred to Sports Wagering Council per Public Chapter 143 [2023]. Record series now covered under RDA 11447) for Secretary of State <https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/11177.pdf>
  - a. Abstract: Records include but not limited to: Fantasy Sports Application Form, Supporting documents to the application form (copy of policies and procedures, applicant's documentation and information, statements, etc.).
  - b. Director's Comments: RDA 11177 is a request to retire an RDA. The records series has been transferred to another agency and will now be covered by RDA 11447, Fantasy Sports Act Documents, with a retention period of five years and destroy. RDA 11447 is up for approval at the same meeting. Recommend approval of the request to retire RDA 11177, provided approval of RDA 11447.
20. RDA 11195 Retired: Revenue Integrated Tax System (RITS) (Records no longer created as of May 2020, and all existing records are now retained under Revenue RDAs 106, 676, and 729.) for Department of Revenue <https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/11195.pdf>
  - a. Abstract: Retired: All data has been transferred to the appropriate systems covered by the other RDAs. Tobacco tax related information will be covered under RDA 676, Revenue Tobacco and Cigarettes; Franchise & Excise tax information will be covered under RDA 729, Franchise and Excise Tax Returns, with the confidential legal protections as listed under that RDA; and all other tax information will be covered under RDA 106, Miscellaneous State Tax Returns, with the confidential legal protections as listed under that RDA. Electronic database used to register and maintain taxpayers' information regarding filing and paying state taxes. This system accounts for taxpayer payments, electronic ledgers and tax forms submitted with those payments for each type of Tennessee tax. Records series includes but not limited to: Revenue stamps, Tax Returns, etc.
  - b. Director's Comments: RDA 11195 is a request to retire an RDA. The records series will now be covered under one of the following: RDA 106, Miscellaneous State Tax Returns, with a retention period of seven years and then destroy; RDA 676, Revenue Tobacco and Cigarettes, with a retention period of thirty years and then destroy; or RDA 729, Franchise and Excise Tax Returns, with a retention period of twelve years and then destroy. The agency has confirmed that these records do not need to be kept permanently. RDA 106 and RDA 729 were approved by the PRC on 6/23/2015, while RDA 676 was approved on 4/25/2018. Recommend approval of the request to retire RDA 11195 under RDAs 106, 676, and 729.
21. RDA 11209 Retired: Fantasy Sports Annual Audits (Records transferred to Sports Wagering Council per Public Chapter 143 [2023]. Record series now covered under RDA 11448) for Secretary of State <https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/11209.pdf>
  - a. Abstract: All licensed fantasy sports operators contract annually with a third party to perform an independent audit, consistent with the attestation standards established by the American Institute of Certified Public Accountants, to ensure compliance with this part. Upon completion of the audit, the

audit report shall be submitted to the secretary of state for examination and inspection. These records shall be confidential and shall not be open to public inspection pursuant to title 10, chapter 7.

- b. Director's Comments: RDA 11209 is a request to retire an RDA. The records series has been transferred to another agency and will now be covered by RDA 11448, Fantasy Sports Annual Audits, with a retention period of five years and destroy. RDA 11448 is up for approval at the same meeting. Recommend approval of the request to retire RDA 11209, provided approval of RDA 11448.
22. RDA 11325 Safe At Home: Certified Application Assistant Files for Secretary of State <https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/11325.pdf>
- a. Abstract: Records series contains applications received from advocates and victims services providers who wish to be trained and listed on the program website as a Certified Application Assistant for the Safe At Home program. Files will typically only include the initial application, but may also include requests to update information and/or withdraw from participation as a Certified Application Assistant.
  - b. Director's Comments: RDA 11325 is a request to revise an RDA. The retention period will remain five years and then destroy. The format will be electronic. The Cut Off, Disposition Notes, and Worksheet have been updated. Recommend approval of the request to revise RDA 11325.
23. RDA 11383 TBI Registries/Databases for Tennessee Bureau of Investigation [https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/11383\\_0.pdf](https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/11383_0.pdf)
- a. Abstract: Record series includes but is not limited to the Expungement Database and Sex Offender Registry.
  - b. Director's Comments: RDA 11383 is a request to revise an RDA. The retention period will remain permanent. The format will be paper/electronic. The Abstract, Disposition Notes, and Worksheet have been updated. Recommend approval of the request to revise RDA 11383.
24. RDA 11399 Retired: Right-of-Way Project Files - Microfilm/Microfiche - Digitization (Perpetual) - (Record series now covered under RDA 11394) for Department of Transportation [https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/11399\\_0.pdf](https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/11399_0.pdf)
- a. Abstract: Records include but not limited to, Perpetual Railroad property rights, utility and permit occupation of the State ROW (both inclusive of "plans" showing what is conveyed, and property acquisition via project or railroad including deeds, condemnations or judgement; (includes "historical" railroad contracts that convey property rights prior to current standard of deed or recorded easement).
  - b. Director's Comments: RDA 11399 is a request to retire an RDA. The records series will now be covered under RDA 11394, Right-of-Way Project Files (Perpetual), with a permanent retention period. RDA 11394 was approved by the PRC on 5/4/2021. Recommend approval of the request to retire RDA 11399 under RDA 11394.
25. RDA 11443 Tennessee Department of Human Services External Reporting for Department of Human Services <https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/11443%20%281%29.pdf>
- a. Abstract: Agency copy of external reports submitted to State and Federal agencies, consisting of data around program administration, customer demographics, customer case file information and expenditures data. This RDA covers external reports unless superseded by another specific RDA.

- b. Director's Comments: RDA 11443 is a request to create an RDA. The retention period will be five years and then destroy. The format will be paper/electronic. Recommend approval of the request to create RDA 11443.
- 26. RDA 11444 Animal Disease Traceability for Department of Agriculture <https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/11444.pdf>
  - a. Abstract: Animal Traceability records including but not limited to Certificate of Veterinary Inspection (CVIs), Official Identification Records, Quarantine order and release records.
  - b. Director's Comments: RDA 11444 is a request to create an RDA. The retention period will be five years and then destroy. The format will be paper/electronic. Recommend approval of the request to create RDA 11444.
- 27. RDA 11445 TNVCA Student Records for Department of Military <https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/11445.pdf>
  - a. Abstract: The Tennessee Volunteer Challenge Academy (TNVCA) has closed; however, there are 37 cubic feet of student enrollment documents to include birth records, parental consent documents and graduation documents in the files.
  - b. Director's Comments: RDA 11445 is a request to create an RDA. The retention period will be seven years and then destroy. The format will be paper. Recommend approval of the request to create RDA 11445.
- 28. RDA 11446 Sports Wagering Investigation Files for Tennessee Sports Wagering Council <https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/11446.pdf>
  - a. Abstract: This series documents the investigations that are undertaken by the Sports Wagering Council (1) with respect to a licensee upon information and belief that the licensee has violated the Tennessee Sports Gaming Act, (2) upon the receipt of a credible complaint from any person that a licensee has violated the Tennessee Sports Gaming Act, (3) into whether a licensee is accepting wagers from minors or other persons ineligible to place wagers in this state, or(4) into whether a person is unlawfully accepting wagers from another person without a license or at a location in violation of the Tennessee Sports Gaming Act. Records include, but are not limited to, research investigation notes, correspondence, files related to investigations, and any pertinent law enforcement data.
  - b. Director's Comments: RDA 11446 is a request to create an RDA. The retention period will be ten years and then destroy. The format will be electronic. Recommend approval of the request to create RDA 11446.
- 29. RDA 11447 Fantasy Sports Act Documents for Tennessee Sports Wagering Council <https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/11447.pdf>
  - a. Abstract: Records include but are not limited to: Fantasy Sports Application Form, supporting documents to the application form (copy of policies and procedures, applicant's documentation and information, statements, etc.)
  - b. Director's Comments: RDA 11447 is a request to create an RDA. The retention period will be five years and then destroy. The format will be paper/electronic. Recommend approval of the request to create RDA 11447.

30. RDA 11448 Fantasy Sports Annual Audits for Tennessee Sports Wagering Council <https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/11448.pdf>
- a. Abstract: All licensed fantasy sports operators contract annually with a third party to perform an independent audit, consistent with the attestation standards established by the American Institute of Certified Public Accountants, to ensure compliance with this part. Upon completion of the audit, the audit report shall be submitted to the Sports Wagering Council for examination and inspection. These records shall be confidential and shall not be open to public inspection pursuant to title 10, chapter 7.
  - b. Director's Comments: RDA 11448 is a request to create an RDA. The retention period will be five years and then destroy. The format will be paper/electronic. Recommend approval of the request to create RDA 11448.
31. RDA 11449 CFMO BluePrints for Department of Military <https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/11449.pdf>
- a. Abstract: Tennessee Army National Guard (TNARNG) Construction Facilities Management Office (CFMO) BluePrints consisting of detailed drawings of Military Army State Guard Armories and other buildings.
  - b. Director's Comments: RDA 11449 is a request to create an RDA. The retention period will be permanent. The format will be paper. Recommend approval of the request to create RDA 11449.
32. RDA 11450 Health Facilities Commission Licensure Legal Files for Health Facilities Commission <https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/11450.pdf>
- a. Abstract: Contains but not limited to closed legal contested case files including correspondence, exhibits, respondent's notice, and depositions.
  - b. Director's Comments: RDA 11450 is a request to create an RDA. The retention period will be ten years and then destroy. The format will be electronic. Recommend approval of the request to create RDA 11450.
33. RDA 11452 Health Facilities Commission Licensure Files for Health Facilities Commission <https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/11452.pdf>
- a. Abstract: Health care facility licensure files that support initial license, modifications, and judgements. The files contain the initial application for licensure, any changes including but not limited to licensee name changes, ownership changes, renewal applications, renovations, healthcare related service changes, and facility closures.
  - b. Director's Comments: RDA 11452 is a request to create an RDA. The retention period will be permanent. The format will be paper/electronic. Recommend approval of the request to create RDA 11452.
34. RDA 11453 TBI Drug Offender Registry (DOR) for Tennessee Bureau of Investigation <https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/11453.pdf>
- a. Abstract: This series includes the TBI Drug Offender Registry as outlined in TCA 39-17-436. The registry shall consist of the person's name, date of birth, offense or offenses requiring the person's

inclusion on the registry, the conviction date and county of those offenses.

- b. Director's Comments: RDA 11453 is a request to create an RDA. The retention period will be fifteen years and then destroy. The format will be electronic. Recommend approval of the request to create RDA 11453.
35. RDA 11454 TBI Animal Abuse Registry for Tennessee Bureau of Investigation <https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/11454.pdf>
- a. Abstract: TBI Animal Abuse Registry as outlined in TCA 40-39-103. The list shall include a photograph taken of the convicted animal abuser as part of the booking process, the animal abuser's full legal name, and other identifying data as the TBI determines is necessary to properly identify the animal abuser and to exclude innocent persons.
  - b. Director's Comments: RDA 11454 is a request to create an RDA. The retention period will be ten years and then destroy. The format will be electronic. Recommend approval of the request to create RDA 11454.
36. Statewide 23 Credit Card and Purchasing Card (p-Card) Documents [https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/RDA\\_SW23.pdf](https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/RDA_SW23.pdf)
- a. Abstract: Documents relating to the use of state issued credit cards and Purchasing cards (p-Cards). Records series includes training tests, Edison security form, transaction logs, exception logs, fiscal officer's memos, account statements, and receipts.
  - b. Director's Comments: RDA SW23 is a request to revise a Statewide RDA. The retention period will remain five years and then destroy. The format will be paper/electronic. The Abstract, Disposition Notes, and Worksheet have been updated. Recommend approval of the request to revise Statewide RDA SW23.
37. Statewide 48 Credit Card and Purchasing Card (P-Card) Issuance Document [https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/RDA\\_SW48.pdf](https://rmd-rda.tnsos.net/sites/default/files/signed-agency-forms/RDA_SW48.pdf)
- a. Abstract: Documents relating to the issuance of a state credit cards or purchasing cards (p-cards). Records series includes fully executed state payment card account applications and agreement forms.
  - b. Director's Comments: RDA SW48 is a request to create a Statewide RDA. The retention period will be five years and then destroy. The format will be paper/electronic. Recommend approval of the request to create Statewide RDA SW48.

## Record Management Update 09-28-2023

RDA Development and Review: We continue to work with Library & Archives and Audit to review RDAs that are submitted each week. Since 2013 we have created, revised, or retired 2,493 RDAs (this is out of approximately 2,532 RDAs). The breakdown of the 37 RDAs on the agenda this month is as follows: 9 Retired, 16 Revised, and 12 Created.

Training, Meetings, & Deliveries: RMD continues to meet with state agencies to work on RDAs and advise on information governance issues. We continue to conduct our normal training schedule as well as agency or specific topic training classes on request.

Assessments: We have conducted twenty-four assessments so far this year. We will continue to schedule assessments with agencies over the next year.

Records Holding Report: The Records Holding Report was completed by agencies and universities this year. The agencies showed a decrease of 3,222 cubic feet of paper records (from 333,397 to 330,176). This is a 1% decrease in records stored in agency. The electronic records increased from 3,112 terabytes to 7,086 terabytes this year. This is a growth of 3,958 terabytes, an increase of 126%.

The universities showed an increase of 3,486 cubic feet (from 36,978 to 40,465.31) an increase of 9.5%. The electronic records increased 9,606 terabytes from 650,720 terabytes to 660,326 terabytes this year. This represents an increase of 1.5%.

Some legal holds were lifted this year, but several significant legal holds on agency records continue.





## Records Management

## RHR 2023

<u>Allotment Code</u>	<u>Agency</u>	<u>Paper (cu ft) 07/2023</u>	<u>Paper (cu ft) 07/2022</u>	<u>Net Change in Paper Storage</u>	<u>Percent Change in Paper Storage</u>
30227	<u>Supreme Court (Clerks)</u>	<u>2,796.00</u>	3,080.00	-284.00	<u>-9.22%</u>
30227	<u>Administrative Office of the Courts</u>	<u>1,632.08</u>	1,618.22	13.86	<u>0.86%</u>
30301	<u>Attorney General &amp; Reporter</u>	<u>4,761.00</u>	4,756.00	5.00	<u>0.11%</u>
30410	<u>TN District Attorney Generals' Conference</u>	<u>326.73</u>	249.51	77.22	<u>30.95%</u>
30501	<u>Secretary of State</u>	<u>1,497.00</u>	1,675.00	-178.00	<u>-10.63%</u>
30601	<u>TN District Public Defenders' Conference</u>	<u>143.00</u>	1,792.03	-1,649.03	<u>-92.02%</u>
30701	<u>Comptroller of the Treasury</u>	<u>517.00</u>	591.00	-74.00	<u>-12.52%</u>
30800	<u>Post-Conviction Defender</u>	<u>263.00</u>	219.00	44.00	<u>20.09%</u>
30901	<u>Dept. of Treasury</u>	<u>229.00</u>	46.00	183.00	<u>397.83%</u>
31501	<u>Dept. of Executive</u>	<u>18.00</u>	15.00	3.00	<u>20.00%</u>
31601	<u>TN Commission on Children &amp; Youth</u>	<u>143.14</u>	153.14	-10.00	<u>-6.53%</u>
31602	<u>Commission on Aging &amp; Disability</u>	<u>151.84</u>	163.25	-11.41	<u>-6.99%</u>
31603	<u>TN Alcoholic Beverage Commission</u>	<u>146.00</u>	274.00	-128.00	<u>-46.72%</u>
31604	<u>TN Human Rights Commission</u>	<u>142.00</u>	146.00	-4.00	<u>-2.74%</u>

<u>Allotment Code</u>	<u>Agency</u>	<u>Paper (cu ft) 07/2023</u>	<u>Paper (cu ft) 07/2022</u>	<u>Net Change in Paper Storage</u>	<u>Percent Change in Paper Storage</u>
31607	<u>Health Facilities Commission</u>	<u>3,330.50</u>	2,505.00	825.50	<u>32.95%</u>
31608	<u>TRICOR</u>	<u>331.00</u>	479.00	-148.00	<u>-30.90%</u>
31609	<u>TN Corrections Institute</u>	<u>81.50</u>	41.50	40.00	<u>96.39%</u>
31611	<u>TN Public Utility Commission</u>	<u>280.00</u>	280.00	0.00	<u>0.00%</u>
31612	<u>TACIR</u>	<u>98.00</u>	97.00	1.00	<u>1.03%</u>
31614	<u>TN Council on Developmental Disabilities</u>	<u>7.10</u>	8.50	-1.40	<u>-16.47%</u>
31615	<u>TN Sports Wagering Advisory Council</u>	<u>3.00</u>	1.00	2.00	<u>200.00%</u>
31620	<u>TN Housing Development Agency</u>	<u>616.00</u>	641.00	-25.00	<u>-3.90%</u>
31625	<u>TN Arts Commission</u>	<u>261.00</u>	261.00	0.00	<u>0.00%</u>
31627	<u>TN State Museum</u>	<u>264.25</u>	685.60	-421.35	<u>-61.46%</u>
31701	<u>Dept. of Finance and Administration</u>	<u>1,910.00</u>	2,104.00	-194.00	<u>-9.22%</u>
31865	<u>Division of TennCare</u>	<u>3,814.00</u>	4,077.00	-263.00	<u>-6.45%</u>
31901	<u>Dept. of Human Resources</u>	<u>125.00</u>	255.00	-130.00	<u>-50.98%</u>
32101	<u>Dept. of General Services</u>	<u>817.11</u>	876.18	-59.07	<u>-6.74%</u>
32300	<u>Dept. of Veterans Services</u>	<u>22.00</u>	17.05	4.95	<u>29.03%</u>
32402	<u>Board of Parole</u>	<u>201.00</u>	140.00	61.00	<u>43.57%</u>
32501	<u>Dept. of Agriculture</u>	<u>2,772.66</u>	1,605.74	1,166.92	<u>72.67%</u>
32601	<u>Dept. of Tourist Dev.</u>	<u>16.00</u>	152.50	-136.50	<u>-89.51%</u>

<u>Allotment Code</u>	<u>Agency</u>	<u>Paper (cu ft) 07/2023</u>	<u>Paper (cu ft) 07/2022</u>	<u>Net Change in Paper Storage</u>	<u>Percent Change in Paper Storage</u>
32701	<u>Dept. of Environment &amp; Conservation</u>	<u>12,459.58</u>	18,609.85	-6,150.27	<u>-33.05%</u>
32801	<u>TN Wildlife Resources Agency</u>	<u>690.00</u>	700.00	-10.00	<u>-1.43%</u>
32901	<u>Dept. of Correction</u>	<u>84,719.80</u>	94,825.85	-10,106.05	<u>-10.66%</u>
33001	<u>Dept. of Economic &amp; Community Dev.</u>	<u>296.00</u>	299.00	-3.00	<u>-1.00%</u>
33101	<u>Dept. of Education</u>	<u>2,324.50</u>	2,764.00	-439.50	<u>-15.90%</u>
33107	<u>State Board of Education</u>	<u>29.00</u>			
33201	<u>TN Higher Education Commission</u>	<u>25.25</u>	231.00	-205.75	<u>-89.07%</u>
33206	<u>Board of Regents</u>	<u>31,761.52</u>	28,705.07	3,056.45	<u>10.65%</u>
33501	<u>Dept. of Commerce &amp; Insurance</u>	<u>2,050.75</u>	2,341.50	-290.75	<u>-12.42%</u>
33600	<u>Dept. of Financial Institutions</u>	<u>0.00</u>	227.75	-227.75	<u>-100.00%</u>
33701	<u>Dept. of Labor</u>	<u>5,267.00</u>	5,676.00	-409.00	<u>-7.21%</u>
33901	<u>Dept. of Mental Health</u>	<u>18,561.00</u>	19,011.00	-450.00	<u>-2.37%</u>
34101	<u>Dept. of Military</u>	<u>4,233.50</u>	4,564.00	-330.50	<u>-7.24%</u>
34301	<u>Dept. of Health</u>	<u>41,038.90</u>	26,352.40	14,686.50	<u>55.73%</u>
34401	<u>Dept. of Intellectual &amp; Developmental Disabilities</u>	<u>23,735.50</u>	22,244.00	1,491.50	<u>6.71%</u>
34501	<u>Dept. of Human Services</u>	<u>1,743.34</u>	1,768.15	-24.81	<u>-1.40%</u>
34701	<u>Dept. of Revenue</u>	<u>2,187.00</u>	2,563.00	-376.00	<u>-14.67%</u>

<u>Allotment Code</u>	<u>Agency</u>	<u>Paper (cu ft) 07/2023</u>	<u>Paper (cu ft) 07/2022</u>	<u>Net Change in Paper Storage</u>	<u>Percent Change in Paper Storage</u>
34800	TN Bureau of Investigations	<u>14,833.00</u>	13,778.00	1,055.00	<u>7.66%</u>
34901	Dept. of Safety	<u>9,210.00</u>	9,590.00	-380.00	<u>-3.96%</u>
35910	Dept. of Children Services	<u>23,456.00</u>	25,193.00	-1,737.00	<u>-6.89%</u>
40100	Dept. of Transportation	<u>23,839.00</u>	24,950.00	-1,111.00	<u>-4.45%</u>
	<b><u>Grand Total</u></b>	<b><u>330,176.55</u></b>	<b><u>333,398.79</u></b>	<b><u>-3,222.24</u></b>	<b><u>-0.97%</u></b>

<u>Allotment Code</u>	<u>University System</u>	<u>Paper (cu ft) 07/2023</u>	<u>Paper (cu ft) 07/2022</u>	<u>Net Change in Paper Storage</u>	<u>Percent Change in Paper Storage</u>
33260	Austin Peay State University	<u>3,913.67</u>	4,734.30	-820.63	<u>-17.33%</u>
33260	Eastern Tennessee State University	<u>1,284.00</u>	1,308.00	-24.00	<u>-1.83%</u>
33260	Middle Tennessee State University	<u>4,412.96</u>	4,210.44	202.52	<u>4.81%</u>
33260	Tennessee State University	<u>5,926.42</u>	5,926.42	0.00	<u>0.00%</u>
33260	Tennessee Technological University	<u>4,973.00</u>	4,870.00	103.00	<u>2.11%</u>
33260	University of Memphis	<u>3,125.51</u>	3,288.39	-162.88	<u>-4.95%</u>
33260	University of Tennessee (Knoxville)	<u>16,829.75</u>	12,641.00	4,188.75	<u>33.14%</u>
	<b><u>Grand Total</u></b>	<b><u>40,465.31</u></b>	<b><u>36,978.55</u></b>	<b><u>3,486.76</u></b>	<b><u>9.43%</u></b>

<u>Allotment Code</u>	<u>University System</u>	<u>Paper (cu ft) 07/2023</u>	<u>Paper (cu ft) 07/2022</u>	<u>Net Change in Paper Storage</u>	<u>Percent Change in Paper Storage</u>
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# RHR Electronic 2023

<u>Allotment Code</u>	<u>Agency</u>	<u>Total GB Storage</u>	<u>2022 Total GB Storage</u>	<u>2022 to 2023 Change</u>	<u>Percent Change</u>
<u>30227</u>	<u>Supreme Court (Clerks)</u>	<u>700.00</u>	<u>700.00</u>	<u>0.00</u>	<u>0.00%</u>
<u>30227</u>	<u>Administrative Office of the Courts</u>	<u>8,033.15</u>	<u>6,799.00</u>	<u>1,234.15</u>	<u>18.15%</u>
<u>30301</u>	<u>Attorney General</u>	<u>36,154.00</u>	<u>32,554.00</u>	<u>3,600.00</u>	<u>11.06%</u>
<u>30410</u>	<u>TN District Attorney Generals' Conference</u>	<u>44,500.00</u>	<u>44,500.00</u>	<u>0.00</u>	<u>0.00%</u>
<u>30501</u>	<u>Secretary of State</u>	<u>53,780.00</u>	<u>53,161.00</u>	<u>619.00</u>	<u>1.16%</u>
<u>30601</u>	<u>TN District Public Defenders' Conference</u>	<u>503.00</u>	<u>4,238.92</u>	<u>-3,735.92</u>	<u>-88.13%</u>
<u>30701</u>	<u>Comptroller of the Treasury</u>	<u>71,009.00</u>	<u>71,009.00</u>	<u>0.00</u>	<u>0.00%</u>
<u>30800</u>	<u>Post-Conviction Defender</u>	<u>3,910.00</u>	<u>1,940.00</u>	<u>1,970.00</u>	<u>101.55%</u>
<u>30901</u>	<u>Dept. of Treasury</u>	<u>98,396.00</u>	<u>98,000.00</u>	<u>396.00</u>	<u>0.40%</u>
<u>31501</u>	<u>Dept. of Executive</u>	<u>220.00</u>	<u>220.00</u>	<u>0.00</u>	<u>0.00%</u>
<u>31601</u>	<u>TN Commission on Children &amp; Youth</u>	<u>429.42</u>	<u>429.42</u>	<u>0.00</u>	<u>0.00%</u>
<u>31602</u>	<u>Commission on Aging &amp; Disability</u>	<u>159.80</u>	<u>145.25</u>	<u>14.55</u>	<u>10.02%</u>
<u>31603</u>	<u>TN Alcoholic Beverage Commission</u>	<u>996.00</u>	<u>996.00</u>	<u>0.00</u>	<u>0.00%</u>
<u>31604</u>	<u>TN Human Rights Commission</u>	<u>1,000.00</u>	<u>1,000.00</u>	<u>0.00</u>	<u>0.00%</u>

<u>Allotment Code</u>	<u>Agency</u>	<u>Total GB Storage</u>	<u>2022 Total GB Storage</u>	<u>2022 to 2023 Change</u>	<u>Percent Change</u>
	<u>Health Facilities</u>				
<u>31607</u>	<u>Commission</u>	<u>634.64</u>	<u>291.10</u>	<u>343.54</u>	<u>118.01%</u>
<u>31608</u>	<u>TRICOR</u>	<u>6,979.96</u>	<u>1,264.00</u>	<u>5,715.96</u>	<u>452.21%</u>
	<u>TN Corrections</u>				
<u>31609</u>	<u>Institute</u>	<u>35.60</u>	<u>45.9</u>	<u>-10.30</u>	<u>-22.44%</u>
	<u>TN Public Utility</u>				
<u>31611</u>	<u>Commission</u>	<u>423.00</u>	<u>418.80</u>	<u>4.20</u>	<u>1.00%</u>
<u>31612</u>	<u>TACIR</u>	<u>1,350.00</u>	<u>601.00</u>	<u>749.00</u>	<u>124.63%</u>
	<u>TN Council on</u>				
	<u>Developmental</u>				
<u>31614</u>	<u>Disabilities</u>	<u>96.71</u>	<u>82.34</u>	<u>14.37</u>	<u>17.45%</u>
	<u>TN Sports</u>				
	<u>Wagering</u>				
<u>31615</u>	<u>Advisory Council</u>	<u>382.00</u>	<u>1.00</u>	<u>381.00</u>	<u>38100.00%</u>
	<u>TN Housing</u>				
	<u>Development</u>				
<u>31620</u>	<u>Agency</u>	<u>1.00</u>	<u>1.00</u>	<u>0.00</u>	<u>0.00%</u>
	<u>TN Arts</u>				
<u>31625</u>	<u>Commission</u>	<u>550.00</u>	<u>550.00</u>	<u>0.00</u>	<u>0.00%</u>
	<u>TN State</u>				
<u>31627</u>	<u>Museum</u>	<u>521.00</u>	<u>260.00</u>	<u>261.00</u>	<u>100.38%</u>
	<u>Dept. of Finance</u>				
	<u>and</u>				
<u>31701</u>	<u>Administration</u>	<u>32,573.00</u>	<u>10,381.00</u>	<u>22,192.00</u>	<u>213.78%</u>
	<u>Division of</u>				
<u>31865</u>	<u>TennCare</u>	<u>347,224.00</u>	<u>16,747.00</u>	<u>330,477.00</u>	<u>1973.35%</u>
	<u>Dept. of Human</u>				
<u>31901</u>	<u>Resources</u>	<u>1,976.26</u>	<u>1,669.97</u>	<u>306.29</u>	<u>18.34%</u>
	<u>Dept. of General</u>				
<u>32101</u>	<u>Services</u>	<u>36,412.95</u>	<u>34,102.50</u>	<u>2,310.45</u>	<u>6.78%</u>
	<u>Dept. of</u>				
	<u>Veterans</u>				
<u>32300</u>	<u>Services</u>	<u>302.00</u>	<u>293.10</u>	<u>8.90</u>	<u>3.04%</u>
<u>32402</u>	<u>Board of Parole</u>	<u>2,010.00</u>	<u>1,830.00</u>	<u>180.00</u>	<u>9.84%</u>
	<u>Dept. of</u>				
<u>32501</u>	<u>Agriculture</u>	<u>6,688.95</u>	<u>6,617.03</u>	<u>71.92</u>	<u>1.09%</u>
	<u>Dept. of Tourist</u>				
<u>32601</u>	<u>Dev.</u>	<u>11.00</u>	<u>11.00</u>	<u>0.00</u>	<u>0.00%</u>

<u>Allotment Code</u>	<u>Agency</u>	<u>Total GB Storage</u>	<u>2022 Total GB Storage</u>	<u>2022 to 2023 Change</u>	<u>Percent Change</u>
<u>32701</u>	<u>Dept. of Environment &amp; Conservation</u> <u>TN Wildlife Resources</u>	<u>2,251,601.00</u>	<u>25,641.00</u>	<u>2,225,960.00</u>	<u>8681.25%</u>
<u>32801</u>	<u>Agency</u>	<u>14,008.00</u>	<u>18.00</u>	<u>13,990.00</u>	<u>77722.22%</u>
<u>32901</u>	<u>Dept. of Correction</u>	<u>5,844.98</u>	<u>5,375.31</u>	<u>469.67</u>	<u>8.74%</u>
<u>33001</u>	<u>Dept. of Economic &amp; Community Dev.</u>	<u>4,665.00</u>	<u>4,235.00</u>	<u>430.00</u>	<u>10.15%</u>
<u>33101</u>	<u>Dept. of Education</u>	<u>16,000.00</u>	<u>15,910.00</u>	<u>90.00</u>	<u>0.57%</u>
<u>33107</u>	<u>State Board of Education</u>	<u>220.00</u>	<u>1.00</u>	<u>219.00</u>	<u>21900.00%</u>
<u>33201</u>	<u>TN Higher Education Commission</u>	<u>2,700.26</u>	<u>2,632.00</u>	<u>68.26</u>	<u>2.59%</u>
<u>33206</u>	<u>Board of Regents</u>	<u>68,678.08</u>	<u>62,188.05</u>	<u>6,490.03</u>	<u>10.44%</u>
<u>33501</u>	<u>Dept. of Commerce &amp; Insurance</u>	<u>14,805.00</u>	<u>9,485.00</u>	<u>5,320.00</u>	<u>56.09%</u>
<u>33600</u>	<u>Dept. of Financial Institutions</u>	<u>2,560.00</u>	<u>2,380.00</u>	<u>180.00</u>	<u>7.56%</u>
<u>33701</u>	<u>Dept. of Labor</u>	<u>12,688.00</u>	<u>11,389.00</u>	<u>1,299.00</u>	<u>11.41%</u>
<u>33901</u>	<u>Dept. of Mental Health</u>	<u>1,406.00</u>	<u>1,416.00</u>	<u>-10.00</u>	<u>-0.71%</u>
<u>34101</u>	<u>Dept. of Military</u>	<u>902.24</u>	<u>6,286.16</u>	<u>-5,383.92</u>	<u>-85.65%</u>
<u>34301</u>	<u>Dept. of Health</u>	<u>19,467.50</u>	<u>29,633.63</u>	<u>-10,166.13</u>	<u>-34.31%</u>
<u>34401</u>	<u>Dept. of Intellectual &amp; Developmental Disabilities</u>	<u>9,932.40</u>	<u>9,374.00</u>	<u>558.40</u>	<u>5.96%</u>
<u>34501</u>	<u>Dept. of Human Services</u>	<u>78,070.00</u>	<u>74,317.00</u>	<u>3,753.00</u>	<u>5.05%</u>
<u>34701</u>	<u>Dept. of Revenue</u>	<u>144,183.00</u>	<u>143,010.00</u>	<u>1,173.00</u>	<u>0.82%</u>
<u>34800</u>	<u>TN Bureau of Investigations</u>	<u>369,701.00</u>	<u>209,991.00</u>	<u>159,710.00</u>	<u>76.06%</u>

<u>Allotment Code</u>	<u>Agency</u>	<u>Total GB Storage</u>	<u>2022 Total GB Storage</u>	<u>2022 to 2023 Change</u>	<u>Percent Change</u>
34901	Dept. of Safety	1,263,301.00	82,717.00	1,180,584.00	1427.26%
	Dept. of Children				
35910	Services	16,700.00	15,820.00	880.00	5.56%
	Dept. of				
40100	Transportation	2,031,020.00	2,025,223.00	5,797.00	0.29%
	<b>Grand Total</b>	<b>7,086,415.90</b>	<b>3,127,901.48</b>	<b>3,958,514.42</b>	<b>126.55%</b>

<u>Allotment Code</u>	<u>University</u>	<u>Total GB Storage</u>	<u>2022 Total GB Storage</u>	<u>2022 to 2023 Change</u>	<u>Percent Change</u>
	Austin Peay				
332.6	State University	164,760.00	111,350.00	53,410.00	47.97%
	Eastern				
	Tennessee State				
332.6	University	115,000.00	118,000.00	-3,000.00	-2.54%
	Middle				
	Tennessee State				
332.6	University	240,640.00	240,510.00	130.00	0.05%
	Tennessee State				
332.6	University	18,900.00	18,400.00	500.00	2.72%
	Tennessee				
	Technical				
332.6	University	57,100.00	44,300.00	12,800.00	28.89%
	University of				
332.6	Memphis	62,515.61	106,344.40	-43,828.79	-41.21%
	University of				
	Tennessee				
332	(Knoxville)	1,411.03	11,816.00	-10,404.97	-88.06%
	<b>Grand Total</b>	<b>660,326.64</b>	<b>650,720.40</b>	<b>9,606.24</b>	<b>1.48%</b>



# RECORDS MANAGEMENT MONTHLY REPORT

## August 2023

### RDA PROCESSING

	January	February	March	April	May	June	July	August	September	October	November	December
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Beginning Balance

142 144 145 149 113 114 115 115 115 121

New Submittals

2 1 4 0 1 1 0 6 6

RM Reviewed

4 3 27 0 1 12 4 20

Library & Archives Reviewed

0 5 31 0 1 7 9 19

Audit Reviewed

4 1 31 0 0 13 4 19

Agency Comment Made

0 3 31 0 2 1 10 23

Signed Form Submitted

0 0 30 0 2 0 7 28

Awaiting PRC Action

6 6 36 36 2 2 9 36

PRC Action Taken

0 0 0 0 0 0 0 0

## RECORDS MANAGEMENT MONTHLY REPORT

# August 2023

### AGENCY VISITS AND TRAINING

	January	February	March	April	May	June	July	August	September	October	November	December
<b>Agency Meetings</b>	32	33	59	39	27	27	28	46				
<b>Year to Date</b>	<b>32</b>	<b>65</b>	<b>124</b>	<b>163</b>	<b>190</b>	<b>217</b>	<b>245</b>	<b>291</b>				
<b>Training &amp; Workshops</b>												
<b>Number of Sessions</b>	2	1	2	2	3	3	1	1				
<b>Year to Date</b>	<b>2</b>	<b>3</b>	<b>5</b>	<b>7</b>	<b>10</b>	<b>13</b>	<b>14</b>	<b>15</b>				
<b>Attendance</b>	93	61	85	65	109	94	63	59				
<b>Year to Date</b>	<b>93</b>	<b>154</b>	<b>239</b>	<b>304</b>	<b>413</b>	<b>507</b>	<b>570</b>	<b>629</b>				
<b>Assessments</b>	0	0	2	3	5	6	6	0				
<b>Year to Date</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>5</b>	<b>10</b>	<b>16</b>	<b>22</b>	<b>22</b>				

# RECORDS MANAGEMENT MONTHLY REPORT

## August 2023

### DESTRUCTION OR TRANSFER TO LIBRARY & ARCHIVES

	January	February	March	April	May	June	July	August	September	October	November	December
<b>Agency Certificates of Destruction</b>												
Certificates Received	196.00	136.00	245.00	163.00	185.00	246.00	287.00	230.00				
<b>Year to Date</b>	<b>196.00</b>	<b>332.00</b>	<b>577.00</b>	<b>740.00</b>	<b>925.00</b>	<b>1,171.00</b>	<b>1,458.00</b>	<b>1,688.00</b>				
Volume (cu ft)	1,205.58	965.05	4,039.73	208,891.00	3,000.59	1,592.28	1,930.39	2,456.81				
<b>Year to Date</b>	<b>1,205.58</b>	<b>2,170.63</b>	<b>6,210.36</b>	<b>215,101.36</b>	<b>218,101.95</b>	<b>219,694.23</b>	<b>221,624.62</b>	<b>224,081.43</b>				
<b>Microfilm Destruction/Agency</b>												
Microfilm Rolls Destroyed	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14.00				
<b>Year to Date</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>14.00</b>				
<b>Microfiche Destruction/Agency</b>												
Microfiche Sheets Destroyed	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00				
<b>Year to Date</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10.00</b>				
<b>Electronic Destruction/Agency</b>												
Gigabytes Deleted	81.94	2,493.59	165.12	5.68	277.72	18.60	2,946.17	63,120.34				
<b>Year to Date</b>	<b>81.94</b>	<b>2,575.53</b>	<b>2,740.65</b>	<b>2,746.33</b>	<b>3,024.05</b>	<b>3,042.65</b>	<b>5,988.82</b>	<b>69,109.16</b>				
<b>Electronic Media/Agency</b>												
(Cds/DVDs/Reels/Tapes)	0.00	0.00	0.00	0.00	0.00	0.00	201.00	84.00				
<b>Year to Date</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>201.00</b>	<b>285.00</b>				
<b>Document Destruction RMD and UT</b>												
Cubic Feet Destroyed	23.00	112.00	210.00	122.00	433.00	40.00	170.00	57.00				
<b>Year to Date</b>	<b>23.00</b>	<b>135.00</b>	<b>345.00</b>	<b>467.00</b>	<b>900.00</b>	<b>940.00</b>	<b>1,110.00</b>	<b>1,167.00</b>				
<b>Document Destruction/VRC</b>												
Cubic Feet Destroyed	597.00	632.00	1,081.00	667.00	1,366.00	1,458.00	1,562.00	1,532.00				
<b>Year to Date</b>	<b>597.00</b>	<b>1,229.00</b>	<b>2,310.00</b>	<b>2,977.00</b>	<b>4,343.00</b>	<b>5,801.00</b>	<b>7,363.00</b>	<b>8,895.00</b>				
<b>Media Destruction/VRC</b>												
Media Pounds Destroyed	0.00	0.00	1.00	1.00	0.00	0.00	0.00	0.00				
<b>Year to Date</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>				
<b>(Film, Mylar, Computer Drives/Disks)</b>												
<b>Transferred to Library &amp; Archives</b>												
Boxes/Cubic Feet	107.00	30.00	9.00	25.00	176.00	19.00	10.00	142.00				
<b>Year to Date</b>	<b>107.00</b>	<b>137.00</b>	<b>146.00</b>	<b>171.00</b>	<b>347.00</b>	<b>366.00</b>	<b>376.00</b>	<b>518.00</b>				