

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-142-91-11

DATE RECEIVED

1-15-91

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

1. FROM (Agency or establishment)

Tennessee Valley Authority

2. MAJOR SUBDIVISION

Office of the Inspector General

3. MINOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4. NAME OF PERSON WITH WHOM TO CONFER

VFC
Ronald E. Brewer

5. TELEPHONE EXT.

615-751-2520

DATE

2/2/92

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

JAN 7 1991
lib

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 GRS OR SUPERSEDED JOB CITATION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 schedules for:

1. The Inspector General's Official Correspondence File
2. Hotline Calls Data Base

All changes to this proposed schedule have been approved by:

Seah W. Murray *12/17/91*
NARA appraiser date

Ronald E. Brewer *12/13/91*
Agency representative date
epdB

Copies sent to agency, NARA, 4NN 2/12/92

I. OFFICE OF THE INSPECTOR GENERAL OFFICIAL CORRESPONDENCE FILE

The Inspector General's correspondence file includes policies, procedures and correspondence on audits and investigations that pertain to the program responsibilities assigned to the office of the Inspector General; it also includes general correspondence, administrative and housekeeping records that pertain to: Automated data processing, computer programs and services; budget and accounting; plans for emergency preparedness; office supplies and equipment; health and safety of TVA employees; information services to the public, news media, and internal use; legal and legislative subjects; information resource services; administration and management of TVA; procurement and contracts; personnel; training; and travel. The file began accumulating in 1986. There are approximately 42 cubic feet and the estimated annual accumulation is 11 cubic feet.

DISPOSITION

- A. Policy and procedures records pertaining to the program responsibilities assigned to the Office of the Inspector General (~~Audits and Investigations, A&I~~ **(PROGRAM PLANNING AND EVALUATION, A+I-1)**, as identified from the File Plan).

PERMANENT. Break file every 10 years and transfer to the Knoxville Records Center. Transfer to the National Archives when the latest records of a file group are 25 years old.

- C. ~~B.~~ Records of minor, routine functions of the program not essential to the execution of the program responsibilities.

Destroy when no longer needed for administrative purposes not to exceed 5 years. EXCEPTION: All material listed on the 2-year temporary list should be destroyed when 2 years old.

BREAK FILE EVERY TEN YEARS AND TRANSFER TO THE KNOXVILLE RECORDS CENTER, DESTROY WHEN THE LATEST RECORDS OF A FILE GROUP ARE 25 YEARS OLD.

II. HOTLINE CALLS DATA BASE

The Inspector General's office uses the Hotline Calls Data Base to record calls to the OIG Hotline, and to provide TVA hotline statistics for a monthly report to the TVA Board. This data base is a Wang VS 100/Wang CoBol system.

Employees who answer calls to the OIG Hotline input data on phone calls they receive. A report is prepared monthly as required by the President's Council on Integrity and Efficiency (PCIE). The data elements for the system are date the call is received, the allegation, the subject of the allegation, name of the complainant (if given), nature of the complaint, and disposition of the complaint.

Information Services manages the system and maintains the documentation needed to read and understand the system. Access to the system is restricted to employees who are assigned to work on the Hotline.

DISPOSITION

A. Data Elements

Delete when no longer needed for current business.

B. Information in the data base

Delete when no longer needed for current business.

C. Printouts

Destroy when no longer needed for reference, not to exceed 10 years.