



I.1. EMPLOYEE HISTORY FILE

This records series contains various personnel related documents on employees who were assigned to the Employee Transition Program (ETP) after they were released from their regular positions. All documents are maintained in folders by employee name and social security number. The files are related to the activities the employees were engaged in while they were in the Employee Transition Program. The content of the folder varies from one to several files and the dates of the files range from 1991 to 1994. The files that may be found in a typical folder are: service reviews, resume, travel requests, travel vouchers, expense vouchers, proposed personnel actions, training results, letters of assignments, training certificates, temporary assignments, interviews for a position within TVA, action taken on interviews, letters stating employee is leaving the Employee Transition Program, memos and e-mail messages about employees in the program, etc. Some of these are duplicates of what is in the Human Resources' file, and some are originals that were originated in ETP to document the activities the program offered to employees during their stay. The total volume is approximately 23 cubic feet and they are located in the Knoxville Records Center.

DISPOSITION

Destroy when 10 years old.

NO DISPOSITION CAN BE MADE AT THIS TIME PENDING LITIGATION OF A CLASS ACTION SUIT.