

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-142-97-17
1 FROM (Agency or establishment)		DATE RECEIVED	6-20-97
TENNESSEE VALLEY AUTHORITY		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION ADMINISTRATIVE SERVICES		In accordance with the provision of 44 U S C 3303a the disposition request, including amendments, is approved except for may items that be marked "disposition not approved" or "withdrawn" in column to	
3 MINOR SUBDIVISION ENTERPRISE DOCUMENT MANAGEMENT, RECORDS MANAGEMENT			
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Vicki Callahan	423-751-6249	2-2-98	<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 on the attached (pages) 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, <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
6-10-97	<i>Georgia S. Greene</i> Georgia S. Greene	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 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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	OFFICE OF EMPLOYEE RELATIONS CORRESPONDENCE FILE  (See attached description)		

MAR 10 1998

**OFFICE OF EMPLOYEE RELATIONS CORRESPONDENCE FILE**

The Office of Employee Relations was established in December 1984. A reorganization effective July 1, 1988, dissolved the organization. The Office of Employee Relations was created to oversee the Division of Personnel, the Labor Relations Staff, the Equal Opportunity Compliance Staff, and Occupational Health and Safety.

Goals of the organization were to assess the "morale" situation in TVA and to improve employee morale. Review the merit pay system, and provide a system that fairly pays for performance. Develop "honor" awards for distinguished achievements as part of a larger Recognition Awards Program. Search for a new pay system (a contract was awarded to Hay Management Consultants of Atlanta) to help TVA install a new pay and classification system. Update disability information on all employees and input that information into the Employee Information System data base. Create a skills development plan that would assure a state-of-the-art workforce sound in basic skills and capable of rapidly adapting to emerging technologies. Expand the "family-leave policy" to include unpaid leave in the event of a serious illness of a spouse or parent, as well as for children. Address other employee issues as appropriate.

General correspondence, administrative and housekeeping records include subjects as follows: Automatic Data Processing, Budget, Finance, and Accounting, Equipment and Supply Items, Health and Safety, Information Services and Public Relations, Legal and Legislative, Office Systems and Services, Procurement and Contracts, Training and Development, Travel, Organization and Management, Equal Employment Opportunity, Employee Relations, Personnel, Personnel Manuals, and Administrative Releases. The records date from 1985 to 1988. They are filed by the subject-numeric information retrieval system. There are 24 cu. ft. of these records and they are maintained in the Knoxville Records Center.

**DISPOSITION**

Destroy when earliest record is 15 years old (2000)