Records Holding
Records Management Division

Records Management
Secretary of State Tre Hargett

June 21, 2022

Our mission is to exceed the expectations of our customers, the taxpayers, by operating at the highest levels of accuracy, cost-effectiveness, and accountability in a customer-centered environment.

Records Management Division

Tennessee Secretary of State Tre Hargett

General Questions

- What is a record?
- Why am I doing this each year?
- Are reference materials records?
- How do I measure cubic feet?
- Does anyone still have microfilm? Why?
- How do we get the number of gigabytes for each division?
- Is our agency billed because of this?

What's Different in 2023?

- AWS: You may have to rely on your divisional teams more than in the past.

- Utilize technology for quick videos or Teams meetings to complete.

- Track changes using your destruction forms and annual growth numbers from the RDA.

- August deadline but contact us if you find you may need some additional time.

Paper Records

- Starting Value taken from previous year report
- Indicate number of records created
- Records Destroyed – utilize your certificates of destruction and reports
- Transferred – To the records center or TSLA
- Ending Value

Media Categories

- Paper – Cubic Feet
- Microfilm Rolls and Microfiche – how to distinguish the two types
- Cartridge and Tape storage
- CD's & DVD's
- Magnetic & Optical Disks
- Server Storage – Primary method

Submitting the Report

- Compile the data division by division
- Utilize a spreadsheet that works for you and your agency
- Enter the totals on our RHR site: https://fs26.formsite.com/xDqYjm/kupr022yhp/index.html
- Please fill out all the required fields
  – If you do not fill out all required fields you will have to resubmit your holding report

Important Notes

- Please make sure you click on submit to complete the report process.

- Only one report per agency. Do NOT have your divisions submit a report.

- Keep track of your information from year to year. Utilize spreadsheets to track your information.

- Utilize your data to plan for destruction and storage costs.

Reporting

- Utilize the Records Holding Report website

- You will have to login with a user name and password to submit your holding report.

- You no longer need to categorize records by inactive versus active.

- Electronic Records Volume is a mandatory field.