

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

LEAVE BLANK

JOB NO.

*NI-142-90-12*

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

DATE RECEIVED

*4/27/90*

1. FROM (Agency or establishment)

TENNESSEE VALLEY AUTHORITY

2. MAJOR SUBDIVISION

HUMAN RESOURCES

3. MINOR SUBDIVISION

EQUAL OPPORTUNITY

4. NAME OF PERSON WITH WHOM TO CONFER

*vfc* RONALD E. BREWER

5. TELEPHONE EXT.

615-751-2520

DATE

*for*  
*2/27/92*

ARCHIVIST OF THE UNITED STATES

*James W. Moore*

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

*Feb* *4/02/90*

C. SIGNATURE OF AGENCY REPRESENTATIVE

*Ronald E. Brewer*

D. TITLE

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 GRS OR SUPERSEDED JOB CITATION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 Description of the Discrimination Complaint Case Files.

All changes to this proposed schedule have been approved by:

*Fred M. Marcus*  
 NARA appraiser

*2/26/92*  
 date

*Linda E. Blodin*  
 Agency representative

*2/14/92*  
 date

*Copies sent to agency, NNA, 4NN, GRS 3/2/92*

## I.1. DISCRIMINATION COMPLAINT CASE FILES

These files are created when an employee or applicant contacts an Equal Opportunity Counselor because he or she feels they have been discriminated against based on race, color, religion, sex, national origin, age, or handicap. The counselor works with the complainant and others involved in an effort to resolve the complaint informally.

In many instances the counselor's efforts result in the case being resolved and the complainant does not file a formal complaint. The records accumulated by the counselor during this time period have a short term value.

If the complaint is not resolved, the complainant has the right to file a formal complaint with the Equal Opportunity Staff who assigns an investigator to investigate the complaint. After the investigation is completed, copies of the investigative record are sent to the complainant and appropriate TVA organization for review.

An informal adjustment meeting may be held with the complainant and organization personnel to attempt to resolve the complaint based on the information contained in the investigation record. If an informal adjustment cannot be reached, the complainant may request an Agency decision with a hearing or an Agency decision without a hearing.

If a hearing is requested from the Equal Employment Opportunity Commission (EEOC), an administrative judge is assigned to conduct the hearing between complainant, complainant's witnesses, and Agency representatives. The administrative judge submits a verbatim transcript of the hearing which includes the judge's findings, analysis, and recommended decision. The Agency may accept, reject, or modify the judge's decision.

If the complainant is not satisfied with the Agency's final decision, he or she may appeal the decision to the Equal Employment Opportunity Commission in Washington or file suit in U.S. District Court.

These case files consist of all correspondence and forms created during the complaints procedure. These discrimination complaint files are used extensively in litigation by the General Counsel's office and for historical study analyses purposes and therefore have long-term value.

Discrimination complaint files are microfilmed. The initial microfilm project covered case files dating from 1962 through 1978. (Some complaints were handled prior to the establishment of a formal EEO organization in TVA.)

The case files are filmed after the case has been resolved. The most recent resolved complaint files are retained in hard copy form in the EO file until they are microfilmed.

The records are filmed in accordance with 36 CFR Part 1230.

This series of records is covered by the Privacy Act system of records, TVA-5, Discrimination Complaint Files - TVA.

DISPOSITION

A. Paper Records.

- WITHDRAWN ~~1. Record copy of complaint files accumulated by the counselor that does not result in a formal complaint.~~ GRS 1, Item 25c  
~~Destroy 4 years after complaint has been resolved.~~
- WITHDRAWN ~~2. Record copy of complaint files that result in formal complaint.~~  
~~Destroy when microfilm has been verified.~~
- WITHDRAWN ~~3. All other copies.~~  
~~Destroy 1 year after resolution of complaint.~~

B. 16 mm Roll Microfilm.

Complaint cases resolved from 1962 (from the Division of Personnel) through 1981.

Destroy <sup>15</sup>~~25~~ years from year of filming.

C. Microfiche.

1. EO record copy.

Complaint cases resolved from 1982 through the present:

Destroy microfilm <sup>15</sup>~~25~~ years from year of filming.

2. Security copy.

Destroy microfiche <sup>15</sup>~~25~~ years from year of filming.