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

**JOB NO**

*NCI-142-83-5*

**DATE RECEIVED** *11-1-82*

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

*12-21-82*    *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
Office of Management Services

**3** MINOR SUBDIVISION
Division of Personnel - Information Management Systems

| 4 NAME OF PERSON WITH WHOM TO CONFER | 5 TEL EXT |
|---|---|
| Ronald E. Brewer | 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 __6__ 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 |
|---|---|---|
| 10/29/82 | *Ronald E. Brewer* | Assistant TVA Archivist |

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|---|---|---|---|
| | MACHINE-READABLE RECORDS SCHEDULE <br><br> The Information Management Systems Branch develops and coordinates ADP system plans for the Division of Personnel and is the focal point for the development of automated management information systems for personnel-related data.  It establishes and operates procedures and mechanisms for accomplishing personnel actions; develops and maintains information systems on employees, applicants, and former employees; supports personnel-related functions and activities throughout TVA; and responds to internal and external needs for personnel-related information.  It administers personal history record maintenance and operation.  It has responsibility for operating a number of major systems containing human resource data and information in compliance with the Privacy Act and other applicable requirements.  It maintains liaison with the Division of Management Systems with respect to participation in TVA-wide ADP planning and other ADP concerns and provides systems and programming support within the division. | | |

*15 items*

*115-107*

*to agency, 12/21/82, by RTB*
*Copy to NNS + 4 KRA - 12/29/82*
*No copy to FRC needed*    *NO MDC Sheet Required*

| 7.<br>ITEM NO | 8 DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods) | 9<br>SAMPLE OR<br>JOB NO | 10<br>ACTION TAKEN |
| --- | --- | --- | --- |
| | **General** | | |
| | All systems' data is stored on a combination of disk and tape.  Disks are used for current information and all online processing.  Tapes are used for backup and for historical storage.  The computer programs used to operate these systems are fully documented using PRIDE methodology.  This information is recorded both on paper and on disk as part of the operating system.  Everything (programs, raw data, etc.) stored in the computer is backed up at least once on tape for protection against loss due to machine/ system malfunction. | | |
| 1 | APPLICANT INFORMATION SYSTEM (AIS)<br><br>A system of machine-readable records containing information concerning applicants for positions in TVA. It is an online, real-time system and each record is a coded summarization of a paper application file.  Data elements include applicant name, education/training, job(s) applied for, and work experience.  The inputs to this system are the TVA applications, requests for up‑ dates to those forms which may include a revised application, or updates made by the Employment Branch to reflect interviews, offers, and employments. The data is reviewed by CRT to identify candidates qualified for vacancies in the Agency.  The file is a data base, using a keyed indexing system for access to records or individual elements. | | |
| | Disposition:  Dispose of as provided for related textual records.  (See item, Applications for Employment under Division of Personnel, Employment Branch in this schedule.) | GRS 20, Part I, Item 21 | |
| 2 | CRAFT TRAINING RECORDS SYSTEM (CTR)<br><br>A system of machine-readable records used to maintain records of apprenticeship program participation, to respond to inquiries regarding progress in programs and to report to the Bureau of Apprenticeship Training (BAT) in the Department of Labor.  Input for this system is generated by the employee's training office on form TVA 3027, Apprentice Candidate Evaluation Sheet.  Data elements include apprentice's name, social security number, work location, training completed, and evaluation data.  The file is a data base, using a keyed indexing system for access to records or individual elements. | | |

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| | Disposition: Dispose of as provided for related textual records. (See item, Apprenticeship Records, under Office of Management Services, Labor Relations Staff in this schedule.) | GRS 20,<br>Part I,<br>Item 21 | |
| 3 | EMPLOYEE INFORMATION SYSTEM (EIS)<br><br>A system of machine-readable records used for processing personnel transactions (hires, terminations, promotions, etc.) and for producing form TVA 9880, Employee Status Report. It is an online, real-time system and contains historical information for the employees job history (up to the last five positions). The input to this system is the previous form TVA 9880 with corrections/changes noted. Data elements include employee's name, social security number, job title code, pay rate, schedule and grade, Federal and TVA service dates, and organization. The file is a data base using a keyed index to access records or portions of records. Personal history record (PHR) information is transferred to an Inactive Records File, which is accessed by social security number when new hires or rehires are processed through EIS or when a request is made for a PHR.<br><br>Disposition:<br><br>A. Active File - Destroy individual employee data two years after termination of employee.<br><br>B. Inactive File - Destroy individual employee data with related textual records. (See item, Personal History Record, under Information Management Systems Branch in this schedule.)<br><br>Note: TVA is currently under court order to retain all employee data indefinitely. Due to this court order, employee data is not destroyed when two years old but is transferred to the Personnel Management Information System (PMIS) - see item 9. | | |
| 4 | GENERAL APTITUDE TEST BATTERY (GATB)<br><br>A machine-readable, automated file of test scores for the General Aptitude Test Battery required for application to a TVA Apprenticeship or Student Generating | | |

Four copies, including original, to be submitted to the National Archives

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| | Plant Operator (SGPO) position.  The input to this file is the GATB Test Results Card originated by the State of Tennessee, Department of Employment Security.  Data elements include applicant's name, social security number, and test results.  Arrangement of the file is by applicant social security number. | | |
| | Disposition:  Destroy individual applicant data elements five years from date of last activity. | | |
| 5 | INTEREST CARD SYSTEM (ICS) | | |
| | A machine-readable system used to record potential applicant interest in employment in TVA.  It is an online, real-time system used to generate a mailing list for distributing applications when additional candidates are needed.  Data elements include applicant's name, social security number, address, and types of position desired.  The file is a data base using a keyed index to access records or portions of records. | | |
| | Disposition:  Destroy individual potential applicant data elements one year from the date of last interest. | | |
| 6 | JOB EVALUATION SYSTEM (JES) | | |
| | A machine-readable system used to store and analyze data related to individual job classifications.  The inputs to this system are the evaluations of individual job descriptions under the factor-point method used for classifying salary policy jobs.  Data elements include employee social security number, schedule and grade, factor points, and organization code.  Reports prepared from this system are given to the Employee Classification and Compensation Branch. Arrangement of the file is by employee social security number. | | |
| | Disposition:  Dispose of in accordance with related job description.  (See scheduling of form TVA 12B, Job Description, under Employee Classification and Compensation Branch in this schedule.) | GRS 20, Part I, Item 21 | |
| 7 | NEGOTIATIONS SUPPORT (Trades and Labor, Salary Policy, and Management) | | |
| | Machine-readable records used only to support negotiations.  A separate system is maintained for trades and labor, salary policy, and management analyses. | | |

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|           | Data is collected from wage surveys. During negotiations, these systems are used to analyze the impact of various alternatives. Data elements include survey data related to various job classifications and salary data for those classifications. Arrangement of the file is by job classification.<br><br>Disposition: Destroy one year after completion of negotiations. |  |  |
| 8         | PERSONNEL MANAGEMENT INFORMATION SYSTEM (PMIS)<br><br>A machine-readable system of records containing historical employee data similar to that maintained in the Employee Information System (EIS). This system will eventually become a part of EIS (see item 3 of this schedule). Currently, historical information dating back to 1969 is maintained since TVA is under a court order which prevents destruction. Information from EIS is added to this system to generate reports for other TVA organizations and other Federal agencies.<br><br>Disposition: After court order is rescinded destroy all data over two years old. Transfer remaining data to EIS and apply retention as designated in Item 3. |  |  |
| 9         | PERSONAL SERVICES AND CONSULTING CONTRACTS (PSC)<br><br>A system of machine-readable records containing data about personal services and consulting contracts. It is an online, real-time system used for special reports and analyses requested by the Office of the General Counsel, Office of the General Manager, and the Board of Directors, as well as recordkeeping related to the current status of the various contracts. Data elements include contractor's name, address, social security number, rate of pay, type of work, and contracting organization's name and address. Input to this system is the contract or modification to an existing contract. The file is a data base using a keyed index for access to records or portions of records.<br><br>Disposition: Destroy 5 years after completion of contract. |  |  |

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115–A
Revised July 1974
Prescribed by General Services Administration
FPMR (41 CFR) 101–11 4

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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 |
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| 10 | SYSTEMS DOCUMENTATION<br><br>Documents containing definitions of the machine-readable systems including functional requirements, data requirements, system/subsystem specifications, requests for system, and authorizing directives, etc.<br><br>Disposition: Dispose of one year after discontinuance of system. | GRS 20, Part III, Item 1 | |
| 11 | COMPUTER JOB PROCEDURES FILE<br><br>Job setups in punched card format which are read into computer to execute operations and maintenance jobs.<br><br>Disposition:<br><br>A. General-Purpose: Dispose of when no longer needed.<br><br>B. Special-Purpose: Dispose of with related data file. | GRS 20, Part III, Item 11<br><br>GRS 20, Part III, Item 12 | |
| 12 | SECURITY BACKUP FILES<br><br>Data identical in format to a master file, retained in case the master file is damaged or inadvertently erased.<br><br>Disposition: Dispose of as provided for the related master file. | GRS 20, Part I Item 3.3 | |
| 13 | USER'S GUIDES<br><br>Information which sufficiently describes the functions of automated system in non-ADP terminology so that users can determine its applicability and when and how to use it. Provides detailed instructions for accomplishment of manual tasks associated with automated systems.<br><br>Disposition: Retain with data systems specifications. | GRS 20, Part III, Item 8 | |

GPO  1975 O - 579-387