

TECHNICAL TRAINING RECORDS

This record series includes a variety of records, including course plans, forms, checklists, tests, employee test results, and other material relating to the testing, certification, qualification, licensing, classification, career development, or to increase an employee's qualifications for higher-level positions. Other records included in this records series may include training associated with apprentice/journeyman career progression. It may include contractor training records for the trainings provided by the agency. It may also include some nuclear related training records. Record retentions for Technical Training records are based upon statute and case law, regulations governing the sector-specific and general business environment, and federal records requirements assigned to the TVA Archivist. Specific requirements may be listed in implementing policies and procedures applicable to the individual business unit.

These records, currently maintained in hard copy, are targeted to be placed in TVA's Electronic Document Management System (EDMS) beginning July 2005.

Disposition

1. Individual Training Record

Unless otherwise required by the business unit or related laws and regulations, technical training records are considered a part of the employee's Personal History Record. The employee's training record includes but is not limited to examination results, individual training plans, certificates, and licenses.

Destroy 75 years after birth date of employees or 60 years after the date of the earliest document in the folder if the date of birth cannot be ascertained.

2. Course Plans and Course Content

Delete/destroy from EDMS when superseded or six years after the program is discontinued.

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TECHNICAL TRAINING RECORDS (Continued)

3. Training Rosters

Where proof of class attendance is required, Training and Development Attendance Roster, TVA form 13041A, or similar attendance rosters, indicating the employee's name, Social Security or employee identification number, course, grade, or related training information, are entered into the Automated Training Information System (ATIS). (ATIS has been scheduled separately).

When required to retain a signature for record purposes, the signature becomes part of the record series and the image of the roster is scanned into EDMS.

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(Please see the retention of training records for Nuclear, Labor Relations, Human Resources and TVA Police in their respective Comprehensive Records Schedules)

TECHNICAL TRAINING RECORDS (Continued)

4. 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.