



State of Tennessee
Department of State
Tennessee State Library and Archives
403 Seventh Avenue North
Nashville, Tennessee 37243-0312

**COMPTROLLER OF THE TREASURY
OFFICE OF MANAGEMENT SERVICES
DIRECTOR CHARLES L. HARRISON
RECORDS
1981-1986**

RECORD GROUP 306

Processed by:

James Castro
Archival Technical Services

Date Completed: January 5, 2003

MICROFILM ONLY

INTRODUCTION

This finding aid concerns Record Group 306, Comptroller of the Treasury, Office of Management Services Director Charles L. Harrison Records. These records span the years 1981-1986 and consist mostly of chronological and alphabetical subject files pertaining to the activities and responsibilities of the Office of Management Services from 1981-1986.

Record Group 306 came from the State Records Center, where they had been stored since 1987. They were transferred to the Tennessee State Library and Archives in 1997. In accordance with this collection's Records Disposition Authority (RDA), the material in Record Group 306 has been microfilmed and the originals were disposed of by the state approved method.

Record Group 306 consists of approximately 6 linear feet of records. Items removed were numerous duplicate copies and routine office materials. There are no restrictions on access.

AGENCY HISTORY

Comptroller of the Treasury

The comptroller of the treasury is a constitutional officer elected by the General Assembly for a term of two years. State statutes prescribe his duties, the most important of which relate to audit of state and local government entities, and participation in the general financial and administrative management of state government.

The comptroller is a member of the State Building Commission; State Capitol Commission; Board of Claims; Board of Equalization; State Funding Board; Tennessee State School Bond Authority; Tennessee Local Development Authority; Tennessee Housing Development Agency; Board of Standards; Tennessee Consolidated Retirement System Board of Trustees; Health Facilities Commission; Tennessee Student Assistance Corporation; Publications Committee; Public Records Commission; State Insurance Committee; Local Education Insurance Committee; Local Government Insurance Committee; State Library and Archives Management Board; Tennessee Advisory Commission on Intergovernmental Relations; Information Systems Council; Tennessee Competitive Export Corporation; State Trust of Tennessee Board of Directors; Child Care Facilities Incorporated; Utility Management Review Board; Tennessee Commodity Producers Indemnity Corporation; Water and Wastewater Financing Board; Council on Pensions and Insurance; Tennessee Higher Education Commission; Tennessee Baccalaureate Education System Trust; Security for Public Deposit Task Force; and the Tuition Guaranty Fund Board.¹

Office of Management Services

This office provides administrative and support services to the divisions of the comptroller's office in the areas of accounting, budgeting, personnel, information systems, and printing. The office assists the comptroller in policy and contract matters and provides staff support as a member of certain boards and commissions, such as the State Building Commission, Board of Standards, Nashville Thermal Transfer Corporation Board, State Emergency Communication Board, and Local Government Data Processing Corporation. The office provides technical and analytical assistance and management services support in the approval of procurement and contractual matters, as well as many major initiatives undertaken by the state. This office also provides for the coordination of the budget and presentation of the comptroller's budgets to the General Assembly; coordinates recruitment of professional staff and develops the Affirmative Action Plan for the comptroller's office; provides support services in systems analysis and development, computer operations, data entry, microcomputer support, network support, and other computer related areas on a centralized basis for all divisions in the comptroller's office; and provides for the coordination in achieving compliance with the Financial Integrity Act.² Charles L. Harrison became director of the Office of Management Services and Assistant to the Comptroller in 1981.

¹ Source: Tennessee Blue Book, 2001-2004 Edition

² Source: Tennessee Blue Book, 2001-2004 Edition

SCOPE AND CONTENT NOTE

Record Group 306, Comptroller of the Treasury, Office of Management Services Director Charles L. Harrison Records consists primarily of subject files and correspondence pertaining to the standard activities within the Office of Management Services from 1981-1986. The original order of the collection was a mixture of alphabetical and chronological. Where possible, the original order was preserved and the original titles of each folder were maintained. The folders are arranged chronologically by fiscal year; then alphabetically by subject within each year. Typical documents found in this collection are: contracts; minutes of Board of Standards meetings and State Building Commission meetings; reports; proposal and bidding information; and correspondence with bidders and departments.

A topic of particular interest may be the records concerning the Medicaid Management Information System in Tennessee in 1981. These records can be found in Box 1, folders 15-17 and contain program specifics, the State's request for proposal, and the Medicaid Fiscal Agent contract from 1981.

CONTAINER LIST

Microfilm Roll #1

BOX 1

- 1.) Correction, FY 1981-1982
- 2.) Correction, Board of Paroles, FY 1981-1982
- 3.) Economic & Community Development, FY 1981-1982
- 4.) Education, FY 1981-1982
- 5.) Education, Higher Education Commission, FY 1981-1982
- 6.) Education, Student Assistance Corporation, FY 1981-1982
- 7.) Education, Vocational Rehabilitation, FY 1981-1982
- 8.) Education, Vocational Technical Schools, FY 1981-1982
- 9.) Executive Department, FY 1981-1982
- 10.) Executive Department, Governor's Office, FY 1981-1982
- 11.) Executive Department, State Planning Office, FY 1981-1982
- 12.) Finance & Administration, FY 1981-1982
- 13.) General Services, FY 1981-1982
- 14.) General Services, Purchasing, FY 1981-1982
- 15.) Medicaid Management Information System, 1981
- 16.) Medicaid, Transcripts of Tapes of the Clarification Meetings between the Evaluation Committee & Computer Science Corporation, June 11th, 1981-June 12th, 1981
- 17.) Medicaid, Fiscal Agent Contract, 1981
- 18.) Correspondence, March 23rd, 1982-June 4th, 1982
- 19.) Agriculture, FY 1982-1983
- 20.) Board of Standards, FY 1982-1983
- 21.) Board of Standards Meeting of August 11th, 1982

Microfilm Roll #2

- 22.) Board of Standards Meeting of November 9th, 1982
- 23.) Board of Standards Meeting of January 18th, 1983
- 24.) Board of Standards Meeting of April 19th, 1983
- 25.) Commissions, Law Enforcement Training Commission, FY 1982-1983
- 26.) Commissions, Tennessee Arts Commission, FY 1982-1983
- 27.) Commissions, Tennessee Children's Service Commission, FY 1982-1983
- 28.) Commissions, Tennessee Energy Authority, FY 1982-1982
- 29.) Commissions, Tennessee Housing Development Agency, FY 1982-1983
- 30.) Commissions, Tennessee State Museum, FY 1982-1983
- 31.) Comptroller of the Treasury, FY 1982-1983
- 32.) Comptroller of the Treasury, Bond & Local Finance, FY 1982-1983
- 33.) Comptroller of the Treasury, Office of Management Services, FY 1982-1983
- 34.) Comptroller of the Treasury, Property Assessments, FY 1982-1983

- 35.) Comptroller of the Treasury, State Audit, FY 1982-1983
- 36.) Conservation, FY 1982-1983
- 37.) Correction, FY 1982-1983
- 38.) Economic & Community Development, FY 1982-1983
- 39.) Education, FY 1982-1983
- 40.) Education, Student Assistance Corporation, FY 1982-1983
- 41.) Employment Security, FY 1982-1983
- 42.) Executive Department, FY 1982-1983
- 43.) Executive Department, Governor's Office, FY 1982-1983
- 44.) Finance & Administration, FY 1982-1983
- 45.) General Services, FY 1982-1983
- 46.) Human Services, FY 1982-1983
- 47.) Judicial, FY 1982-1983
- 48.) Labor, FY 1982-1983
- 49.) Legislative, FY 1982-1983

BOX 2

- 1.) Mental Health & Retardation, FY 1982-1983
- 2.) Mental Health & Retardation, Evaluations, FY 1982-1983
- 3.) Mental Health & Retardation, Questions & Answers, FY 1982-1983
- 4.) Mental Health & Retardation, Request for Proposals, FY 1982-1983
- 5.) Military, FY 1982-1983
- 6.) Obion-Forked Deer Basin Authority, FY 1982-1983
- 7.) Personal & Professional Services, FY 1982-1983
- 8.) Public Health, FY 1982-1983
- 9.) Public Service Commission, FY 1982-1983
- 10.) Publications Committee, FY 1982-1983
- 11.) Publications Committee, Publication, FY 1982-1983
- 12.) Revenue, FY 1982-1983
- 13.) Safety, FY 1982-1983
- 14.) Safety, Photo-Driver's License, FY 1982-1983
- 15.) Secretary of State, FY 1982-1983
- 16.) State Building Commission, FY 1982-1983
- 17.) State Building Commission, Minutes, July 14th, 1982-December 20th, 1982
- 18.) State Building Commission, Minutes, January 14th, 1983-June 6th, 1983
- 19.) State Building Commission, Subcommittee Minutes, July 13th, 1982-May 24th, 1983
- 20.) State University & Community College System of Tennessee, FY 1982-1983
- 21.) Tennessee Wildlife Resource Agency, FY 1982-1983
- 22.) Tourist Development, FY 1982-1983
- 23.) Transportation, FY 1982-1983
- 24.) University of Tennessee, FY 1982-1983

- 25.) Correspondence, July 20th, 1982-June 4th, 1983
- 26.) Agriculture, FY 1983-1984
- 27.) Board of Standards Meeting of August 16th, 1983
- 28.) Board of Standards Meeting of December 13th, 1983
- 29.) Board of Standards Meeting of February 14th, 1984
- 30.) Board of Standards Meeting of May, 8th, 1984
- 31.) Commissions, Public Service Commission, FY 1983-1984
- 32.) Commissions, Tennessee Arts Commission, FY 1983-1984
- 33.) Commissions, Tennessee Children's Services Commission, FY 1983-1984
- 34.) Commissions, Tennessee Commission on the Aging, FY 1983-1984
- 35.) Commissions, Tennessee Housing Development Agency, FY 1983-1984

Microfilm Roll #3

- 36.) Commissions, Tennessee State Museum, FY 1983-1984

BOX 3

- 1.) Comptroller of the Treasury, FY 1983-1984
- 2.) Comptroller of the Treasury, Bond & Local Finance, FY 1983-1984
- 3.) Comptroller of the Treasury, Office of Management Services, FY 1983-1984
- 4.) Comptroller of the Treasury, Property Assessments, FY 1983-1984
- 5.) Comptroller of the Treasury, State Audit, FY 1983-1984
- 6.) Conservation, FY 1983-1984
- 7.) Correction, FY 1983-1984
- 8.) Economic & Community Development, FY 1983-1984
- 9.) Education, FY 1983-1984
- 10.) Educational TV Transfer, FY 1983-1984
- 11.) Employment Security, FY 1983-1984
- 12.) Executive Department, FY 1983-1984
- 13.) Finance & Administration, FY 1983-1984
- 14.) Finance & Administration, Data Processing Procurement, June 7th, 1984
- 15.) General Services, FY 1983-1984
- 16.) General Services, Telephone Purchase, FY 1983-1984
- 17.) Health & Environment, FY 1983-1984
- 18.) Human Services, FY 1983-1984
- 19.) Information Systems Council, FY 1983-1984
- 20.) Insurance, FY 1983-1984
- 21.) Judicial, FY 1983-1984
- 22.) Labor, FY 1983-1984
- 23.) Legislative, FY 1983-1984
- 24.) Mental Health & Retardation, FY 1983-1984
- 25.) Military, FY 1983-1984
- 26.) Public Service Commission, FY 1983-1984

- 27.) Revenue, FY 1983-1984
- 28.) Safety, FY 1983-1984
- 29.) Secretary of State, FY 1983-1984
- 30.) State Building Commission, FY 1983-1984
- 31.) State Building Commission, Minutes, June 30th, 1983-September 30th, 1983
- 32.) State Building Commission, Minutes, October 24th, 1983-December 27th, 1983
- 33.) State Building Commission, Minutes, January 13th, 1984-June 8th, 1984
- 34.) State building Commission, Staff Sub-Committee Minutes, July 13th, 1983-May 30th, 1984
- 35.) State Building Commission, Timber Sales Policy, FY 1983-1984

BOX 4

- 1.) State Treasurer's Office, FY 1983-1984
- 2.) State University & Community College System of Tennessee, FY 1983-1984
- 3.) Tennessee Bureau of Investigation, FY 1983-1984
- 4.) Tennessee Energy Authority, FY 1983-1984
- 5.) Tennessee Performing Arts Center, FY 1983-1984
- 6.) Tennessee Wildlife Resources Agency, FY 1983-1984
- 7.) Tourist Development, FY 1983-1984
- 8.) Transportation, FY 1983-1984
- 9.) Correspondence, July 1st, 1983-June 5th, 1984
- 10.) Agriculture, FY 1984-1985
- 11.) Board of Standards Meeting of August 7th, 1984
- 12.) Board of Standards Meeting of March 5th, 1985
- 13.) Board of Standards Meeting of, June 18th, 1985
- 14.) Commissions, Alcohol Beverage Commission, FY 1984-1985
- 15.) Commissions, Law Enforcement Training Commission, FY 1984-1985
- 16.) Commissions, Tennessee Arts Commission, FY 1984-1985
- 17.) Commissions, Tennessee Children's Services Commission, FY 1984-1985
- 18.) Commissions, Tennessee Higher Education Commission, FY 1984-1985
- 19.) Commissions, Tennessee State Museum, FY 1984-1985

Microfilm Roll #4

- 20.) Comptroller of the Treasury, FY 1984-1985
- 21.) Comptroller of the Treasury, Bond & Local Finance, FY 1984-1985
- 22.) Comptroller of the Treasury, County Audit, FY 1984-1985
- 23.) Comptroller of the Treasury, Office of Management Services, FY 1984-1985
- 24.) Comptroller of the Treasury, Property Assessments, FY 1984-1985
- 25.) Conservation, FY 1984-1985
- 26.) Correction, FY 1984-1985
- 27.) Economic & Community Development, FY 1984-1985
- 28.) Education, FY 1984-1985

- 29.) Education, Student Assistance Corporation, FY 1984-1985
- 30.) Employment Security, FY 1984-1985
- 31.) Finance & Administration, FY 1984-1985
- 32.) General Services, FY 1984-1985
- 33.) Health & Environment, FY 1984-1985
- 34.) Military, FY 1984-1985
- 35.) Obion-Forked Deer Basin Authority, FY 1984-1985
- 36.) Personnel, FY 1984-1985
- 37.) Public Service Commission, FY 1984-1985
- 38.) Publications Committee Meeting of June 11th, 1985
- 39.) Revenue, FY 1984-1985
- 40.) Safety, FY 1984-1985
- 41.) Secretary of State, FY 1984-1985
- 42.) State Building Commission, FY 1984-1985
- 43.) State Building Commission, Minutes, July 12th, 1984-December 13th, 1984

BOX 5

- 1.) State Building Commission, Minutes, January 11th, 1985-April 22nd, 1985
- 2.) State Building Commission, Minutes, May 9th, 1985-June 24th, 1985
- 3.) State building Commission, Staff Sub-Committee, Minutes July 27th, 1984-May 29th, 1985
- 4.) State University & Community College System of Tennessee, FY 1984-1985
- 5.) Student Assistance Loans & Auxiliary Loans, July 19th, 1984
- 6.) Tourist Development, FY 1984-1985
- 7.) University of Tennessee, FY 1984-1985
- 8.) Correspondence, July 5th, 1984-January 31st, 1985
- 9.) Agriculture, FY 1985-1986
- 10.) Board of Standards Meeting, September 20th, 1985
- 11.) Board of Standards Meetings of November 24th & December 10th, 1985
- 12.) Board of Standards Meeting of March 11th, 1986
- 13.) Board of Standards Meeting of June 9th, 1986
- 14.) Commerce & Insurance, FY 1985-1986
- 15.) Alcoholic Beverage Commission, FY 1985-1986
- 16.) Commissions, Juvenile Justice Commission, FY 1985-1986
- 17.) Commissions, Tennessee Arts Commission, FY 1985-1986
- 18.) Commissions, Tennessee Children's Services Commission, FY 1985-1986
- 19.) Commissions, Tennessee Commission on the Aging, FY 1985-1986
- 20.) Commissions, Tennessee Historical Commission, FY 1985-1986

Microfilm Roll #5

- 21.) Commissions, Tennessee Housing Development Agency, FY 1985-1986
- 22.) Commissions, Tennessee State Museum, FY 1985-1986

- 23.) Communication Management, FY 1985-1986
- 24.) Communication Management, Embedded PBX, 1985
- 25.) Comptroller of the Treasury, FY 1985-1986
- 26.) Comptroller of the Treasury, Affirmative Action Plan, June, 1986
- 27.) Comptroller of the Treasury, Bond & Local Finance, FY 1985-1986
- 28.) Comptroller of the Treasury, Capitol Print Shop, FY 1985-1986
- 29.) Comptroller of the Treasury, County Audit, FY 1985-1986
- 30.) Comptroller of the Treasury, Office of Management Services, FY 1985-1986
- 31.) Comptroller of the Treasury, Property Assessments, FY 1985-1986
- 32.) Comptroller of the Treasury, Southern Library Bindery, Public Acts of 1985
- 33.) Comptroller of the Treasury, State Board of Equalization, FY 1985-1986

BOX 6

- 1.) Conservation, FY 1985-1986
- 2.) Corrections, FY 1985-1986
- 3.) Corrections, Board of Paroles, FY 1985-1986
- 4.) Economic & Community Development, FY 1985-1986
- 5.) Education, FY 1985-1986
- 6.) Education, Educational Specifications for Tennessee State Special Schools, 1985
- 7.) Education, Student Assistance Corporation, FY 1985-1986
- 8.) Finance & Administration, FY 1985-1986
- 9.) General Services, FY 1985-1986
- 10.) General Services, Review of Contract 901-04 Transcript, October 14th, 1986
- 11.) Health & Environment, FY 1985-1986
- 12.) Human Services, FY 1985-1986
- 13.) Information Systems Council, FY 1985-1986
- 14.) Judicial, FY 1985-1986
- 15.) Labor, FY 1985-1986
- 16.) Legislative, FY 1985-1986
- 17.) Mental Health & Retardation, FY 1985-1986
- 18.) Military, FY 1985-1986
- 19.) Personnel, FY 1985-1986
- 20.) State Planning Office, FY 1985-1986
- 21.) State University & Community College System of Tennessee, FY 1985-1986
- 22.) Tennessee Bureau of Investigation, Rules & Regulations, FY 1985-1986
- 23.) Tennessee Wildlife Resources Agency, FY 1985-1986
- 24.) Transportation, FY 1985-1986
- 25.) Treasury, FY 1985-1986
- 26.) University of Tennessee, FY 1985-1986