

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

26 Jun 81 AH

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

1. FROM (AGENCY OR ESTABLISHMENT)  
Tennessee Valley Authority

2. MAJOR SUBDIVISION  
All Organizations

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT  
FTS 857-3351

LEAVE BLANK

JOB NO

NCI-142-81-20

DATE RECEIVED  
June 26, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

7-23-81 [Signature]  
Date 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	
6/16/81	<u>[Signature]</u>	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 align="center"><u>Position Vacancy Announcement Records</u></p> <p>Position Vacancy Announcement Records consist of the various forms and related papers which accumulate in the publicizing, responses received, and selection of candidates for vacancies within TVA. When a vacancy occurs in an organization, the office or division issues an announcement for vacant position or anticipated vacant position, copies of which are distributed to appropriate offices and divisions and posted to bulletin boards. Employees within the scope of the announcement may apply for these positions and nonemployees may apply for positions other than those on anticipated vacancy announcements. A file for each announcement is maintained by the issuing office or division and includes related information concerning the announcement, responses received, and selection of candidate.</p> <p>The series contains the following types of information:</p> <p>TVA 9823 and variations - Salary Policy Vacancy Announcement TVA 9888 - Trades and Labor Vacancy Announcement</p>		
<p><u>to agency + 4NCN. 7/28/81 No copy to 4NC.</u></p> <p><u>Closed Out: 7-27-81 : K.T.D.</u></p>			<u>5 items</u>

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Announcement for Apprentice and Application for Apprentice Openings  TVA 9824 - Employee Application-Announced Vacancy and supporting papers  TVA 9824A - Application for Announced Vacancy and supporting papers  TVA 9825 - Employee Application - Trades and Labor Vacancy  TVA 5274 - Submission of Candidates and TVA 3028 - Request for Candidates  Analysis of Applicants Qualifications, supporting papers and related forms</p> <p>The following retention periods are needed to adequately satisfy administrative needs pertaining to possible grievances or EEO complaints and for compliance with Code of Federal Regulations, Title 29.</p> <p><u>DISPOSITION:</u></p> <p>1. <u>Announcement and Selection Papers</u></p> <p style="margin-left: 20px;">A. Issuing Office or Division</p> <p style="margin-left: 40px;">(1) Salary Policy and Trades &amp; Labor --After position is filled or cancelled, destroy <sup>in agency</sup> at option, not to exceed 10 yrs.</p> <p style="margin-left: 40px;">(2) Apprentice --After position is filled or cancelled, hold five (5) yrs., then destroy <sup>in agency</sup> at option, not to exceed 5 yrs.</p> <p style="margin-left: 20px;">B. All other copies -- Destroy <sup>in agency</sup> at end of closing data.</p> <p>2. <u>Response and Supporting Papers</u></p> <p style="margin-left: 20px;">A. Salary Policy and Trades &amp; Labor - After position is filled or cancelled, destroy <sup>in agency</sup> at option, not to exceed 2 yrs.</p> <p style="margin-left: 20px;">B. Apprentice - After notification that position has been filled, hold 5 yrs., then destroy <sup>in agency</sup> at option, not to exceed 5 yrs.</p>		