

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

DO NOT WRITE IN THESE SPACES (NARA use only)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

JOB NUMBER

71-142-04-6

DATE RECEIVED

4-12-2004

**NOTIFICATION TO AGENCY**

In accordance with the provision of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for any items that be marked "disposition not approved" or "withdrawn" in column to.

1. FROM (Agency or establishment)

Tennessee Valley Authority

2. MAJOR SUBDIVISION  
HUMAN RESOURCES

3. MINOR SUBDIVISION  
CORPORATE SAFETY

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE

Kal Chatterjee

865-632-3622

DATE

9-16-04

ARCHIVIST OF THE UNITED STATES

*John W. Clark*

**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 (pages) 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,

is not required;

is attached; or

has been requested.

DATE

4-1-04

SIGNATURE OF AGENCY REPRESENTATIVE

*Mary H. LaFrance*

TITLE

Manager, Records Management and Systems

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	REGULATORY COMPLIANCE WORKPLACE INSPECTIONS (See attached)		

*cc Agency NARA*

## REGULATORY COMPLIANCE WORKPLACE INSPECTIONS

The records series includes inspection reports conducted by Corporate Safety of Human Resources. Corporate Safety conducts workplace inspections TVA wide to determine compliance with OSHA (Occupational Safety and Health Administration) requirements. Corporate Safety prepares reports of deficiencies after inspections conducted. The reports are sent to the Facilities Management for corrective actions. Deficiencies are tracked until corrected. Once the deficiency is corrected, the file is closed. The inspections are conducted at least once a year. The reports range from 1997 to present. Present accumulation is about 4 cubic feet. Expected accumulation is about 1 cubic foot per year.

### DISPOSITION

A. Record copy of individual report

Destroy 75 years after deficiencies in the report are corrected.

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 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.

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.

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