

## State of Tennessee

### 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) <sup>1</sup>
- One-Time Records Disposition Authority <sup>2</sup>
- Revision of/Exception to Existing Records Disposition Authority<sup>3</sup>
- Other Disposition (explain in attached memorandum) <sup>4</sup>

Title/Description of Records:<sup>5</sup> \_\_\_\_\_  
CTAS Code:<sup>6</sup> \_\_\_\_\_  
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:** <sup>7</sup>

- Retain \_\_\_\_ months/years, then securely destroy.
- Retain \_\_\_\_ months/years, then microfilm and destroy original. <sup>8</sup>
- Retain \_\_\_\_ months/years, then transfer to county or municipal archives.

Approved

Not Approved

\_\_\_\_\_  
Chairperson, Public Records Commission

\_\_\_\_\_  
Date

\*For the disposition of additional records from the same office, please use the supplemental form provided below. If the records are from a different office, then start a new form.

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

- <sup>1</sup>** A Continuing RDA is used for a type of record(s) that an office continually creates and thus will continually need to be destroyed. Once a Continuing RDA has been approved, this record type can be destroyed after its retention period without having to submit another request.
- <sup>2</sup>** A One Time RDA is used 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.
- <sup>3</sup>** A Revision of/Exception is for a change to an existing RDA that an office has submitted, due to legal or historical changes. Be sure to include a detailed explanation for the change.
- <sup>4</sup>** Other Disposition is used in the rare circumstance that an office needs to destroy a record sooner than CTAS dictates, or when no CTAS disposition is provided at all and the office would like to create one. Be sure to include an explanation of your actions.
- <sup>5</sup>** Please write the name or a brief description of the type of record you are requesting action on.
- <sup>6</sup>** Use the five-digit CTAS code that corresponds with the record type on the [CTAS](#) or [MTAS](#) website or the most recent and up to date *Records Management for County Government* manual.
- <sup>7</sup>** Proposed Disposition period can be found on the [CTAS](#) or [MTAS](#) website or the most recent and up to date 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.
- <sup>8</sup>** Please refer to [TCA 10-7-406](#) if requesting to microfilm and destroying original records. The filming/duplicating of permanent records must adhere to the highest standards set forth by the National Institute of Standards and Technology (NIST) which is outlined by the National Archives (NARA) in [36 CFR Part 1236 Subpart E](#) for digital records maintenance and [36 CFR Part 1238 Subpart B](#) for microfilming standards.

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

Jami Awalt, Assistant State Archivist  
Tennessee State Library and Archives  
(615) 253-3458  
[Jami.Awalt@tnsos.gov](mailto:Jami.Awalt@tnsos.gov)

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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: \_\_\_\_\_

Date Span of Records: \_\_\_\_\_

Volume of Materials: \_\_\_\_\_

**Proposed Disposition:**

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