
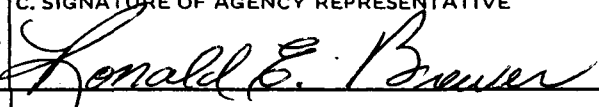


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. <b>NI-142-90-10</b>	DATE RECEIVED <b>4/19/98</b>
1. FROM (Agency or establishment) <b>Tennessee Valley Authority</b>		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION <b>Chief Financial Officer</b>		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <b>Employee Accounting Department</b>			
4. NAME OF PERSON WITH WHOM TO CONFER <b>Ronald E. Brewer</b>	5. TELEPHONE EXT. <b>615-751-2520</b>	DATE <b>5/14/98</b>	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 <b>4/02/90</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE <b>TVA Archivist</b>	
7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1	Revision of description for Time-Reporting Records. Previous authorization approved retaining the record copy for Power and Chemical activities for six years. Since the microfilm is filed together and not separated by program activities, we are requesting approval to retain the record copy of the microfilm of all TVA time-reporting records for six years.	NC1-142-80-5	

## 1. Time-Reporting Records

Through various automated systems, TVA organizations record time worked by their employees. This data is used by the Employee Accounting Department to process payrolls. The Finance On-Line Time Reporting System (FOLTRS) is the base system; most data is input directly into FOLTRS. Other data is transferred to FOLTRS from feeder systems such as the Transmission Systems Engineering Projects (TSEP) and the Time Reporting Information System (TRIS) time-reporting systems. TRIS data input and transmission is limited; no users may be added. Source documents for data that is input directly into FOLTRS or into a feeder system include Flexitime attendance records and forms TVA 6, Application for Leave; TVA 149, Foreman's Time Report; TVA 223, Individual Biweekly Time Report; TVA 4150, Daily Time Report; and TSS036, Individual Time Reporting Worksheet; as well as all variations of these forms.

The Employee Accounting Department produces and maintains FOLTRS output microfiche and hard copy printouts. The microfiche copy is considered the record copy. Hard copy FOLTRS printouts are provided to organizations for verification purposes. All hard copies are nonrecord copies (see Item C below). NOTE: Records pertaining to cases under judicial or administrative review will be retained with the case records and disposed of in accordance with the approved disposition of the case records.

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### A. FOLTRS data base

Delete individual data elements after the expiration of the retention period authorized for the disposable hard copy records or when no longer needed, whichever is later.

(GRS 20, Item 3)

### B. Source documents and/or data residing in systems that feed into FOLTRS (INCLUDING Flexitime attendance records, forms TVA 6, TVA 149 series, TVA 223 series, TVA 4150 series, TSS036 series, and variations)

Destroy after audit or when 3 fiscal years old, whichever is sooner.

(GRS 2, Items 3.a(1) and 3.b, and GRS 2, Item 8.b)

### C. FOLTRS and feeder system hard copy (paper) printouts

Destroy after audit or when 3 fiscal years old, whichever is sooner.

(GRS 2, Item 3.a.1)

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### D. FOLTRS Computer Output Microfiche

Destroy when 6 fiscal years old pursuant to FERC regulations governing records retention, as amended January 1, 1972, and the statute of limitations regarding payroll records.

(See for reference NC1-142-80-5, Item 1.A(2))