

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	<i>N1-142.00.1</i>
1 FROM (Agency or establishment)  TENNESSEE VALLEY AUTHORITY		DATE RECEIVED	<i>10.4.99</i>
2 MAJOR SUBDIVISION EDUCATION, TRAINING, AND DIVERSITY (ET&D)		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		In accordance with the provision of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for may items that be marked "disposition not approved" or "withdrawn" in column to	
4 NAME OF PERSON WITH WHOM TO CONFER KAL CHATTERJEE	5 TELEPHONE 423-632-3622	DATE <i>4-8-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed on the attached ( ) page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested.			
DATE <i>9-27-99</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Georgia S. Greene</i>		TITLE Manager, Records Management

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	TQ UPDATE (NEWSLETTER)		
2	AUTOMATED TRAINING INFORMATION SYSTEM (ATIS)		
3	WEEKEND ACADEMY FILE		
4	TVA SCHOLARSHIP PROGRAM		
5	FACULTY ON COURSE (NEWSLETTER) (Sample copy attached)		
6	TVAU HISTORICAL FILE <i>Forum</i>		
<i>cc Agencies, NR, NRC</i>			

**REFERENCE: NARA NO: N1-142-00-1**

**1 TQ UPDATE (NEWSLETTER)**

This publication was intended to communicate information TVA's Total Quality (TQ) business improvement initiatives. It was published about every 60 days and distributed to several hundred TVA managers, TQ professional, and others interested in business improvement systems. It was distributed via e-mail and a copy was posted to the Quality Resources Web Site (QUALNET) It started in 1997 and continued till August of 1998. The publication has also been kept in hard copies

**DISPOSITION**

**A. Hard Copy**

PERMANENT. Transfer to NARA upon approval of schedule

**B Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.**

(1) ✓

Copies that have no further administrative value after the personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy (recordkeeping copy is made) [Includes copies maintained by individuals in ]

Destroy/delete within 180 days after the recordkeeping copy has been produced.

(2) ✓

Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.  
~~Delete after recordkeeping copy has been produced unless needed longer for revision or dissemination.~~

**REFERENCE: NARA NO: N1-142-00-1**

**2 AUTOMATED TRAINING INFORMATION SYSTEM (ATIS)**

The system identifies and administers all education and training functions of TVA. It records the names of employees, which classes they enroll, name and timetable of classes, and how many sessions are added to which classes, etc. It is basically the official training record of all employees and contractors. Any activity related to education and training is recorded in this system. The file includes system requirements documentation, evaluation of vendors documentation, technical system documentation, ATIS user manual, and acceptance test manual. It is updated continually. Automated Training Information System (ATIS) was introduced in 1994.

**DISPOSITION**

- A. Inputs. Inputs consist of training rosters, name of classes, dates of enrollment, the number of sessions added to which classes, etc. Multiple users can enter records into ATIS. Entry is controlled by a security class.

Disposition: Temporary. Delete or destroy after input and verification of data into master file or when no longer needed to support the reconstruction of master file, whichever is later.

- B. Master file. System contains records created from 1994. Any activity related to education and training is recorded in this system.

Disposition: Temporary. Delete records in agency when superseded or delete when 5 years old, whichever is later.

- C. Outputs: Reports run from ATIS

Temporary: Destroy when 5 years old or when superseded or obsolete, whichever is sooner.

- D. System Documentation

System documentation associated with the system, vendor evaluations, technical system documentation, ATIS user manual, and acceptance test manual.

Disposition: Temporary. Delete or destroy, not to exceed 5 years after the system is discontinued.

1. TQ UPDATE (NEWSLETTER)

This publication is intended to communicate information about TVA's Total Quality (TQ) business improvement initiatives. It is published about every 60 days and distributed to several hundred TVA managers, TQ professional, and others interested in business improvement systems. It is distributed via e-mail and a copy is posted to the Quality Resources Web Site (QUALNET). There is no hard copy. An electronic archive copy is maintained. It started in 1997.

DISPOSITION

A. Record Copy

PERMANENT. Transfer to NARA upon approval of schedule

B. Electronic Mail and Word Processing System Copies

Delete after recordkeeping copy has been produced unless needed longer for revision or dissemination.

2. AUTOMATED TRAINING INFORMATION SYSTEM (ATIS)

The system identifies and administers all education and training functions of TVA. It records the names of employees, which classes they enroll, name and timetable of classes, and how many sessions are added to which classes, etc. It is basically the official training record of employees. Any activity related to education and training is recorded in this system. The file includes system requirements documentation, evaluation of vendors documentation, technical system documentation, ATIS user manual, and acceptance test manual. It is updated continually. Automated Training Information System (ATIS) was introduced in 1994.

DISPOSITION

A. Automated Training Information System (ATIS)

Retain in agency for life of agency.

B. System documentation associated with the system, vendor evaluations, and manuals.

Delete or destroy when no longer needed for administrative, legal, audit, other operational purpose.

C. Electronic Mail and Word Processing System Copies

Delete after recordkeeping copy has been produced unless needed longer for revision or dissemination.

NARA JOB N1-142-00-1, ITEM 3B

3. WEEKEND ACADEMY FILE

It was established as one of the Corporate TVAU external programs started in 1995. Weekend Academy Program existed in Knoxville, Memphis, Chattanooga and in Nashville. This program was designed for inner city youth using TVA facilities and resources for specific learning activities. The class met every other Saturday. The file included weekend academy videos, presentation materials, records on students, establishments regulatory records on all weekend academy chapters. Effective 1998 it was separated from TVA and became a non-profit organization with its own charter and by laws. The Academy is now a 501 (C)(3) not-for-profit corporation. The hard copy file from 1996 to 1998 is retained in Knoxville and is arranged alphabetically. There are three commercially produced videos all of which were developed during the time when the program was still a TVA program. One is a descriptive video of the Weekend Academy's goals and mission, the second video is the perspective of the founder of Weekend Academy, former TVA Director William Kennoy, and the third one is a Founder Recognition video.

DISPOSITION

A. Record Copy

Destroy when 5 years old

B. Videos

Destroy when 5 years old

(Donation to a Not-For-Profit Corporation may be authorized upon written submission to NARA)

C. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

(1) ~~1~~ Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced

(2) ~~2~~ Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed

**REFERENCE: NARA NO: N1-142-00-1**

3 **WEEKEND ACADEMY FILE**

It was established as one of the Corporate TVAU external programs started in 1995. Weekend Academy Program existed in Knoxville, Memphis, Chattanooga and in Nashville. This program was designed for inner city youth using TVA facilities and resources for specific learning activities. The class met every other Saturday. The file included weekend academy videos, presentation materials, records on students, establishments regulatory records on all weekend academy chapters. Effective 1998 it was separated from TVA and became a non-profit organization with its own charter and by laws. The Academy is now a 501 (C)(3) not-for-profit corporation. The hard copy file from 1996 to 1998 is retained in Knoxville and is arranged alphabetically. There are three commercially produced videos all of which were developed during the time when the program was still a TVA program. One is a descriptive video of the Weekend Academy's goals and mission, the second video is the perspective of the founder of Weekend Academy, former TVA Director William Kennoy, and the third one is a Founder Recognition video.

**DISPOSITION**

A. Record Copy

Destroy when 5 years old or 5 years after completion of a specific training program.

B. Videos

Destroy one year after completion of training program

C. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. recordkeeping copy is made. Includes copies maintained by individuals in

Destroy/delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed. Delete after recordkeeping copy has been produced unless needed longer for revision or dissemination.

## TVA SCHOLARSHIP PROGRAM

This is one of Corporate TVAU external programs started in 1994. The scholarship programs provide 12 scholarships on a competitive basis to dependents of TVA employees who achieve high academic standards in school and apply for college scholarship. Once applications received, an audit trail of the applications is maintained. It is maintained primarily for any tax related inquiries on any of the applicants. Applications are reviewed by an external board.

Records include scholarship literature, records of past winners still in school and criteria for selection of new scholarship winners, sample letters and forms, general correspondence, work files, reference material. Files are arranged by subject in hard copy. A database is maintained to store information on students, application packages, selecting committee members' names and related information. The database is used to manage the program. Information from the database is not distributed.

### DISPOSITION

#### A Hard Copy

##### 1 Files on Selectees

Destroy when 6 years old.

##### 2 Files on Nonselectees

Destroy when 3 years old.

##### 3. General files related to the program

Review annually and destroy those files that are obsolete, superseded or no longer needed

#### B Access Database

##### 1. Inputs. Includes information on students, application packages, selecting committee members' names and related information.

Temporary. Delete or destroy after input and verification of data into master file or when no longer needed to support the reconstruction of master file, whichever is later.

##### 2 Master file. Master file contains records created from 1994. It contains information on applicants for scholarship program.

Disposition: Temporary. Delete records in agency when superseded

##### 3. Outputs: Destroy when superseded or no longer needed for reference, whichever is later.

#### C. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

##### 1. Copies that have no further administrative value after the recordkeeping copy is made.

Includes copies maintained by individuals in personal files, personal electronic mail directories,

or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

- 2 Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.

3. WEEKEND ACADEMY FILE

This is one of the Corporate TVAU external programs. The Weekend Academy program exists in Knoxville, Memphis, Chattanooga and soon will exist in Nashville. This program is designed for inner city youth using TVA facilities and resources for specific learning activities. The class meets every other Saturday. The file includes weekend academy videos, electronic file, presentation materials, records on students, establishments regulatory records on all weekend academy chapters. All files related to this program are stored in Knoxville from 1996.

DISPOSITION

A. Record Copy

Destroy when 5 years old or 5 years after completion of a specific training program.

B. Electronic Mail and Word Processing System Copies

Delete after recordkeeping copy has been produced unless needed longer for revision or dissemination.

4. TVA SCHOLARSHIP PROGRAM

This is one of Corporate TVAU external programs started in 1994. The scholarship program provides 12 scholarships on a competitive basis to dependents of TVA employees who achieve high academic standards in school and apply for a college scholarship. Once applications are received, an audit trail of the applications is maintained primarily for any tax related inquiries on any of the applicants. Applications are reviewed by an external board. Records include scholarship literature, records of past winners still in school, criteria for selection of new scholarship winners, sample letters, forms, general correspondence, work files, and reference material. Files are arranged by subject in hard copy.

DISPOSITION

A. Record Copy

Destroy when 10 years old.

B. Electronic Mail and Word Processing System Copies

Delete after recordkeeping copy has been produced unless needed longer for revision or dissemination.

5

REVISED ITEM 4, NARA JOB NUMBER N1-142-00-1

FACULTY ON COURSE (NEWSLETTER) \_

Faculty management publication of "Faculty on Course" started in 1996. Final printings of the monthly newsletter are retained in electronic media and arranged by month and year. The newsletter, primarily, is for management and executives. It is used as a teaching tool for the facilitators or trainers who need to be trained.

DISPOSITION

A. Record Copy (Printed from Electronic Version)

Destroy in agency upon termination of the program.

B. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- (1) a. Copies that have no further administrative value after the personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. recordkeeping copy is made. Includes copies maintained by individuals in

Destroy/delete within 180 days after the recordkeeping copy has been produced.

- (2) b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.  
~~Delete after recordkeeping copy has been produced unless needed longer for revision or dissemination.~~

**NARA JOB N1-142-00-1, ITEM 6**

TVAU FORUM FILE

The files include all records that are associated with FORUM meetings. FORUM, which was started in 1994, is represented by the education and training group from each organization, such as IT Education from Information Services, Environmental Training from Resource Group, Technical Training from Fossil & Hydro Power, Technical Training from Nuclear, and Procurement Training from Procurement. TVAU is responsible for overall strategic training needs for the agency. Representatives from each organization along with the Vice President of the Corporate Training meet once a month to discuss training needs and ways to meet the needs. The files are maintained in hard copy and are arranged by date with agendas and meeting minutes.

DISPOSITION

A. Record Copy

PERMANENT. Cutoff files annually. Transfer to NARA in 5 year blocks when the newest record is 25 years old.

B. Electronic Mail and Word Processing System Copies.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.

5. FACULTY ON COURSE (NEWSLETTER)

Faculty management publication of "Faculty on Course" started in 1996. Final printings of the monthly newsletter are retained in electronic media and arranged by month and year. The newsletter contains information for TVAU Faculty and TVAU Course Facilitators.

DISPOSITION

A. Record Copy

PERMANENT. Transfer to National Archives when the newest record is 30 years old.

B. Other Copies

Destroy when 3 years old.

(GRS 1, Item 29a.(2))

C. Electronic Mail and Word Processing System Copies

Delete after recordkeeping copy has been produced unless needed longer for revision or dissemination.

6. TVAU HISTORICAL FILE

TVAU historical file includes all relevant documents that 'story board' the creation and evolution of the TVA University. Records date 1994-.

DISPOSITION

A. Record Copy

PERMANENT. Transfer to National Archives when the newest record is 30 years old.

B. Electronic Mail and Word Processing System Copies

Delete after recordkeeping copy has been produced unless needed longer for revision or dissemination.