

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

NCO 152081/44

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, Employment Branch

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT

FTS 857-3351

LEAVE BLANK	
JOB NO NCI-142-81-22	
DATE RECEIVED July 15, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
8/7/81 Date	Edward Weldon Acting 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 6/16/81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ronald E. Brewer</i>	E. TITLE Assistant TVA Archivist
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p><u>EMPLOYMENT APPLICATION RECORDS</u></p> <p>Employment application records are TVA applications for employment and related material (e.g., references, test scores, interview forms and notes, and correspondence about the applicant, excluding congressional correspondence). Each Employment Branch office is responsible for maintaining <u>original</u> application records according to its occupational register assignment (central or local register). Register assignments are made by the Chief, Employment Branch, and depend on type of work or occupation (salary policy vs. trades and labor, or professional or subprofessional vs. clerical or custodial). For each local register, a geographic boundary has been established to determine the register responsibility for each office.</p> <p>Application material is maintained at the appropriate Employment Branch office throughout its active period. It may serve many uses beyond its primary use of being a source for evaluating qualifications in connection with the preparation of submissions for job vacancies (e.g. answering applicant inquiries into the activity in his field and in accumulating various occupational information to be used by the Employment Branch).</p>		

4 items

*to agency + 4xen, 8/19/81
Closed Out: 8-25-81: RTR*

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>The active period expires after: the applicant is employed (in which case the application material becomes part of the personal history record covered under Job No. NC1-142-80-6); two years from date of last application activity for craft apprentice applicants (Code of Federal Regulations, Title 29); offer refusals in which the applicant indicates that he is no longer interested in employment; and one year from last application activity for all other applicants.</p> <p>Once the application becomes inactive, the application records are withdrawn and the applicant must submit a new application in order to be considered for employment.</p> <p>The series is filed by applicant's name and has an accumulation of approximately 180 cubic feet since 1978.</p> <p><u>DISPOSITION:</u></p> <p>1. Original</p> <p style="margin-left: 20px;">A. Apprentice - Destroy ^{in agency} five yrs. from date of last activity on application</p> <p style="margin-left: 20px;">B. Withdrawn by Applicant - Destroy immediately ^{in agency}</p> <p style="margin-left: 20px;">C. All Others - Destroy ^{in agency} one yr. from last activity on application</p> <p>2. Duplicates - Destroy ^{in agency} at option, not to exceed one yr.</p> <p>This disposition applies only to employment application records of applicants not hired by TVA or requiring senatorial confirmation.</p>		