

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 N1-142-96-1	DATE RECEIVED 10-13-95
1 FROM (Agency or establishment) TENNESSEE VALLEY AUTHORITY		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION HUMAN RESOURCES		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 EMPLOYEE TRANSITION PROGRAM			
4 NAME OF PERSON WITH WHOM TO CONFER KAL CHATTERJEE	5 TELEPHONE 423-632-3622	DATE 9/25/95 2-26-96	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>

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 9-28-95	SIGNATURE OF AGENCY REPRESENTATIVE <i>Wickie F. Callahan</i>	TITLE <i>for</i> TVA ARCHIVIST (ACTING)
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	EMPLOYEE HISTORY FILE PLEASE SEE THE ATTACHED		

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.