

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-142-01-3
1. FROM (Agency or establishment)		DATE RECEIVED	2-6-2001
TENNESSEE VALLEY AUTHORITY		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION HUMAN RESOURCES		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request, including amendments, is approved except for may items that be marked "disposition not approved" or "withdrawn" in column to	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 HEALTH & SAFETY			
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
VICKI CALLAHAN	423-751-6249	9-5-01	<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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
1/30/01	<i>Georgia D. Greene</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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>cc - Agency, NR</i>		

MEDICAL EVALUATION DATA AND IMAGE CONTROL SYSTEM (MEDICS)

Health Services maintains an online system for TVA employees' and contractors' medical approval status and medical evaluation history.

This system is a client-server system operating on the agency's Wide Area Network. MEDICS is an in-house developed system written in MS Visual Basic and operating on MS Windows platform. Data is maintained by Information Services in an Oracle database.

The official copy of the User's Guide and system documentation is maintained on a protected network server. The program code contains annotations and is maintained by Information Services.

This records series is covered by the Privacy Act System of records, TVA-9, Medical Record System. The Medical Case Records were approved by NARA job No. N1-142-92-6.

DISPOSITION

A. Inputs:

Data input types and sources are (a) keyboard entry of data from internal and external medical providers. (b) Demographic data from HR database via an internal interface. (c) Respirator approval from Personnel Access Data System (PADS) via external/internal interface.

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: Employees' and contractors' Medical Records:

Information on the system includes current and historic administrative medical information on employees and contractors including requested medical services, job duty status, approval status for special duties, status of various monitoring exams, and medical constraints. Limited demographic data from the HR Database is also maintained: Name, SSN, job title, and work location.

Delete 40 years after termination of employment.

C. Outputs:

Major outputs include (a) screen displays of administrative medical data via MEDICS and selected data via the HR Data Warehouse, Check-in Program (CHIP), which belongs to Nuclear (TVAN) and the Automated Training Information System (ATIS), which belongs to Education, Training and Diversity (ET&D); (b) Respirator approvals through an internal/external interface to PADS, which belongs to TVAN; (c) Paper output of individual and group administrative medical data and (d) Billing information (Excel spreadsheet and paper) for invoice reconciliation. Billing system limited to Occupational Health PCs.

1. Electronic copy:

Delete after recordkeeping copy is produced or no longer needed for operational purposes, whichever is later.

2. Recordkeeping copy:

a. Respirator approvals (part of Medical's master file):

4.

Destroy 40 years after termination of employment

b. Individual and group administration medical data:

5.

Destroy when no longer needed not to exceed 2 years

~~(GRS 23 Item 1)~~

c. Billing information:

Destroy when 3 years old.

~~(GRS 6 Item 5b)~~

D. System Documentation

1. Codebooks, record layout, and other system documentation:

6.

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.

2. 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.

7.

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.

8.

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