REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)					JOB NO. N1-142-90-12			
					NOTIFICATION TO AGENCY			
					In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved			
					approved" or	''withdraw	n" in column 1	If no records
EQUAL OPPORTUNITY			la TEL COLLA	not required.				
	RSON WITH WHOM TO CC	JNFER	5. TELEPHO	INE EXI.	1 , 0,	ARCHIV	IST OF THE OF	HIEDSTATES
KONALD I		NT A TIME	615-751	-2520	2/27/92	10	emesu.	youre
agency or w Accounting (attached.	ill not be needed a Office, if required ur	fter the retention proder the provisions	periods specific of Title 8 of 1	ed; and	that written	concur	rrence from	the General
B. DATE	C. SIGNATURE OF AGEN	NCY REPRESENTATIVE		D. TITLE			•	
4/02/90	Konald &	- Down		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 GRS OR SUPERSEDED JOB CITATION	10.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)	
	All changes to	this proposed o	olizdule h av	ə besn	approved			
	TO: GENERAL NATIONA 1. FROM (Agence TENNESSI 2. MAJOR SUBD HUMAN RI 3. MINOR SUBD EQUAL OI 4. NAME OF PEI 6. CERTIFICATI I hereby cert that the reco agency or w Accounting (attached. A. GAO conce B. DATE H/02/90	TO: GENERAL SERVICES ADMINIS NATIONAL ARCHIVES AND RE 1. FROM (Agency or establishment) TENNESSEE VALLEY AUTHOR 2. MAJOR SUBDIVISION HUMAN RESOURCES 3. MINOR SUBDIVISION EQUAL OPPORTUNITY 4. NAME OF PERSON WITH WHOM TO CO RONALD E. BREWER 5. CERTIFICATE OF AGENCY REPRESENT 1 hereby certify that I am authothat the records proposed for diagency or will not be needed at Accounting Office, if required unattached. A. GAO concurrence: is attacked. B. DATE C. SIGNATURE OF AGENCY T. ITEM NO. See the Attacked Case Files.	(See Instructions on reverse) TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, W. 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 6. CERTIFICATE OF AGENCY REPRESENTATIVE I hereby certify that I am authorized to act for this that the records proposed for disposal in this Requested agency or will not be needed after the retention of Accounting Office, if required under the provisions attached. A. GAO concurrence: is attached; or is unnearly in the second of	(See Instructions on reverse) TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DO ITEM (Agency or establishment) TENNESSEE VALLEY AUTHORITY 2. MAJOR SUBDIVISION HUMAN RESOURCES 3. MINOR SUBDIVISION EQUAL OPPORTUNITY 4. NAME OF PERSON WITH WHOM TO CONFER RONALD E. BREWER 6. CERTIFICATE OF AGENCY REPRESENTATIVE I hereby certify that I am authorized to act for this agency in matt that the records proposed for disposal in this Request of agency or will not be needed after the retention periods specific Accounting Office, if required under the provisions of Title 8 of the attached. A. GAO concurrence: is attached; or is unnecessary. B. DATE C. SIGNATURE OF AGENCY REPRESENTATIVE 1	(See Instructions on reverse) 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 EQUAL OPPORTUNITY 4. NAME OF PERSON WITH WHOM TO CONFER 6. CERTIFICATE OF AGENCY REPRESENTATIVE 1. hereby certify that I am authorized to act for this agency in matters pert that the records proposed for disposal in this Request of page(agency or will not be needed after the retention periods specified; and Accounting Office, if required under the provisions of Title 8 of the GAC attached. A. GAO concurrence: is attached; or is unnecessary. B. DATE	TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 1. FROM (Agency or establishment) TENNESSEE VALLEY AUTHORITY 1. MAJOR SUBDIVISION HUMAN RESOURCES 3. MINOR SUBDIVISION EQUAL OPPORTUNITY 4. NAME OF PERSON WITH WHOM TO CONFER 5. CERTIFICATE OF AGENCY REPRESENTATIVE I hereby certify that I am authorized to act for this agency in matters pertaining to the that the records proposed for disposal in this Request of page(s) are not no agency or will not be needed after the retention periods specified; and that written Accounting Office, if required under the provisions of Title 8 of the GAO Manual for attached. A. GAO concurrence: is attached; or is unnecessary. B. DATE All Changes to this proposed contention Periods) All changes to this proposed contention have been approved. All changes to this proposed contention have been approved. All changes to this proposed contention have been approved.	(See Instructions on reverse) TO: GENERAL SERVICES ADMINISTRATION MATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 1. FROM LARGERY or establishment) TENNESSEE VALLEY AUTHORITY TENNESSEE VALLEY AUTHORITY 1. MANGE SUBDIVISION HUMAN RESOURCES 3. MINOR SUBDIVISION SEQUAL, DEPORTUNITY 4. NAME OF PERSON WITH WHOM TO CONFER RONALD E. BREWER 6. CERTIFICATE OF AGENCY REPRESENTATIVE 1. Hereby certify that I am authorized to act for this agency in matters pertaining to the disposa not required. RONALD E. OF AGENCY REPRESENTATIVE 1. Hereby certify that I am authorized to act for this agency in matters pertaining to the disposa that the records proposed for disposal in this Request of page(s) are not now needed agency or will not be needed after the retention periods specified, and that written concuracted accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance attached. A. GAO concurrence: is attached; or is unnecessary. B. DATE C. SIGNATURE OF AGENCY REPRESENTATIVE NO. See the Attached Description of the Discrimination Complaint Case Files. All changes to this proposed restrictule have been approved by: All changes to this proposed restrictule have been approved by:	Commence Commence

Equal Opportunity · Part A - Record Series

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 descrimination 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.)

Part A Page 1, Date

Equal Opportunity
Part A - Record Series

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.

CRS I, Them as Destroy 4 years after complaint has been resolved.

2. Record copy of complaint files that result in formal complaint.

Destroy when microfilm has been verified.

3. All other copies.

WITHDRAWN

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 25 years from year of filming.

- C. Microfiche.
 - 1. EO record copy.

Complaint cases resolved from 1982 through the present:

Destroy microfilm year of filming.

2. Security copy.

Destroy microfiche 25 years from year of filming.

Part A Page 2, Date