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Appendix G: Records Disposition Authorization for County Government Records

Dear Reader:

The following document was created from the CTAS electronic library known as e-Li. This online library is maintained daily by CTAS staff and seeks to represent the most current information regarding issues relative to Tennessee county government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with county government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other e-Li material.

Sincerely,

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Appendix G: Records Disposition Authorization for County Government Records

Reference Number: CTAS-2076

State of Tennessee
TSLA Form RDA 2002

RECORDS DISPOSITION AUTHORIZATION FOR COUNTY GOVERNMENT RECORDS*

County: _____

Office or Agency: _____ Phone: _____

Address: _____

Agency Head/Officeholder: _____

Signature: _____ Date: _____

Action Requested:

- Continuing Records Disposition Authority (Records Disposition Schedule) ¹
- One-Time Records Disposition Authority ²
- Revision of/Exception to Existing Records Disposition Authority³
- _____
- Other Disposition (explain in attached memorandum) ⁴

Title/Description of Records:⁵ _____

CTAS Code:⁶ _____

Date Span of Records (e.g. 1988-1998): _____

Volume of Material (e.g. 25 cubic feet, 3 banker's boxes, 1 Hollinger box): _____

Proposed Disposition: ⁷

- Retain ____ months/years, then destroy.
- Retain ____ months/years, then film and destroy paper copy (or erase from computer record).
- Retain ____ months/years, then transfer to archives.
- Approved Not Approved

Chairperson, Public Records Commission

Date

*For the disposition of additional records, please use the supplemental form provided.

Please use the following instructions to correctly fill out the RDA form.

¹ A Continuing RDA is used for a type of record(s) that an office continually creates and, thus will continually need to destroy. Once a Continuing RDA has been approved, this record type can be destroyed after its retention period without having to submit another request.

² This is a one-time request for records that an office does not typically or continually create. If an office wants to destroy the same type of records at a later date, another request must be submitted.

³ This option allows for a change to an existing RDA that an office has submitted, due to legal or historical or other reason. Be sure to include an explanation for the change.

⁴ Use this option in circumstances where an office needs to destroy a record sooner than CTAS prescribes or that no CTAS disposition is provided at all and the office would like to create one. Be sure to include an explanation of your actions.

⁵ Please write the name or a brief description of the type of record you are requesting action on (e.g. warrants, ballots).

⁶ Use the five-digit CTAS code that corresponds with the record type listed in the *Records Management for County Government* manual.

⁷ This information can be found in the CTAS manual next to the five-digit code and description of record, telling how long an office should keep the record (based on the legal retention schedule) and what an office will do with the record after that period has expired.

For any questions concerning this form or the procedures for using this form, please contact

Dr. Wayne C. Moore, Assistant State Archivist

Tennessee State Library and Archives

(615) 253-3458

Wayne.Moore@state.tn.us

SUPPLEMENTAL REQUESTS FOR ADDITIONAL RECORDS DISPOSITIONS

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Action Requested:

- Continuing Records Disposition Authority (Records Disposition Schedule)
- One-Time Records Disposition Authority
- Revision of/Exception to Existing Records Disposition Authority

 Other Disposition (explain in attached memorandum)

Title/Description of Records: _____

CTAS Code: _____

Proposed Disposition:

- Retain _____ months/years, then destroy.
- Retain _____ months/years, then microfilm and destroy original.
- Retain _____ months/years, then transfer to archives.

Action Requested:

- Continuing Records Disposition Authority (Records Disposition Schedule)
- One-Time Records Disposition Authority
- Revision of/Exception to Existing Records Disposition Authority

 Other Disposition (explain in attached memorandum)

Title/Description of Records: _____

CTAS Code: _____

Proposed Disposition:

- Retain _____ months/years, then destroy.
- Retain _____ months/years, then microfilm and destroy original.
- Retain _____ months/years, then transfer to archives.

Action Requested:

- Continuing Records Disposition Authority (Records Disposition Schedule)

- One-Time Records Disposition Authority
- Revision of/Exception to Existing Records Disposition Authority

Other Disposition (explain in attached memorandum)

Title/Description of Records: _____

CTAS Code: _____

Proposed Disposition:

- Retain _____ months/years, then destroy.
 - Retain _____ months/years, then microfilm and destroy original.
 - Retain _____ months/years, then transfer to archives.
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