

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-142-94-006

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Superseded by N1-142-10-001, item 9b

Date Reported: 07/28/2022

N1-142-94-006

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Tennessee Valley Authority

2. MAJOR SUBDIVISION
Controller

3. MINOR SUBDIVISION
Employee Accounting

4. NAME OF PERSON WITH WHOM TO CONFER
Vicki Callahan

5. TELEPHONE
(615) 751-6249

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-142-94-6

DATE RECEIVED
7-11-94

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE
1-18-95

ARCHIVIST OF THE UNITED STATES
Credy Hickamp Peters

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,
 is not required; is attached; or has been requested.

DATE
6/16/94

SIGNATURE OF AGENCY REPRESENTATIVE
Georgia S. Greene

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 GRS OR SUPERSEDED JOB CITATION | 10.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> | | <p><i>Copies sent to Agency and NSE</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

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Destroy ~~when~~ superseded or [✓]~~after~~ separation of employee.

0428B