

1. Department of Labor Appeals

- a. Record copy of TVA appeals to DOL regarding negotiations in accordance with TVA Act.

Disposition: Cut-off files at end of fiscal year in which the case is closed. Transfer to an offsite records holding facility 2-years after cut-off. Destroy 50 years after cut-off or when no longer needed for reference, whichever is later.

- b. Supporting documents in reference to the negotiations. Miscellaneous correspondence between TVA, DOL, and Council related to appeals.

Disposition: Cut-off files at end of fiscal year in which the case is closed. Transfer to an offsite records holding facility 2-years after cut-off. Destroy 50 years after cut-off or when no longer needed for reference, whichever is later.

- c. Other copies of the appeals maintained for reference.

Disposition: Cut-off files at the end of the fiscal year in which the case is closed. Destroy 2-years after cut-off or when the case is closed, whichever is sooner.

2. 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 the 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.

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

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

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