

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-142-88-16

DATE RECEIVED

4/28/88

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

1. FROM (Agency or establishment)

TENNESSEE VALLEY AUTHORITY

2. MAJOR SUBDIVISION

OFFICE OF EMPLOYEE RELATIONS

3. MINOR SUBDIVISION

DIVISION OF PERSONNEL

4. NAME OF PERSON WITH WHOM TO CONFER

RONALD E. BREWER

5. TELEPHONE EXT.

615-751-2520

DATE

ARCHIVIST OF THE UNITED STATES

WITHDRAWN

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

4-21-88

Ronald E. Brewer

ASSISTANT TVA ARCHIVIST

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

See the attached addition to the Comprehensive Records Schedule for the Division of Personnel of Item II.2, Report on Distribution of Annual Salary Policy Employees by Schedule, Title, Grade, Step, and Salary.

WITHDRAWN

II. OFFICE OF THE DIRECTOR

II.2. REPORT ON DISTRIBUTION OF ANNUAL SALARY POLICY EMPLOYEES BY SCHEDULE, TITLE, GRADE, STEP, AND SALARY

This report is issued on a quarterly basis and is the only historical record of employment within TVA. It contains a tabulation of number of employees on each schedule, SA through SG, by title, grade, and step, and on schedules M and T by grade only; summary by schedule and grade for SA through SG and T and by total for schedule M. It includes average salary, and is the only complete physical record of employment that allows comparisons of comparable Federal employment by General Services (GS) schedule, grade, and step.

This report is output from the Employee Information System (EIS) data base (NCl-142-84-9, Item 44c). This magnetic tape record is maintained by individual employee requiring program runs whenever the information is needed. Since magnetic tape files age and become less reliable and often unreadable after a few years, one hard copy of each of these reports needs to be kept for 20 years. Maintenance for 20 years would require approximately the equivalent of one file cabinet drawer. The report is not produced as microfiche and there are no plans to do so in the future. Copies of the report are distributed to other organizations as needed. The reports are dated March 1964 to present.

DISPOSITION

Destroy 20 years from the date of each report.