

REQUEST FOR RECORDS DISPOSITION AUTHORITY

BLANK (NARA use only)

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

JOB NUMBER *NI-142-07-1*

DATE RECEIVED *02/09/07*

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

Tennessee Valley Authority

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request, including amendments, is approved except for may items that be marked "disposition not approved" or "withdrawn" in column to.

2. MAJOR SUBDIVISION
Human Resources

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE

Kal Chatterjee

865-632-3622

DATE *2/26/07* ARCHIVIST OF THE UNITED STATES *Alan W...*

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
2/1/2007

SIGNATURE OF AGENCY REPRESENTATIVE

Mary E. Ragland

Mary E. Ragland

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SUPERSEDED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. Test Score Data Base
(attached)

All 10/10/07 copies sent to Agency, NARA, NR

Name of the System: Test Score Data Base

The data base contains test results for typing, clerical, apprenticeship, and entry level positions. These tests include Edison Electric Institute (EEI) test scores which was developed by Edison Electric Institute (EEI) and administered by a contractor (Human Performance Systems), and the typing test for clerical positions administered by TVA. The data elements include applicant's name, social security number, address, birth date, and the test date, test score, and test results of pass or fail. The input documents are the test results. There is an index to access the records in the data base.

Purpose of System: Supports Human Resources function by maintaining the test scores of applicants.

1. Inputs: Test Results

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: The data elements include applicant's name, social security number, address, birth date, and the test date, test score, and test results of pass or fail.

Disposition: Temporary. Delete individual applicant data elements 10 years from date of last activity.

3. Outputs: Reports generated from the database

a. Electronic Copy:

Disposition: Temporary. Delete or destroy any reports generated from the database when longer is needed.

b. Recordskeeping copy (paper)

Disposition: Temporary. Destroy when longer is needed

4. Index:

Disposition: Temporary. Delete when the database is longer needed.

(NARA Reference No. (NC1-142-84-9, Item 30))