REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

JOB NO.
N1-142-91-13

DATE RECEIVED
2-26-91

1. FROM *(Agency or establishment)*

TENNESSEE VALLEY AUTHORITY

2. MAJOR SUBDIVISION

HUMAN RESOURCES

3. MINOR SUBDIVISION

CORPORATE HUMAN RESOURCES

4. NAME OF PERSON WITH WHOM TO CONFER

RONALD E. BREWER

5. TELEPHONE EXT.

(615) 751-2520

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 including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

DATE 5/22/91

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 ___3___ 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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
2/15/91	*Ronald E. Brewer by JLS*	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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	See attached form revised description and disposition of the Employee Information System (EIS).	NC1-142-83-5	

Copies sent to agency, NNA, NNN NNX 6/11/91

NSN 7540-00-634-4064   STANDARD FORM 115 (REV. 8-83)

1. **EMPLOYEE INFORMATION SYSTEM (EIS)**

The EIS is the machine-readable data file containing personnel data for all TVA employees. The EIS is used for processing personnel transactions (hires, terminations, promotions, etc.) and for producing form TVA 9880, Employee Status Report. The EIS is an online, real-time system and contains historical information for an employee's job history. Input to this system is the previous or new form TVA 9880 with corrections/changes noted. Data elements include employee's name, social security number, job title code, pay rate, schedule and grade, Federal and TVA service dates, and organization. The file is a data base using a keyed index to access records or portions or records. Individual automated records are destroyed two years after termination of an employee. At that time, Personal History Record (PHR) data elements are transferred to an automated Inactive Records File, which is accessed by social security number when new hires or rehires are processed through EIS or when a request is made for a PHR. The records in the Inactive Records File are destroyed when the related PHR is destroyed.

The EIS consists of three major files: (1) a Current Status Master File; (2) a Dynamics File; and (3) an Inactive Records File. The Current Status Master File contains a snapshot printout of the TVA workforce as of a given date. The Dynamics File contains records of changes that have occurred in the interval between successive Current Status Master Files. The Inactive Records File contains PHR data elements for former employees. Employee information is transferred to the Inactive Records File two years after an employee is terminated. The EIS is a part of the Privacy System of Records, TVA-2, Personnel Files.

DISPOSITION

A. Current Status Master File

    1. Monthly snapshot

       Destroy when 1 year old.

    2. Quarterly snapshot   (March and June)

       Destroy when 2 years old.

EMPLOYEE INFORMATION SYSTEM (EIS) (continued)

DISPOSITION (continued)

3. Annual snapshot   (FY and CY)

    a. September snapshot

    Destroy when 5 years old.

    b. December snapshot   (One unaltered record copy to be restricted for reasons of Privacy for 72 years, and one public use version containing suppressed individual identifiers)

        1. 1985-89 data

        PERMANENT. Transfer to the National Archives upon approval of this schedule.

        2. 1990 and continuing

        PERMANENT. Transfer each annual snapshot   to the National Archives 3 months after finalization of data.

        3. All other copies

        Destroy when 5 years old.

4. Dynamics File

    Overwrite data when superseded.

5. Inactive Records File

    Destroy individual employee data with related testual records (see disposition for PHRs for retention)

    (NC1-142-83-5, Item 3.8)

NOTE: TVA is currently under court order to retain all employee data indefinitely. Because of this court order, employee data is not destroyed. When the court order is lifted, disposition will resume.

6. Documentation supporting the monthly report files

    PERMANENT. Transfer one copy with the first transfer of related records, and current documentation with each subsequent file transfer.

7. Printouts and reports from the EIS (TVA-wide)

    Destroy when no longer needed for administrative use.

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