



Administrative Policies and Procedures: 7.13

Subject:	Records Disposition Authorization (RDA) Development and Review Process
Authority:	TCA 10-7-301; 37-5-105 (3), 37-5-106
Standards:	ACA: 4-JCF-3D-09; COA: PA-RPM 6.01, 6.02
Application:	To All Department of Children's Services Employees
Policy Statement:	
All Department of Children's Services (DCS) employees shall comply with the Secretary of State Records Management Division - Statewide Records Disposition Authority (RDA) and DCS policies and procedures in effectively managing DCS business records in all media.	
Purpose:	
State government, through the Public Records Commission (PRC), utilizes the RDA process to determine and order the proper disposition, including preservation, reproduction, retention, and destruction of state information. The RDA identifies record ownership, retention schedule and media format, transfer timeframes to off-site storage facilities, (e.g., records center, library and archives, data center and when to destroy the information, etc.).	
Procedures:	
A. RDA Development	<ol style="list-style-type: none"> Secretary of State RDA Web Application http://tnsos.net/rmd/rda/form_draft.php is completed by the DCS Records Manager. The RDA is reviewed by DCS General Counsel and approved by the Commissioner or his/her designee. Approved statewide and DCS RDA's and retention policies are available on the DCS Internet website: http://www.tn.gov/dcs/topic/policies-procedures, Chapter 33. The RDA is submitted by the DCS Records Manager to Secretary of State Records Management for review. If approved, Secretary of State Records Management places the RDA on the Public Records Commission Agenda for the next scheduled PRC meeting. DCS Records Management presents the RDA to the Public Records Commission. Upon receipt of the final RDA from the Public Records Commission, the RDA is published on the DCS internet website: http://www.tn.gov/dcs/topic/policies-procedures, Chapter 33.

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B. Divisional, regional, and juvenile justice facilities responsibilities	Directors, Regional Administrators and YDC superintendents are responsible for designating a Records Coordinator/Clerk (RC) to perform the following Records Management job assignments: <ul style="list-style-type: none">a) Submit Annual Record Holdings Report to DCS Records Management identifying record types/volumes stored in DCS offices and any off-site storage areas (e.g., state records center, data center or commercial sites);b) Coordinate record storage, destruction, and disaster recovery activities;c) Coordinate with Records Management and DCS General Counsel in the production of records under subpoena, discovery request or court order;d) Prepare and track records designated for electronic imaging and/or destruction;e) Maintain a tracking log for release of information requests and disclosures;f) Report any issues such as fire, water damage or theft of records immediately to the Records Manager or his/her designee; andg) Report records series and number of records destroyed to the Grand Region Records Coordinator.
C. Annual review	RDA's are reviewed annually to ensure that retention schedules are current. DCS Records Management notifies DCS Legal and the appropriate program area of any changes that are needed to RDA.
D. RDA monitoring	<ol style="list-style-type: none">1. DCS Records Management conducts compliance monitoring on a regular basis. DCS divisions, regional offices and Youth Development Centers are periodically inspected/audited by Records Management staff to:<ul style="list-style-type: none">a) Identify new record series that require a RDA;b) Identify record series that are no longer produced and should be deleted from the RDA schedule;c) Update records retention periods and policies to comply with current administrative, fiscal, legal, research and historical requirements; andd) Verify DCS Records Management compliance with applicable policies, standards and court mandates.2. DCS divisions are normally advised of the inspection thirty (30) days in advance and are required to appoint an individual to work with the Records Management staff during the records inspection/audit.3. An exit conference is conducted and a formal report is prepared and submitted to appropriate supervisory personnel. Issues mentioned in the report as being in non-compliance require a response by appropriate management personnel noting the action plan to correct the non-compliance. Areas of non-compliance are forwarded to the appropriate Executive Director.

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E. Records retention and destruction	<ol style="list-style-type: none">1. Each office ensures that RDA's and policies are followed in the maintenance and destruction of records in order to:<ol style="list-style-type: none">a) Ensure that legal and fiscal requirements are met in the retention of records;b) Reduce the overall cost of storage of records; andc) Protect the confidentiality of records.2. Official business records are not destroyed without RDA authorization. If an RDA has not been developed for the record series, contact the DCS Records Management Office.3. During the Annual Records Destruction period, designated records clerks pull Destruction Reports from the Records Management Database and purge the listed records in accordance with appropriate state destruction guidelines. Shredding is the standard of destruction that is used by the Department of Children's Services.4. In the event that the Department of Children's Services is dissolved, all departmental records are forwarded to the appropriate agency/department that assumes control over the program area affected.
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Forms:	None
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Collateral documents:	<p><i>Secretary of State Records Management Division - Statewide Records Disposition Authority</i></p> <p><i>Department of Children's Services Records Disposition Authority Policies</i> http://www.tn.gov/dcs/topic/policies-procedures, Chapter 33.</p>
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