SW#	Title	Description	Retention	End Action
SW01	Accounting Journal Vouchers and Deposit Slips	Documents Relating to Accounts Receivables and Deposits with Supporting Documentation EXAMPLES: AG - Agency Only Approval Journals, AL - Allocation Process, AM - Assets Management, AP - Accounts Payable, AR - Accounts Receivable, BA - Balances from STARS, BI - Billing, CL - Closing Process, CM - Cash Management, CN - Contracts, DA - Division of Accounts Approval, EX - External Application, FM - Fleet Management, GM - Grants, IN - Inventory, IU - Inter-Unit Transaction, JV - Online Journal Voucher, KK - Commitment Control Journals, LA - Accrued Liabilities, LM - Enterprise Learning Management, MU - Mulit-Unit Transactions, PM - Plant Management, PR - Project Closing, PY - Payroll, RA Accrued Revenue, RV - PS exp to STARS, TR - Transactions from STARS, TV - Travel (Expenses), YA - Year End Adjustments This RDA is not applicable for the Division of Accounts, Dept. of Finance and Administration.	5	Destroy
SW02	Accounting Reports	Documents relating to monthly accounting reports. This series also includes Accounting reports from Edison or the STARS System	5	Destroy
SW03	Human Resources Employee Information Documents	Documents pertaining to office personnel locator information, supervisory/employee information, and separated employee records. Examples: Cards or sheets showing name, address, telephone number, and similar data for each office employee; printouts.	10	Destroy
SW04	Employee Medical Records	Documents relating to confidential employee medical records. Examples: Documentation of physicals and health status, Alcoholics Anonymous treatment statement, drug related treatment, injured in the line of duty and workers' compensation claims.	30	Destroy
SW05	Retired: Administrative Documents	Documents previously under this RDA are now maintained under SW20 Fiscal Administrative Documents and SW23 Credit Card & Procurement Card	retired	retired
SW06	Boards and Commission Documents	Documents or recordings related to meetings of Boards, Commissions, Councils, and Committees. Records included are minutes/accounts of proceeding actions taken, agenda, copies of reports, exhibits, and announcements. Also documents relating to all responsibility of agency heads, such as correspondence or memos to internal personnel, officials of other state agencies (including the governor and General Assembly) federal officials, local officials and the general public. Included are: special studies, reports and working papers prepared by the executive staff, policy and procedure manuals,current & obsolete directives (except Executive Orders), and similar related materials.	4	Permanent
SW07	Travel Authorization Files	Documents relating to requests and authorizations for in-state and out-of-state travel and related correspondence, including cost estimates for travel	5	Destroy
SW08	Commissioner's Subject Files	Documents relating to all areas of the commissioner and his executive staff Examples: Correspondence and memorandums with internal personnel, officials of other state agencies (including the Governor and General Assembly) federal officials, local officials and the general public. Included are: special studies, reports and working papers prepared by the executive staff, policy and procedure manuals, current & obsolete directives (except Executive Orders), and similar related materials.	4	Permanent
SW09	Attendance and Leave Records	Documents relating to attendance and leave, including correspondence such as notice of holidays and hours worked.	5	Destroy
SW10	Real Property Lease Files	Documents relating to the lease space in which various state agencies and departments are housed. Examples: Space Action Request Form (FA-0006), Request for Proposal (RFP), and related correspondence.	Revision Pending (current 7 years)	Permanent
SW11	Internal Audit Reports and Working Papers	Documents relating to internal audit reports and working papers generated by internal auditors to document investigations and/or audit reports conducted internally that are submitted to the commissioners, the Comptroller of the Treasury, and other parties. This RDA is not applicable to the Comptroller of the Treasury and its divisional offices.	10	Destroy
SW12	Contracts	Documents relating to contracts between state agencies and vendors. Records includes a copy of the final contract, Requests for Proposals (RFP)documents, Requests for Information (RFI) documents, bid evaluation documents, statements of work, deliverable documentation, change order documentation,correspondence, and other related documents. Former RDA S2272	6	Destroy
SW13	Voter Registration Declination Files	Documents relating to the declination of voter registrations	5	Destroy
SW14	Discrimination and Harassment Investigation files	Documents relating to discrimination and workplace harassment investigations. Examples: investigation intake/referral (PR-0411), investigation memos, Equal Employment Opportunity Commission charges/documents, Tennessee Human Rights Commission charges/documents.	5	Destroy

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SW15	Annual Report Working Papers	Working Paper documents relating to the annual reports prepared by all agencies.	5	Destroy
SW16	Temporary Records	"Temporary Records", is defined at T.C.A § 10-7-301(13)as: "material which can be disposed of in a short period of time as being without value in documenting the function of an agency. Temporary records will be scheduled for disposal by requesting approval from the public records commission [PRC] utilizing a records disposition authorization [RDA]." These records are only considered records in that they are notes and/or communication media and may include correspondence below the Commissioner level, unless superseded by another RDA. Under no circumstance may documents of Fiscal, Legal, or Historic Value be considered Temporary Records.	0	Destroy
SW17	Working Papers	"Working Papers" is defined in T.C.A. § 10-7-301(14) as: "those records created to serve as input for final reporting documents, including electronic data processed records, and/or computer output microfilm, and those records which become obsolete immediately after agency use or publication." Working papers are drafts or collections of documents used to produce a final product that becomes a record. In other words, these documents may be thought of as ingredients or component parts. In order to determine if the working papers RDA is applicable, the item in question must be 1). used in the production of another record or 2). become obsolete immediately upon use or being made public. The record resulting from the working papers shall be handled according to its Records Disposition Authorization. This RDA covers all working papers unless superseded by another specific RDA.	1	Destroy
SW18	Budget Papers	Documents relating to budget working papers and budget requests. The records are documents used to assist the agency in the preparation of budgets and to justify requests to the Department of Finance and Administration as well as copies of official budget requests submitted to the Department of Finance and Administration for recommendations to be presented for final approval. Records include correspondence, instructions, tabulations, reports, cost estimates, budget request forms, program objectives, strategies, budget revisions and other related documents.	5	Destroy
SW19	Active Employee Files	Abstract: These files consist of Departmental Employee HR information and contains the following, but not limited to, documents:Personnel File Audit Checklist,Request for Personnel Action Form,Employment Application,W-4 Form,Direct Deposit Authorization,Drug-Free Workplace Policy,Memo for the Operation of Motor Vehicles by State Employees,Acceptable Use Policy Network Access Rights and Obligations User Agreement Acknowledgement,Performance Document-Job Plan and Employee Insurance & Benefits File Audit Checklist. Records covered under SW03 Human Resources Employee Information Documents shall not be destroyed under this RDA. Disposition Notes: Files may be scanned and converted into PDF images. Once images have been reviewed and verified, paper documents may be destroyed. Transfer record to Department of Human Resources (DOHR) when employee separates from the State of TN. If employee is transferring to another agency, the record is sent to DOHR, who then sends the record to the new employing agency. At separation of employee, record transfers to DOHR within 30 days and falls under the RDA 1280, Separated Employee Records. Agency is to confirm receipt of record by DOHR before destruction of agency copy. Any sensitive or confidential information contained therein shall be destroyed according to standards for destruction of confidential information.	.5 years (6 Months)	Transfer to DoHR
SW20	Fiscal Administrative Documents	Files may include documents of Fiscal Value not covered by another Statewide RDA or Agency Specific RDA. (Examples: receipt documents, invoices, purchase orders, inventory records, payment documentation, space assignment documentation, warranties, internal bookkeeping documentation, & balance sheets)	5	Destroy
SW21	Grants	This RDA may apply to any Grant Files not covered by a specific RDA. Files included in this record series may include any documents pertaining to grants, such as applications, Contracts, Invoices, Asset Documentation, Monitoring Documentation, Evaluations, Photographs, Reports, Close-out Documents and Correspondence.	5	Destroy
SW22	Internal Policies and Procedures	Official record copy of the policies, procedures or rules. One copy of the policy, procedure, or rule will be kept by the issuing entity for retention/reference. Records series will include interim policies, procedures, and rules as well.	10	Destroy
SW23	Credit Card and Purchasing Card (p-Card) Documents	Documents relating to the issuing and use of state issued credit cards and Purchasing cards (p-Cards). Records series includes: new card application, cardholder agreement form, approver signed agreement form, account maintenance forms, training tests, Edison security form, transaction logs, exception logs, fiscal officer's memos, account statements, and receipts.	5	Destroy
SW24	Hazardous Material Files	Documentation of hazardous materials purchased, shipped, stored, or utilized by state agencies. Documents may include: inventories, shipping papers, safety documentation, utilization logs/registers, Federal or state compliance documentation(EPA,OSHA, TDEC, etc.),disposal documentation, and correspondence. Training documentation shall be stored with and covered by RDA SW19, Personnel Files. This RDA does not replace specific RDAs by an agency on specific hazardous materials or programs covered by an agency RDA.	5	Destroy

SW#	Title	Description	Retention	End Action
SW25	Administrative Documents - Internal Policies and Procedures	Documents that relate to the day-to-day administration of internal policies, procedures, and rules. Record series includes, but not limited to: employee agreement forms, security forms, databases, frequently asked questions, and related forms. (This does not include the official record copy of the policies, procedures or rules which is covered by SW22.)	5	Destroy
SW26	Incident Reports	Records of incidents/accidents occurring on State controlled property, involving state personnel or members of the general public or state owned materials. A copy of incident reports involving injuries to state employees are to be included in the employee's medical file and covered under SW04 Employee Medical Records.	10	Destroy
SW27	Request For Proposal (RFP) Documents - Not Selected	Final submitted bid documents that were not awarded the contract. These fall under three categories: Unsuccessful - bids met criteria but were not the best bid, Non-responsive - bids that did not follow directions and thus disqualified, and Rejected - bids that were not submitted by the set deadline for submission.	5	Destroy
SW28	Employment Applications - Not Selected Candidates	Application documents, hiring information, job registers, and resumes of candidates that were not selected for the position. Records include applications for full-time, part-time, temporary, and unpaid such as internships. These fall under three categories: Unsuccessful - applicant met criteria but were not hired, Non-responsive - applicants that did not submit required material or respond back to attempted communication, and Rejected - applications that were not submitted by the set deadline for submission or failed to meet minimum requirements.	5	Destroy
SW29	Affirmative Action Compliance Records	Affirmative Action Program records and any supporting documentation related to recruitment, selection, and advancement of employees that may be used to show compliance with federal Affirmative Action rules and regulations	5	Destroy
SW33	Volunteer Forms and Unpaid Intern Records	Volunteer and intern screening documents and background check data. Records include but not limited to; Applications submitted by individuals volunteering and interning for the State, consent forms, background check information (verification of Social Security number, verification of Driver's License, Criminal History Records, etc.), liability forms, training records, training completion, disciplinary action, performance evaluation, etc. These records include only applicants accepted.	30	Destroy