



**Department of General Services
Records Management Division
ELECTRONIC RECORDS INVENTORY WORKSHEET
PART ONE**

1. Department/Division Commerce and Insurance	2. Allotment Code 33503	3. Cost Center	4. Edison Speedchart # 00000075
5. Contact Person Darlene Warren Phone Number 615-253-5317	6. Systems Analyst Name Scott McClellan Phone Number 615-532-5268		
7. ECM Analyst Name Phone Number		8. Date Completed October 11, 2012	

DESCRIPTION OF ELECTRONIC RECORDS SERIES

9a. Electronic Record Series Title Data Plates	b. RDA # Assigned <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, indicate RDA # 881	c. Indicate at which level system is used: <input type="checkbox"/> State <input checked="" type="checkbox"/> Department <input type="checkbox"/> Desktop <input type="checkbox"/> Electronic
10. Classification: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Non-Essential		
11. Security Class: <input checked="" type="checkbox"/> Public Electronic Record <input type="checkbox"/> Confidential Electronic Record		
12. Purpose of Records Series Maintain a report of all manufactured homes produced and installed in TN as required by HUD.		
13. Description of Records Series (Attach samples. Attach additional sheet for description, if needed. Include acronym, if applicable) Samples attached.		

ELECTRONIC RECORDS PLAN INVENTORY

14. System Name Enterprise Content Management (ECM FileNet)/Network Attached Storage (NAS)	15. IT-ABC Number FP0002
16. Hardware Environment Description Computers connected to the ECM/NAS via State's local area network (LAN)	
17. Software Environment Description Adobe PDF/TIFF images	
18. Physical System Location State of Tennessee Data Center	
19. Backup Procedures (Include the storage medium, location and frequency) Daily back-up to State's virtual tape system located at State Data Center	
20. Disaster Recovery Procedures Restoration from Data Center back-ups	

METADATA DESCRIPTION

21.		
Name	Retention Period	File Format
Data Plates	Permanent Record	Adobe PDF or TIFF images

**ELECTRONIC RECORDS INVENTORY WORKSHEET
PART TWO**

Department/Division Commerce and Insurance

Record Series Title: Monthly Production Report Files

RECORDS MANAGEMENT INFORMATION
(to be completed by Records Officer or Coordinator)

1. What is the date range of the record series? (Indicate oldest & newest date: mm/yy) From 08 / 1978 To ___ / ___ or current

2. What is the current amount of storage per records series? 36MB gigabytes terabytes other (indicate 100 rolls of microfilm #344.1)
What is the expected amount of storage accumulation per year? 31 MB gigabytes terabytes other (Indicate) _____

3. Is the information shared with other state agencies or organizations outside the state? yes no
If yes, list agencies and/or organization(s) _____

4. Is data converted to paper or microform? yes no If yes, indicate the media _____

5. Indicate data value(s) Administrative Fiscal Legal Historical Evidential

6. Is the information subject to a fiscal audit? yes no If yes, indicate if required by Federal State or Both

7. Is the data/record required by Federal or State statute? yes no
If yes, cite statute: TCA: _____ Retention Period: _____ and attach copy of statute:
CFR: 24 CFR 3282.362 Retention Period: Permanent record and attach copy of statute:
Other _____

8. Is the data essential to your operation? yes no

9. Is this information confidential? yes no If yes, cite statute stating confidentiality: _____

10. How often is the data updated? Monthly (daily, weekly, monthly, yearly)

11. How often is the record series referenced? (Indicate number of references) 40 Current year Ref./Monthly;
40 Past Year Ref./Monthly; 40 2 thru 5 years Ref./Monthly; 40 Over 5 years Ref./Monthly

12. Recommended Disposition of record series: The files are to be cut off at the end of each
 calendar year fiscal year other If other, specify _____ then,
 maintain in agency _____ months _____ years, then;
 convert to (indicate media): _____
 transfer to the State Records Center; Hold _____ years, then;
 Destroy
 Destroy after _____
 Destroy when _____
 Maintain permanently
 Transfer to Tennessee State Library and Archives.
 Backup tape/copy disposition will follow State-Wide RDA #10115.
 Other (specify) _____

13. Justify the recommended disposition as stated above:
24 CFR 3282.362 requires that the Data Plates be maintained on a permanent basis.

This Inventory Worksheet has been reviewed and approved by the Agency Records & Forms Review Committee.

Chairperson Signature Amy S. Jones

Division Director Signature [Signature]

Records Officer Signature Wanda E. Bugg

ISM Director Signature [Signature]



Submit

Reset Form

State of Tennessee
Public Records Commission

ELECTRONIC RECORDS MIGRATION PLAN

1. Department/Division Commerce and Insurance	2. Allotment Code 33503	3. Cost Center	4. Edison Speedchart # 00000075
5. Contact Person Darlene Warren Phone Number 615-253-5317	6. Systems Analyst Name Scott McClellan 615-532-5268 Phone Number		
7. ECM Analyst Name Phone Number	8. Date Completed October 11, 2012		

DESCRIPTION OF ELECTRONIC RECORDS SERIES

9a. Electronic Record Series Title <u>Data Plates</u>	b. RDA # Assigned If yes, indicate RDA # <u>881</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Paper <input checked="" type="checkbox"/> Electronic
--	--	--

ELECTRONIC RECORDS MIGRATION PLAN

10. Migration Explanation The documents are stored on a Hitache device, which can be migrated to another system if necessary.
11. Security Explanation Security is handled with Active Directory Group Policies. Delete access is restricted to I/S and OIR.
12. Destruction Plan Unless a document has been specifically designated for destruction, the document will remain in FileNet (or other electronic storage system) permanently.

This Electronic Records Migration Plan has been reviewed and approved by the following:

Chairperson Signature Marcy S. Jones

Division Director Signature [Signature]

Records Officer Signature Warren E. Baay

ISM Director Signature [Signature]

STATE OF TENNESSEE

RDA Report



Agency: Dept. of Commerce and Insurance

RDA #		Record Series		One-Time RDA			
0000000881		DATA PLATES - MOBILE HOMES		<input type="checkbox"/>			
Effective (Approved) Date	Revision Date	Allotment Code	Media				
8/6/1980		33503	PAPER/FILM				
Governing Laws							
NO							
Record Series Abstract							
FILES CONSIST OF COPIES OF DATA PLATES SUPPLIED BY THE MANUFACTURER IN COMPLIANCE WITH FEDERAL MOBILE HOME CONSTRUCTION AND SAFETY STANDARDS.							
Disposition Abstract							
THE FILES ARE TO BE CUT OFF AT THE END OF EACH CALENDAR YEAR THEN MAINTAIN IN AGENCY FOR ONE YEAR. THEN TRANSFER TO STATE RECORDS CENTER CONVERT TO MICROFILM. DESTROY ORIGINAL AND HOLD MICROFILM FOR 25 YEARS. THEN DESTROY.							
Vital Record	<input type="checkbox"/>	Confidential	<input type="checkbox"/>	TSLA	<input type="checkbox"/>	Permanent Retention	<input type="checkbox"/>
Retention							
1 Yr. Active, 25 Yr. Dormant							
Notes							

Pennye Neal

From: Stephanie Moseley
Sent: Wednesday, November 07, 2012 1:31 PM
To: Pennye Neal
Subject: FW: Electronic Worksheet for RDA 881
Attachments: DOC110712.pdf

From: Leigh J. Ferguson
Sent: Wednesday, November 07, 2012 12:13 PM
To: Stephanie Moseley
Cc: Warren Bragg
Subject: Electronic Worksheet for RDA 881

Attached is the electronic worksheet for 881. Please let me know if you need additional information.

Thanks,

Leigh Ferguson
Assistant General Counsel for Fire Prevention Department of Commerce and Insurance
615-741-9462

This e-mail message and any attachment is for use by the recipient only, and contains information that may be legally privileged and confidential from the Tennessee Department of Commerce and Insurance, Legal Division. If you are not the intended recipient, DO NOT review, transmit, convert to hard copy, copy, use or disseminate this e-mail or any attachments to it. If you received this email in error, please immediately notify us by return email or telephone at 615-741-9462 and permanently delete this message. Receipt by anyone other than the intended recipient is not a waiver of any deliberative process privilege, joint prosecution privilege, attorney-client privilege, work product immunity or any other privilege or immunity.

SEE TOWARDS LIGHTS OF TN
739 HWY 69 CROSS WEST
LAFAYETTE, TN 37143

COMFORT HEATING

This manufactured home has been thermally insulated to conform with the requirements of the federal manufactured home construction and safety standards for all locations within U/O value zone 1,3. Heating equipment manufacturer and model (see list at left). The above heating equipment has the capacity to maintain an average 70° F temperature in this home at outdoor temperatures of -18 °F. To maximize furnace operating economy, and to conserve energy, it is recommended that this home be installed where the outdoor winter design temperature (97 1/2%) is not higher than -9 degrees Fahrenheit. The above information has been calculated assuming a maximum wind velocity of 15 mph at standard atmospheric pressure.

COMFORT COOLING

Air conditioner provided at factory (Alternate I)
Air conditioner manufacturer and model (see list at left).
Certified capacity _____ B.T.U./hour in accordance with the appropriate air conditioning and refrigeration institute standards. The central air conditioning system provided in this home has been sized assuring an orientation of the front (hitch end) of the home facing _____. On this basis the system is designed to maintain an indoor temperature of 75° F when outdoor temperatures are _____ °F dry bulb and _____ °F wet bulb.
The temperature to which this home can be cooled will change depending upon the amount of exposure of the windows of this home to the sun's radiant heat. Therefore, the home's heat gains will vary dependent upon its orientation to the sun and any permanent shading provided. Information concerning the calculation of cooling loads at various locations, window exposures and shadings are provided in Chapter 22 of the 1989 edition of the ASHRAE Handbook of Fundamentals.
Information necessary to calculate cooling loads at various locations and orientations is provided in the special comfort cooling information provided with this home.

Air conditioner not provided at factory (Alternate II)
The air distribution system of this home is suitable for the installation of central air conditioning.
The supply air distribution system installed in this home is sized for a manufactured home central air conditioning system of up to 73100 B.T.U./hr. rated capacity which are certified in accordance with the appropriate air conditioning and refrigeration institute standards, when the air circulators of such air conditioners are rated at 0.3 inch water column static pressure or greater for the cooling air delivered to the manufactured home supply air duct system.
Information necessary to calculate cooling loads at various locations and orientations is provided in the special comfort cooling information provided with this manufactured home.

Air conditioning not recommended (Alternate III)
The air distribution system of this home has not been designed in anticipation of its use with a central air conditioning system.
To determine the required capacity of equipment to cool a home efficiently and economically, a cooling load (heat gain) calculation is required. The cooling load is dependent on the orientation, location and the structure of the home. Central air conditioners operate most efficiently and provide the greatest comfort when their capacity closely approximates the calculated cooling load. Each home's air conditioner should be sized in accordance with Chapter 22 of the American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) Handbook of Fundamentals 1989 edition, once the location and orientation are known.

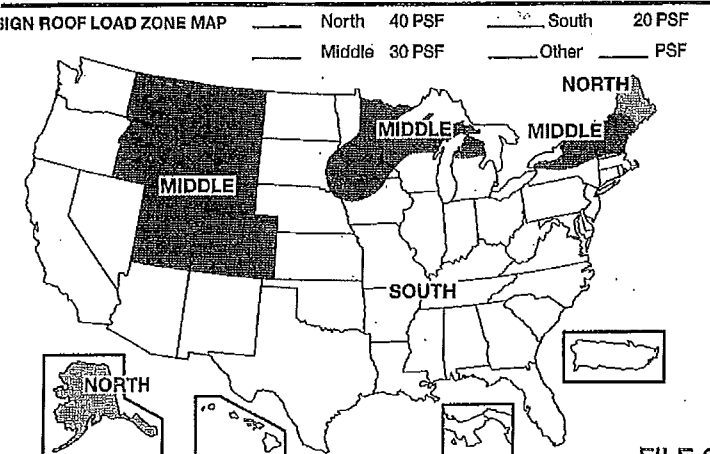
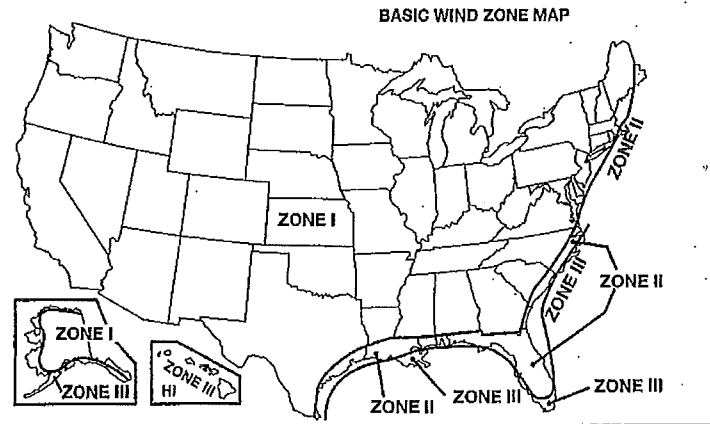
Date of Manufacture 11-1-00 HUD Label No.(s) TEN523521A/TEN523522B
Manufacturer's Serial Number and Model Unit Designation
NITFLY27A55621SR13/TNFLY27B55621SR13 4764B

Design Approval by (D.A.P.I.A.) FAPOD
This manufactured home is designed to comply with the federal manufactured home construction and safety standards in force at time of manufacture.
(For additional information, consult owner's manual.)

The factory installed equipment includes:

Equipment	Manufacturer	Model Designation
For heating	<u>WORLDWIDE</u>	<u>E2EB017HA</u>
For air cooling		
For cooking	<u>MAYTAG</u>	<u>MER5730AAW</u>
Refrigerator	<u>MAYTAG</u>	<u>MSD2142ARW</u>
Water Heater	<u>PLUMB</u>	<u>7140D</u>
Washer		
Clothes Dryer		
Dishwasher	<u>MAYTAG</u>	<u>MDB2400AWE</u>
Garbage Disposal		
Fireplace	<u>MARCO</u>	<u>7927780</u>
Stereo		
Smoke Detector	<u>RYBNETICE</u>	<u>1275E</u>

BE CONSTRUCTED FOR Zone I Zone II Zone III
home has not been designed for the higher wind pressure and anchoring provisions required for coastal areas and should not be located within 1800' of the coastline in Wind Zones II and III, unless one and its anchoring and foundation system have been designed for the increased requirements tied for Exposure D in ANSI/ASCE 7-88.
home has has not been equipped with storm shutters or other protective coverings for windows exterior door openings. For homes designed to be located in Wind Zones II and III, which have not been had with shutters or equivalent covering devices, it is strongly recommended that the home be made to be equipped with these devices in accordance with the method recommended in manufacturers instructions.



INFORMATION PROVIDED BY THE MANUFACTURER NECESSARY TO CALCULATE SENSIBLE HEAT GAIN

Walls (without windows and doors).....	"U" .06
Ceilings and roofs of light color.....	"U" .04
Ceilings and roofs of dark color.....	"U" .04
Floors.....	"U" .07
Air ducts in floor.....	"U" .14
Air ducts in ceiling.....	"U" .14
Air ducts installed outside the home.....	"U" .23

The following are the duct areas in this home:

Air ducts in floor.....	<u>116</u> sq. ft.
Air ducts in ceiling.....	sq. ft.
Air ducts outside the home.....	sq. ft.

