

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

*N1-142-89-12*

DATE RECEIVED

*4/6/89*

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

TO: **GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, 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  
**Ronald E. Brewer**

5. TELEPHONE EXT.  
**615/751-2520**

DATE *7/18/90* ARCHIVIST OF THE UNITED STATES *[Signature]*

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 <b>3/29/89</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ronald E. Brewer</i>	D. TITLE <b>Assistant TVA Archivist</b>
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>The attached three record series are for addition to the Human Resources' (formerly the Division of Personnel) Comprehensive Records Schedule (N1-142-84-9)</p> <p><b>All changes to this proposed schedule have been approved by:</b></p> <p><i>[Signature]</i> <u>6/26/90</u> <i>[Signature]</i> <u>6/20/90</u>                      NARA appraiser                      date                      Agency representative                      date</p>		

1 OFFICIAL CORRESPONDENCE FILE

The official correspondence file for the Division of Personnel and Human Resources contain official records on personnel matters which formulate, administer and evaluate personnel administration policies, standards and procedures for the agency. It consists of opinions and comments on proposed policies; documentations on policies and programs; history of the general program of TVA; organization charts; administrative releases and written instructions; personnel administration and programs; various activities pertaining to employment; materials related to classification and compensation of TVA positions; employee regulations and privileges; employee training and development; budget and appropriations; laws and legal matters; and various correspondence relating to the operations of the organization and the agency; and progress reports which document the activities of the organization. There are three file breaks listed below. The first two file segments are located in the Knoxville Records Center. The third segment was transferred to the Chattanooga Records Center because of a shortage of space in the Knoxville Records Center, but will be returned to Knoxville when space becomes available.

1933-1943 is arranged by the TVA Standard Decimal System and contains 34 cubic feet.

1944-1954 is arranged by the TVA Standard Alpha-Numeric System and contains 75 cubic feet.

1955-1988 is arranged by the TVA Standard Alpha-Numeric System and contains 225 cubic feet.

In July 1988, the Division of Personnel was renamed Human Resources and a new file was begun. Human Resources has retained responsibility of the Division of Personnel correspondence files.

Labor Relations began sending their official correspondence to this file in July 1988, excluding grievance files.

DISPOSITION

A. Correspondence in the Division of Personnel file <sup>1933 - 1988</sup> ~~selected by NARA for their evidential and informational value in documenting the program of the Division of Personnel.~~

1. Segment dated 1933-1943

Permanent. Transfer, with file system, to the National Archives upon approval of this schedule.

1 OFFICIAL CORRESPONDENCE FILE (continued)

DISPOSITION (continued)

A. Correspondence in the Division of Personnel file selected by NARA for their evidential and informational value in documenting the program of the Division of Personnel.

2. Segment dated 1944-1954

Permanent. Transfer, with file system, to the National Archives upon approval of this schedule.

3. Segment dated 1955-1988

(a) FILE DESIGNATIONS 120-129, EXCLUDING 120 C5

Permanent. Transfer, with file system, to the National Archives in the year 2003.

(b) ALL OTHER FILE DESIGNATIONS

~~4. All other records.~~

DESTROY WHEN TRANSFER IS MADE TO ARCHIVES IN CY 2003.

~~Screen from files during archival processing and destroy.~~

4. RECORDS DETERMINED DURING ARCHIVAL PROCESSING TO LACK SUFFICIENT ARCHIVAL VALUE TO WARRANT PERMANENT RETENTION.

DESTROY IMMEDIATELY.

B. Correspondence File for Human Resources, 1988 -

1. Long-term

(a) FILE DESIGNATIONS PER, EEO EXCEPT EEO 6-7 (6-7-5, 6-7-8)

Permanent. Break file every 5 years and transfer to the Knoxville Records Center. Transfer to the National Archives when latest record is 25 years old.

(b) ALL OTHER DESIGNATIONS,

BREAK FILE EVERY 5 YEARS AND TRANSFER TO KNOXVILLE RECORDS CENTER. DESTROY WHEN LATEST RECORD IS 25 YEARS OLD.

2. Short-term

Destroy when no longer needed for administrative purposes not to exceed 2 years. (See Appendix A for listing of short-term records.)

## Appendix A

### Short-Term Records

Seminars and Workshops

Acknowledgements

Courtesy Correspondence

Interim Replies

Membership Activities in Associations

Inquiries and Replies Regarding Personnel Policies and Practices

Informational Releases and Publications

Correspondence Representing Preliminary Recruitment Efforts

Arrangements for Meetings, Trips, Conferences, and Tours

Routine Correspondence about Test Score Report Forms

Progress Reports of Other TVA Organizations

Preliminary Copies of Classification Specifications

Correspondence Regarding Changes to Personnel Accounts

Accounting Procedures and Memoranda

Office Space, Facilities, and Services

Requests for Speeches and Articles

Routine Correspondence Regarding Consultant and Personnel Service Contracts

General Correspondence Regarding Changes in the Retirement System

2 AREA AND COLLEGE RECRUITMENT REGISTER FILE

Employment Services keeps a register of Local Salary Policy Applicants, on the SB, SE, SF, and etc., scale. They receive applications only when a person finishes a degree and requests to be placed on the College Recruitment Register. The register is made up of abstracts of experience, education, and availability of all applicants posted on the appropriate variation of form TVA 1618. The register is used as a preliminary screening device in the referral of qualified candidates to fill job openings.

DISPOSITION

A. Apprentice applications

Destroy when 5 years old.

B. Clerk-word processor applications

Destroy when 2 years old.

C. All other applications.

Destroy when 6 months old.

3 NOTIFICATIONS TO UNIONS OF SELECTION OF PERSONS TO FILL POSITIONS

Personnel Manual Section 7, PROMOTION AND TRANSFER, Salary Policy, requires that an organization notify the central office of the union having jurisdiction over a position of who was selected for the position. It also states on that notice if the selectee was an outside candidate.

DISPOSITION

Destroy when 2 years old.

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