

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	<i>NI-142-97-4</i>
1. FROM (Agency or establishment) TENNESSEE VALLEY AUTHORITY		DATE RECEIVED	<i>1-21-97</i>
2. MAJOR SUBDIVISION HUMAN RESOURCES		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
KAL CHATTERJEE	423-632-3622	<i>8-6-97</i>	<i>John W. Paul</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 *X* 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
<i>1-10-97</i>	<i>Georgia S. Greene</i>	<i>Assistant TVA Archivist</i>

7 ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	BENEFIT SERVICES RECORDS (Please see the attached)		

BENEFIT SERVICES RECORDS

DISPOSITION

A Record Copy of Active Employee

Maintain until employees retire or separate from TVA, then apply disposition of B or C

B Record Copy of Retirees, Separated or Deceased Employees with Benefits

Destroy records 6 years 3 months after the death of retiree, separated or deceased employee and all family members receiving benefit services.

C. Record Copy of Separated Employees with No Benefit Coverage

Destroy 2 years after separation

*Revision per telecons 5/6/97 with Georgia Greene and
Kal Chatterjee
Sy Elter*

11 BENEFIT SERVICES RECORDS

This records series consists of various employee benefits forms both from TVA and commercial insurance companies. It includes several TVA forms such as Beneficiary Designation forms, Flex Benefits Enrollment Forms, Flex Benefits Dependent Information forms, Flex Benefits Status Change forms, and related correspondence. Also, it includes Federal Employees Group Life Insurance (FEGLI), and commercial life insurance forms such as UNUM Life Insurance Company of America.

The records series was created when Flex Benefits were introduced to employees in 1993. At that time, part of the records series previously maintained by Employee Accounting in Finance was transferred to Benefit Services in Human Resources.

The records are divided into three categories: active employees, retirees, and employees separated from TVA. An active employee's file includes beneficiaries forms, miscellaneous correspondence, inquiries about benefits, and forms for dependents. Retirees' benefits records include FEGLI and medical related forms. Upon the death of the retiree, the FEGLI forms are transferred to Retirements Services. The benefits records for employees who were separated from TVA include current medical eligibility information.

Records from the active employees file area are transferred to the respective file area when the employee retires or leaves TVA, at which time nonessential papers are removed. Files are organized alphabetically by employee name.

This records series is covered by the Privacy Act System of records, TVA-2, Personnel Records.

DISPOSITION

A. Record Copy of Active Employees

Maintain until employees retire or separate from TVA, then apply disposition of retiree file or separated employee file.

B. Record Copy of Retirees

Destroy records 30 years after the death of a beneficiary or the death of employee/retiree without a beneficiary.

C. Record Copy of Separated Employees

Destroy 2 years after separation if there is no benefit coverage.