

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

NCI 27 June 81

TO: **GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
 Tennessee Valley Authority

2. MAJOR SUBDIVISION
 Office of Management Services

3. MINOR SUBDIVISION
 Division of Personnel

4. NAME OF PERSON WITH WHOM TO CONFER
 Ronald E. Brewer

5. TEL EXT.
 FTS 857-3351

LEAVE BLANK	
JOB NO	
NCI-142-81-18	
DATE RECEIVED June 23, 1981	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
8-3-81	<i>Edward Ullman</i> Date <i>acting</i> Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE.

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
3/25/81	<i>Ronald E. Brewer</i>	Assistant TVA Archivist

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>SECURITY AND SUITABILITY INVESTIGATIVE FILES</u></p> <p>These files are composed of records accumulated during investigations conducted to determine suitability for TVA employment, to allow unescorted access to nuclear plants, and to permit access to classified documents. Federal regulations require security and suitability investigative files on appointees, with updates every five years while employed. When the investigations reveal sufficient derogatory information to warrant termination of employees, these employees are classified as unsuitable and are barred from further employment.</p> <p>This record series includes forms such as: SF 85, Data for Nonsensitive or Noncritical-sensitive positions; TVA 5289, 5290, and 5290A - Reference letters to personal references, former employers and law enforcements agencies; TVA 5295 - Security Investigative Records for Nonsensitive Positions; TVA 5347 - Security Data Sheet; TVA 9839 - Employment Suitability Restriction; TVA 9841 - Security Investigation Sheet (SIS). Included papers are investigative reports received from the Office of Personnel Management, Federal Bureau of Investigation, and other investigative agencies. Also included are various memoranda, notes and letters obtained during</p>		<i>2 items</i>

*copy to YNC, YNCN, agency - 8/6/81
 Closed Out: 8-6-81: X.T.D.*

Request for Records Disposition Authority - Continuation

JOB NO

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2 2

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	<p>the investigative process.</p> <p>The records are filed alphabetically by employee name: beginning in 1933 with an accumulation of 238 cubic feet.</p> <p>Retention of files for employees determined to be suitable--because of the great number of persons who are reemployed with TVA, files should be retained for five years after termination to avoid duplication of investigations.</p> <p>Retention of files for employees determined to be unsuitable--these files should be retained for a longer period of time to document the adverse action, to prevent further employment and to protect TVA in possible legal action by the former employee. Destruction of these records 20 years after the date of last investigative action will accommodate administrative requirements.</p> <p><u>Disposition:</u></p> <ol style="list-style-type: none"> 1. Employee determined to be suitable for employment - Destroy 5 years after termination of employee, or immediately upon death of employee. 2. Employee determined to be unsuitable for employment - Destroy 20¹⁵ years after date of last investigative action. Transfer to Federal Records Center five years after last investigative activity. <p style="text-align: center;"><i>RTB 5/23/81 BB</i></p>	<p><i>GRS 18/ 23a</i></p> <p><i>GRS 18/ 23a</i></p>	