

(Rule 1200-1-18-.01, continued)

4. Upon request, the training program shall allow the Commissioner to audit the training program to verify the contents of the application for re-accreditation as described in part (f) 3 of this paragraph. Upon the Commissioner anonymously auditing a training program by attending a course, the training course fee paid by the State shall be refunded in its entirety to the Tennessee Department of Environment and Conservation.

(g) Training Program Recordkeeping Requirements.

1. Accredited training programs shall maintain and make available to the Commissioner, upon request, the following records:
 - (i) All documents specified in part (c)4 of this paragraph that demonstrate the qualifications listed in parts (c)1 and (c)2 of this paragraph of the training manager and principal instructors;
 - (ii) Current curriculum/course materials and documents reflecting any changes made to these materials;
 - (iii) The course test blueprint;
 - (iv) Information regarding how the hands-on assessment is conducted including, but not limited to:
 - (I) Who conducts the assessment;
 - (II) How the skills are graded;
 - (III) What facilities are used; and
 - (IV) The pass/fail rate;
 - (v) The quality control plan as described in part (c)9 of this paragraph;
 - (vi) Results of the students' hands-on skill assessments and course tests, and a record of each student's course completion certificate; and
 - (vii) Any other material not listed above in subparts (g) 1(i) through (g) 1(vi) of this paragraph that was submitted to the Division as part of the program's application for accreditation.
2. The training program shall retain these records at the address specified on the training program accreditation application (or as modified in accordance with part (g) 3 of this paragraph) for a minimum of 3 years and 6 months.
3. The training program shall notify the Division in writing within thirty (30) days of changing the address specified on its training program accreditation application or transferring the records from that address.

(h) Type and Duration of Accreditation.

Unless the Commissioner revokes or suspends training program accreditation, the accreditation shall be valid for two (2) years. The expiration date shall be two (2) years from the last day of the month of issuance. To maintain accreditation, the training program shall be re-accredited every two (2) years.

To: Kevin Callaghan, Director of Records Management
Office of the Secretary of State

From: Patrick J. Flood, Director
Division of Solid Waste Management (DSWM)

Copy: Lisa Hughey, DSWM Deputy Director, Central Office Operations
Jonathan Jordan, Director, Division of Space Management & Digitization (SMD)
Cordrea Nance, TDEC Records Officer
Loretta J. Buchanan, Office Manager
Daisy Cray, DSWM Records Liaison

Date: August 19, 2019

Subject: **Records Disposition Authorization (RDA) Revisions**

This memo is to request authorization for revisions to RDAs that require updates in their description, to add approved forms or documents identified for permanent retention, to combine existing RDAs where applicable, or extend length of retention for categories of records listed below:

RDA 3078-Add Form CN-1497*

RDA 3079-Toxic Substances Project files associated with the Lead-based Paint (LBP) Program indicating homes that have received LBP hazard control activities. These files require conversion to electronic media storage for permanent retention because information contained in these records is critical for enforcement and potential future litigation.

RDA 2203-Add Form CN-1497* (Intentional duplicate)

RDA 2823, or Non-Registered Site (NRS) files, are usually complaints of illegal dumping. Sometimes these sites are corrected only to become repeat offenders. Other times, a NRS becomes a legally permitted site so that if the NRS files are destroyed, a part of the site history would be missing. These NRS files are very small in volume and will take up very little space electronically. We would like to move these files under RDA 2202 with the rest of the Solid Waste files. Because NRS files are the only documents under RDA 2823, it would no longer be needed and can therefore be retired.

RDA 2202-captures records of all landfills in the State and the current retention is 50 years after the site is closed. Some of the landfill records are nearing their 50 year retention date. As with Dickson County Landfill, other landfills may present with problems years after they are closed. Landfill records should be retained permanently via electronic storage.

RDA 2781-Cassette tapes will be converted to electronic storage media suitable for permanent retention because information stored on these cassettes may be required for enforcement cases in the future.

*Form CN-1497 (Rev. 03-19) ELIGIBILITY VERIFICATION FOR ENTITLEMENTS ACT EVEA is used for multiple programs and must be included in multiple RDAs.