

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-142-94-2	DATE RECEIVED 10-19-93
1. FROM (Agency or establishment) TENNESSEE VALLEY AUTHORITY		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION RETIREMENT SERVICES		In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION		DATE	
4. NAME OF PERSON WITH WHOM TO CONFER vfc LINDA E. BLEVINS		ARCHIVIST OF THE UNITED STATES WITHDRAWN	
5. TELEPHONE 615-751-2524			
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 9/10/93	SIGNATURE OF AGENCY REPRESENTATIVE <i>Linda E. Blevins</i>	TITLE <i>Asst. TVA Archivist</i>	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	TVA RETIREMENT MEMBERSHIP SYSTEM The attached schedule is for the electronic system for the TVA Retirement Membership Files. The Retirement Membership Files hard copies were scheduled by NARA job No. N1-142-91-16 item 1.		WITHDRAWN

TVA RETIREMENT MEMBERSHIP SYSTEM

The TVA Retirement Membership System is an electronic system consisting of complete files on members and members' beneficiaries. The records are essential to the protection of the interests of persons who will draw or are presently drawing benefits from the TVA Retirement System. The hard copy Retirement Membership Records were approved by NARA job No. N1-142-91-16, item 1.

These files were maintained in paper only, until March 1991. At that time an optical system was put into place and the paper copies began being scanned into the system.

These files may include some of the following forms and correspondence for each active or retired member:

- Active History Card
- Certificate of Membership
- Enrollment Blank
- Designation of Beneficiary
- Participation in the Variable Annuity Plan and Fixed Benefit Fund
- Participation in the Savings Plan
- Participation in the 401K Plan
- Participation in the TAKE STOCK Plan
- Employees Earnings History
- Correspondence
- Retirement Applications
- Federal Employees Group Life Insurance
- Estimates of benefits
- Vouchers
- Income Tax

The forms verify membership in the TVA Retirement System and authorize participation in various plans. Correspondence covers requests for changes and action taken. The system also includes files on members of the Civil Service Retirement System and Federal Employees Retirement System who are presently employed by TVA.

The following is a list of various documents scanned into the system:

- RS 1 Enrollment Blank
- RS 2 Beneficiary Designation
- RS 5 Application for Withdrawal
- RS 5B Application for Withdrawal of Contributions in Lieu of Deferred Retirement Allowance
- RS 7 Annuity Refund Work Sheet
- RS 9 Application for Special Service Retirement - Immediate
- RS 9A Application for Special Service Retirement - Deferred
- RS 10 Death Benefit Claim or Certificate of Claimant
- RS 11 Application for Service Retirement
- RS 12 Application for Disability Retirement

RS 15 Election of Benefits Under Option 1
RS 16 Election of Benefits Under Option 2
RS 17 Election of Benefits Under Option 3
Option 4 Election of Benefits Under Option 4
RS 24 Worksheet to Determine Benefit Upon Death in Active Service
RS 62 Approval of Retirement Allowance or Approval of Monthly Benefit
RS 71 Option A - Death Benefit
RS 72 Option B - Death Benefit
RS 110 Death in Active Service (Worksheet)
RS 110B Death in Active Service - Final Calculation
RS 111 Method of Settlement
RS 162 Computation of Payment on Account of Death of Retiree or
Beneficiary
Affidavit of Beneficiary
Last half-sheet computer printed statement of Monthly Retirement Pay
(Started preparing them in 1968)
SF 2821 Agency Certification of Insurance Status (FEGLI)
SF 2820 Federal Employees Group Life Insurance Program
(xerox copy - approved by Civil Service)
Employee Earnings History (after July 1971)
Active Service History Card
Civil Service Files - Retain all

The information on the data base is backed up daily. The optical platters are copied when full.

These are WORM optical disks and although the information cannot be deleted from the optical disk the information on the data base (social security number) which directs you to the information on the optical disk, is deleted. Therefore, once the information is deleted from the data base the corresponding information on the optical disk is lost.

The manufacturer of the optical disks guarantees the life of the information for 10 years. A procedure is in place to copy information from the disk to another disk every 10 years.

There are no reports generated from this system.

This system of records is covered by the Privacy Act system of records, TVA-26, Retirement System Records - TVA.

TVA form 15656, Information System Inventory, is attached and gives the hardware/software environment, the system managers, and the location of the documentation. Also attached are a list of the data elements.

DISPOSITION

A. Paper documents scanned into the system

Destroy when optical disk has been duplicated.

B. Data Base

1. When a member (employee/retiree) dies and there is no beneficiary:

Delete social security number in data base on the employee/retiree 30 years after death of employee/retiree. Transfer information to new technology when this system is superseded.

DISPOSITION (Continued)

2. When both employee/retiree and beneficiary dies:

Delete from data base 30 years after death of beneficiary and employee/retiree. Transfer to new technology when this system is superseded.

3. When employee withdraws from the retirement system:

Delete from data base 40 years from withdrawal. Transfer to new technology when this system is superseded.

C. Documentation

Destroy when system is superseded.

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