

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 N1-142-94-6	DATE RECEIVED 7-11-94
1. FROM (Agency or establishment) Tennessee Valley Authority		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2. MAJOR SUBDIVISION Controller		DATE 1-18-95	
3. MINOR SUBDIVISION Employee Accounting		ARCHIVIST OF THE UNITED STATES <i>Credy Hickamp Peters</i>	
4. NAME OF PERSON WITH WHOM TO CONFER Vicki Callahan	5. TELEPHONE (615) 751-6249		
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 6/16/94	SIGNATURE OF AGENCY REPRESENTATIVE <i>Georgia S. Greene</i>	TITLE Assistant TVA Archivist	

7 ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>EMPLOYEE ACCOUNTING RECORDS</p> <p>The employee accounting files consist of various deduction and allotment forms. Some of the forms are covered by the GRS, but some are not.</p> <p>Attached is a description and proposed disposition for these files.</p> <p><i>Changes to this schedule were approved by Vicki Callahan (TVA Records officer) during a telephone conversation on 9/14/94</i></p>		

EMPLOYEE ACCOUNTING RECORDS

The employee accounting files include payroll deduction forms, such as union dues, van reimbursement, W4's, State Withholding forms, savings bonds authorizations, FEGLI insurance, etc., for each employee. The GRS covers several of these deduction and allotment forms, but not all with the same retention. These files are filed alphabetically by employee name. They are very active files, and plans are to have the legacy files scanned into an imaging system, and future forms created electronically or scanned into the system. The software package will provide the capability to flag records for disposal. Index parameters will include name, social security number, date, and form number.

DISPOSITION

Destroy ^{4 years after} ~~when~~ superseded or ^{obsolete, or upon} ~~after~~ separation of employee.

0428B