

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NCI-142-82-17

DATE RECEIVED

June 1, 1982

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the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

WITHDRAWN

Date

Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)
Tennessee Valley Authority

2 MAJOR SUBDIVISION
All Offices and Divisions

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

Ronald E. Brewer

5 TEL EXT

FTS 858-2520

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 ___ 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 <i>5/17/82</i>	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
1	<p align="center">EMPLOYEE FIELD FILES</p> <p>Employee Field Files consist of correspondence, memoranda, forms, and other records relating to positions, authorizations, pending actions; copies of position descriptions; requests for personnel action; and records on individual employees duplicated in or not appropriate for the Personal History Record (PHR). (All official personnel records are part of the PHR and are scheduled under Congressional Approval Index NCI-142-81-25.)</p> <p>Field Files are maintained in TVA Offices and Divisions as means of immediate accessibility to employee information for administrative purposes.</p> <p><u>DISPOSITION</u> <i>when no longer needed, not to exceed 1 year after separation of individual.</i> Destroy in Agency, when no longer needed for administrative purposes.</p>	<i>GRS 1/18</i>	<p align="center">WITHDRAWN</p> <p><i>RTB DB 5/24/82 + 6/14/82</i></p>