

**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  
 Chief Administrative Officer

3. MINOR SUBDIVISION  
 Human Resources

4. NAME OF PERSON WITH WHOM TO CONFER  
 Wilma H. McCauley

5. TELEPHONE  
 615-751-2521

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
 N1-142-95-12

DATE RECEIVED  
 4/20/95

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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  
 8-27-96

ARCHIVIST OF THE UNITED STATES  
*John W. Cal*

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 2 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<br>3-21-95 | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Georgia S. Greene</i><br>Georgia S. Greene | TITLE<br>Manager, Records Management |
|-----------------|---|--------------------------------------|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION                        | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|--|-----------------------------------|----------------------------------|
| 1           | Human Resource Information System (HRIS)<br>(See attached description) | N1-142-91-13<br>N1-142-89-19      |                                  |

1. HUMAN RESOURCE INFORMATION SYSTEM (HRIS)

The HRIS is the machine-readable data file containing personnel data for all TVA employees and contractors. The HRIS replaces the Employee Information System (EIS, N1-142-91-13) and the Contractor Information System (CIS, N1-142-89-19). The HRIS is used for processing personnel transactions (hires, terminations, promotions, etc.). The HRIS is an online, real-time system and contains historical information of a worker's job history. Input to this system is the proposed personnel action form TVA 3. Data elements include employee's name, social security number, job title code, payrate, schedule, grade, tenure, and organization. Personnel actions are printed quarterly and microfilmed into the affected employees' Personal History Record (PHR). The file is a relational data base using a keyed index to access records. Individual automated records are purged five years after termination of an employee and moved to the Inactive Workers File. At that time, PHR data elements are transferred to an Inactive Workers File, which is accessed by social security number when new hires or rehires are processed through HRIS or when a PHR is requested. The records in the Inactive Worker File are destroyed when the related PHR is destroyed.

The HRIS consists of two major files: (1) HRIS database and (2) Inactive Worker File. The HRIS database is a dynamic file that contains a complete up-to-date history of workers' employment at TVA for the past five years and a summary of that history for prior years. The Inactive Workers File contains complete personal, employment, job performance review, and education data. Worker information is transferred to the Inactive Workers File five years after an employee is terminated or when the data is more than five years old. The HRIS is a part of the Privacy System of Records, TVA-2, Personnel Files.

DISPOSITION

A. Annual snapshot (FY and CY)

1. September snapshot

Destroy when 5 years old.

2. 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)

~~a. 1985-91 data from the EIS~~

~~PERMANENT. Transferred to the National Archives in 1992.~~

~~b. 1992-93 data from HRIS~~

~~PERMANENT. Transferred to the National Archives in 1994.~~

c. 1994 and continuing

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

d. All other copies

Destroy when 5 years old.

B. HRIS Database

Overwrite data when superseded.

C. Inactive Worker File

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

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.

D. Documentation supporting the annual snapshots

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

E. Printouts and reports from the HRIS (TVA-wide)

Destroy when no longer needed for administrative use.