

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	01-142-00-4
1. FROM (Agency or establishment)		DATE RECEIVED	3-2-2000
TENNESSEE VALLEY AUTHORITY		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION INFORMATION SERVICES		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request, including amendments, is approved except for may items that be marked "disposition not approved" or "withdrawn" in column to.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
VICKI CALLAHAN	423-751-6249	12-20-00	<i>[Signature]</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 3 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 3/13/00	SIGNATURE OF AGENCY REPRESENTATIVE <i>Georgia S. Greene</i>		TITLE Assistant TVA Archivist
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See the attached pages.		
	<i>Agency, NR, NRC</i>		

TVA YEAR 2000 (Y2K) VALIDATION RECORDS

These records are validation documents to provide TVA's Year 2000 (Y2K) Project Office (managers, staff, and team) with a consistent means of tracking all application and/or system hardware/software in reference to TVA Year 2000 Compliance. The Application Compliance Validation records will provide the following:

Documentation of the compliance work performed to meet the requirement of TVA's Year 2000 Application Standards for developed, purchased, or a combination of purchased and developed software (s).

Documentation of the concurrence on application date compliance status by responsible parties (application custodians and application owners).

Supporting details of how application date compliance was achieved (result of business prioritization, testing, vendor version/release requirements, computer environments, etc.).

Upon receipt of the completed validation document, the Y2K Project Applications Project leader will document the application as TVA Year 2000 Compliant, including the assignment of the TVA Year 2000 Compliant Status Code (compliant, renovated, vendor-fixed, retired, or replaced).

This same validation document can be used to track compliance of non-application items such as systems software, hardware, and facility equipment. These records will be scanned and stored in the TVA electronic vault.

Form TVA 11603, TVA ADP Hardware Inventory Sheet, and the form PC Hardware Not Y2K Compliant, which are used to document compliance or noncompliance for PC hardware, servers, and their peripherals.

Also included are correspondence and reports pertaining to the management of the program such as Executive Management Reporting and presentations about the Y2K program, and includes records accumulated that relate to the internal administration of the program.

DISPOSITION

A. Application Compliance Records

Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or data base, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest.

B. Electronic copies created on electronic mail and word processing systems

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

(N1-142-99-15)

TVA YEAR 2000 (Y2K) VALIDATION RECORDS (Continued)

C. Y2K Program Management Documentation

Recordkeeping copy

Destroy when one year old (January 1, 2001)

Electronic copies created on electronic mail and word processing systems

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TVA concurrence
via email
5/9/2000