

AUTOMATED TRAINING INFORMATION SYSTEM (ATIS)

The system identifies and administers all education and training functions of TVA. It records the names of employees, which classes they enroll, name and timetable of classes, and how many sessions are added to which classes, etc. It is the official training record of all employees and contractors. Any activity related to education and training is recorded in this system. 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). Verification of accuracy of ATIS input is required for technical training records.

The file also includes system requirements documentation, evaluation of vendors' documentation, technical system documentation, ATIS user manual, and acceptance test manual. It is updated continually. Automated Training Information System (ATIS) was introduced in 1994.

DISPOSITION

1. **Inputs:** Inputs consist of training rosters, name of classes, dates of enrollment, the number of sessions added to which classes, etc... Multiple users can enter records into ATIS. Entry is controlled by a security class. There are several interfacing systems which also enter records automatically in to ATIS such as the TVA's Online Learning System (Net-Learning) and other systems including TVAN's PADS system.

Disposition: Temporary. 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.

2. **Master file:** System contains records created from 1994. Any activity related to education and training is recorded in this system.

Disposition: Temporary. Delete 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.

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(Continued)

3. Outputs: Reports run from ATIS

Disposition: Temporary. Destroy when 5 years old or when superseded or obsolete, whichever is sooner. Unless required by the organization (i.e. TVAN and other orgs such as the Employee Service Center scan certain ATIS reports into the EDMS systems as required).

4. a. System Documentation

System documentation associated with the system, vendor evaluations, technical system documentation, ATIS user manual, and acceptance test manual.

Disposition: Temporary. Delete or destroy, not to exceed 5 years after the system is discontinued.

b. Word processing and e mail copies of records covered by item 4a. of the schedule.

Disposition. Temporary. Delete when recordkeeping copy is produced.

Ref: N1-142-00-1, ITEM 2

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