

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO. *NI-142-89-19*

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

DATE RECEIVED *7/3/89*

1. FROM (Agency or establishment)

Tennessee Valley Authority

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

Human Resources

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Ronald E. Brewer

5. TELEPHONE EXT.

615/751-2520

DATE

5/15/90

ARCHIVIST OF THE UNITED STATES



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 <i>6/29/89</i> <i>REB</i> <i>wjm</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ronald E. Brewer</i>	D. TITLE Assistant TVA Archivist
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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 GRS OR SUPERSEDED JOB CITATION	10.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>See the attached addition to Human Resources Comprehensive Records Schedule of the following two items:</p> <ol style="list-style-type: none"> Contractor History Record Contractor Information System 		

copies sent to agency, MNA, FAN

1 CONTRACTOR HISTORY RECORD (CHR)

TVA's official file containing documents related to and supporting significant events in the history of persons performing work for TVA who are employees of a contractor. These documents are maintained on a microfilm jacket system. Documents include training and education reports, documents supporting contractor qualifications to a position, and documents supporting personnel actions. Arrangement of the file is by carrier identification number which is tied to the social security number of the contractor employee.

DISPOSITION

A. Microfilm

1. Record Copy

Destroy 75 years after date of birth or 60 years after the date of the earliest document in the file if the date of birth cannot be ascertained. That is, if the contractor employee's association with TVA has been terminated for at least 5 years.

2. Reference copies of the microfilm

Destroy when superseded or no longer needed for reference, whichever is sooner.

B. Paper

Destroy after microfilm is verified.

2 CONTRACTOR INFORMATION SYSTEM (CIS)

CIS is a data base used for processing contract actions (hires, terminations, cancelled contracts, etc.). It is also used for producing form TVA 13043, Contractor Information Record. CIS is an online, real-time system using a keyed index to access records. It contains historical information concerning the job history of contractors. Active contractor records are purged from the data base if they have a last action date of greater than 3 years. Contractor History Record information is then transferred to an Inactive Records File which is accessed by social security number when new hires or rehires are processed through CIS or when a request is made for a CHR.

2 CONTRACTOR INFORMATION SYSTEM (CIS) (continued)

Employees in all TVA Human Resource groups access this data base. Inputs to the system are form TVA 13046, Contractor Information Request, which is filled out by the contractor and form TVA 13047, Contractor Employment Authorization, which is filled out by the TVA organization requesting the person's services. Data elements include name, social security number, contract number, contractor company code, job title code, pay rate, and organization.

DISPOSITION

A. Data Base

1. Active Online Data Base

Destroy automated individual contractor data 5 years after termination from TVA. Transfer active contractor records to the Inactive Records Data Base if they have a last-action date of greater than 3 years.

2. Inactive Records Data Base

Delete information on individuals when the related CHR is destroyed.

B. Computer Printouts

Destroy when superseded or when no longer needed for reference, whichever is sooner.

~~C. Input/Source Records~~

~~Destroy after the information has been converted to the computer data base and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file, whichever is later.~~

~~(GRS 20, Item 2.a)~~