REQUEST FOR RECORDS DISPOSITION AUTHORITY

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

1 FROM (Agency or establishment)

TENNESSEE VALLEY AUTHORITY

2 MAJOR SUBDIVISION
Human Resources

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE
Rhonda Clayton	865-632-7530

LEAVE BLANK (NARA use only)

JOB NUMBER *N1-142-09-3*

DATE RECEIVED *5/8/09*

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for may items that be marked "disposition not approved" or "withdrawn" in column to

DATE	ARCHIVIST OF THE UNITED STATES
	WITHDRAWN

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 5-5-09	SIGNATURE OF AGENCY REPRESENTATIVE *Mary Ragland*	TITLE Manager, Enterprise Document Management

7 ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	ENVIRONMENTAL COMPLIANCE AWARENESS TRAINING ASSESSMENT (ECATA) (SEE ATTACHED)	N1-142-05-2	WITHDRAWN
2.	NETLEARNING/LEARNING MANAGEMENT SYSTEM (LMS) (SEE ATTACHED)	N1-142-05-2	WITHDRAWN

Withdrawn 3-30-10 RC

115-109

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

ENVIRONMENTAL COMPLIANCE AND AWARNESS TRAINING ASSESSMENT (ECATA)

The Environmental Compliance and Assessment System (ECATA) is designed to provide training requirements to all employees who need to be trained on various environmental issues and related compliance requirements ECATA is intended to be used by all TVA employees and contractors Questions and answers are designed to assist employees and their supervisors to assess environmental training needs in order to comply with various environmental compliance laws such as Clean Air Act, OSHA, Hazardous Materials Transportation Act, etc... Once the required training classes are identified based on job duties, approvals are obtained by managers

The list of identified classes is prepared and transferred to ATIS (Automated Training Information System). ATIS is the official training record system for all employees and contractors in TVA. It has been scheduled separately under N1-142-05-2.

ECATA also tracks all certification and re-certification needs for employees and contractors.

ECATA basically is a tracking system for various environmental compliance training requirements. The application is a Visual InterDev Web application that has an ORACLE database for data storage.

DISPOSITION

Delete when agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes

NETLEARNING/LEARNING MANAGEMENT SYSTEM

NetLearning is a learning management system often referred to as a Learning Management System (LMS). LMS manages computer based training (CBT). There are two parts to NetLearning. The NetLearning Administrator is a tool which provides ability to set up and administer training curriculum, courses, and exams. The NetLearning Student Interface allows trainees to enroll/un-enroll in courses, review course material, take exams and review their transcript.

Courses are independent of the LMS. The courses are developed either within TVA or by external vendors. Vendor developed courses are licensed via contracts.

Passing test results are populated into ATIS (Automated Training Information System), which identifies and administers all education and training functions of TVA. ATIS maintains the official training records of all employees and contractors in TVA.
ATIS has been scheduled separately under N!-142-05-2.

NetLearning Administrator is a Windows based application that utilizes a FoxPro database. The NetLearning Student Interface is a web based application accessed via the custom Online Learning logon page. NetLearning was implemented in 2003.

DISPOSITION

Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

Electronic Records Inventory Form for Scheduling
3/5/2009

A. DESCRIPTION	
1. System/application full name and acronym	NetLearning LMS (Learning Management System)
2. If applicable, please provide the full names and acronyms of the sub-systems/applications the above system/application contains.	n/a
3. Description of the <u>content</u>, function and purpose of the records in this system/application.	On-line training records
4. What is the legal basis for under which these electronic records are created	The NRC must be able to pull an individual's training record at anytime and verify qualifications. Numerous job related qualifications across all of TVA.
5 What documentation is available that describes the content, purpose, and function of the records in this system/application?	None.
B. CONTEXT	
8. Which functional area do these electronic records? (This is not a complete sentence)	Training
9. Does this system/application contain records that are duplicated in another system/application elsewhere? If yes, please explain and cite related disposition authority, if applicable.	Records are populated to ATIS.
C. DISPOSITION INFORMATION FOR THE MASTER FILE RECORDS	
10. Should all of the records in the tables be disposed of in the same way? If not, please respond to the questions in this section multiple times (one time for each different disposal instruction for the master file).	No.
11. Recommend whether these records	Permanent

have temporary or permanent value.	
12. Cutoff instruction:	What is being cut-off?
13. Retention period before destruction of these records **(for temporary records)**:	n/a
14. Do these **temporary records** have a legal rationale behind their retention period? If so, please cite the applicable law, regulation, or guidance and explain how it impacts the proposed retention period.	n/a
15. Accession instruction **(for permanent records)**:	Accession to what?
16. **If these records are permanent,** what is the estimated year they will first be transferred to the National Archives?	They will not be transferred.
17. Have these electronic records been scheduled before? If so, please provide the superseded NARA disposition authority number and the disposition instruction associated with that disposition authority.	??
18. **If these records are temporary,** and the proposed retention period (in Box 22) is different from a related previously approved disposition authority (cited in Box 26 or Box 12), please provide the justification for the newly proposed retention period.	n/a
D. POC INFORMATION	
19. Who is the point of contact who is technically responsible for the system/application and what is their contact information?	Dawn MacCammon Server Admin 865/632-7706 ET CS-K
20. Who is/are the content owner(s)/manager(s), what office are they in, and what is their contact information?	George Carlisle HR Training Manager for eLearning 423/751-4919 EB 7D-C
21. May the National Archives contact these individuals with follow-up questions (if necessary) independent of the Records Management Office?	n/a

Electronic Records Inventory Form for Scheduling
3/5/2009

A. DESCRIPTION	
1. System/application full name and acronym	Environmental Compliance Awareness Training Assessment (ECATA)
2. If applicable, please provide the full names and acronyms of the sub-systems/applications the above system/application contains.	None, that I'm aware of
3. Description of the <u>content</u>, function and purpose of the records in this system/application.	Employee questions that when answered "yes", generate a training requirement on an employee's training record in ATIS. ECATA is used by TVA for determining training requirements in TVA.
4. What is the legal basis for under which these electronic records are created?	tracks various compliance training requirements
5. What documentation is available that describes the content, purpose, and function of the records in this system/application?	available from Steve Sherrod, IS contact for ECATA
B. CONTEXT	
8. Which functional area do these electronic records?	Not sure, this is a fragment
9. Does this system/application contain records that are duplicated in another system/application elsewhere? If yes, please explain and cite related disposition authority, if applicable.	no
C. DISPOSITION INFORMATION FOR THE MASTER FILE RECORDS	
10. Should all of the records in the tables be disposed of in the same way? If not, please respond to the questions in this section multiple times (one time for each different disposal instruction for the master file).	No idea what you are asking
11. Recommend whether these records have temporary or permanent value.	No idea what you are asking
12. Cutoff instruction:	No idea what you are asking
13. Retention period before destruction	No idea what you are asking

of these records **(for temporary records)**:	
14. Do these **temporary records** have a legal rationale behind their retention period? If so, please cite the applicable law, regulation, or guidance and explain how it impacts the proposed retention period.	No idea what you are asking
15. Accession instruction **(for permanent records)**:	
16. **If these records are permanent,** what is the estimated year they will first be transferred to the National Archives?	No idea
17. Have these electronic records been scheduled before? If so, please provide the superseded NARA disposition authority number and the disposition instruction associated with that disposition authority.	No idea what you are asking
18. **If these records are temporary,** and the proposed retention period (in Box 22) is different from a related previously approved disposition authority (cited in Box 26 or Box 12), please provide the justification for the newly proposed retention period	No idea what you are asking
D. POC INFORMATION	
19. Who is the point of contact who is technically responsible for the system/application and what is their contact information?	Steve Sherrod
20. Who is/are the content owner(s)/manager(s), what office are they in, and what is their contact information?	Jesse Graham, Training & Development, jrgraham@tva.gov
21. May the National Archives contact these individuals with follow-up questions (if necessary) independent of the Records Management Office?	??