

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATON (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>101-142-99-5</i>	
1 FROM (Agency or establishment) TENNESSEE VALLEY AUTHORITY		DATE RECEIVED <i>3-29-99</i>	
2 MAJOR SUBDIVISION OFFICE OF INSPECTOR GENERAL (OIG)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 KAL CHATTERJEE	5 TELEPHONE 423/632-3622	DATE <i>7-31-00</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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, <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>3-24-99</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Georgia S. Greene</i>	TITLE <i>Manager, Records Management</i>	
7 ITEM NO	8 DESCRIPTION OF ITEM PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	INVESTIGATIVE FILES REF (GRS 22, Item 1 a and GRS 22, Item 1 b)		
2	AUDIT FILES REF (GRS 22, Item 2) Please see attached		

1. INVESTIGATIVE FILES

Case files developed during investigations of known or alleged fraud and abuse and irregularities and violations of laws and regulations. Includes investigative files relating to employee and Hotline complaints as well as miscellaneous complaints relating to programs and operations of agency. Consists of investigative reports and related documents, i.e., correspondence, notes, and working papers. This series of records is covered by the Privacy Act System of Records, TVA-8, Employee Alleged Misconduct Investigatory Files. Also, this series of records is covered by the Privacy Act System of Records, TVA - 31, OIG Investigative Records.

DISPOSITION

A. Case files of significant value because the case:

- attracts substantial national or regional media attention;
- results in a Congressional investigation; or
- results in substantive changes in agency policies and procedures.

PERMANENT. Cut off closed cases annually. Transfer to the National Archives of the United States 25 years after closure. National Archives is authorized to destroy those files not designated by NARA as historically valuable during archival processing.

B. Anonymous or vague allegations not warranting an investigation, matters referred to others for handling, and support files providing general investigative information

Destroy when 5 years old.

C. All other investigative files

Place in inactive files when case is closed. Destroy 10 years after closure.

1. INVESTIGATIVE FILES (Continued)

D. Electronic mail and word processing records

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by this item. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- (1) Copies of records covered by subitems A-C that have no further administrative value after recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record keeping copy.

Destroy/delete within 180 days after the record keeping copy has been produced.

- (2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.

2. AUDIT FILES

Audit files of agency programs, operations, and procedures and of contractors, distributors, etc. Consists of audit reports, inspection reports, and special project reports, including supporting documentation such as audit letters, correspondence, and work papers.

DISPOSITION

- A. Final Reports of significant importance because they have historical value for understanding the agency's programs and operations.

PERMANENT. Cut off at the end of fiscal year in which issued. Transfer to the National Archives of the United States 25 years after cutoff. National Archives is authorized to destroy those files not designated by NARA as historically valuable during archival processing

- B.. All other final reports and all records created or acquired during the course of the audit and the development of the final report, including notes and other work files.

Cut off file at end of fiscal year after close of file. Destroy 8 years after cutoff.

2. AUDIT FILES (Continued)

C. Electronic mail and word processing records

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- (1) Copies of records covered by subitem A-B that have no further administrative value after recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record keeping copy.

Destroy/delete within 180 days after the record keeping copy has been produced.

- (2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.

1

INVESTIGATIVE FILES

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DISPOSITION

A Case files of significant value because the case

- attracts substantial national or regional media attention,
- results in a Congressional investigation, or
- results in substantive changes in agency policies and procedures

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2

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