

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

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

JOB NO.

NCI-142-84-3

DATE RECEIVED

10-24-83

1. FROM (AGENCY OR ESTABLISHMENT)
TENNESSEE VALLEY AUTHORITY

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

2. MAJOR SUBDIVISION
Office of the General Manager

3. MINOR SUBDIVISION
Equal Opportunity Compliance Staff

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

Ronald E. Brewer

FTS 858-2520

11-21-83

Date

[Signature]
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

10/11/83

[Signature]

Assistant TVA Archivist

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

Minority Group Action and Manpower Statistics File

This file is maintained by the Equal Opportunity Compliance Staff in preparation of 10 years comparative reports on employment of minorities in TVA. The file consists of working papers, statistical computer printouts (MIGRAMS), and correspondence relating to the use of the statistics.

MIGRAMS are quarterly minority statistics which are divided into three major categories--manpower, action, and salary data. Manpower and salary information is provided for each organization by job title, schedule, grade or pay rate, total, total minority, Black, Hispanic, American Indian, Oriental, total women, minority women, and percentages of minorities, Blacks, and women. The action statistics provide information on new hires, rehires, advancements and terminations for each organization by job title, schedule, grade or pay rate for total, total minority, Black, Hispanic, American Indian, Oriental, total women, minority women and percentages of Blacks, minorities and women. TVA-wide summaries by schedule and organization are also included. The data covers all TVA employees (ASP, ATL, HTL) except hourly salary policy.

1 item

to agency, by RFB, 11/22/83

to YKRA - 11/29/83 - sent 12-2-83 by DMW.

no copy to FARC - no MDC sheet needed

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF
2 2

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|----------------|---|----------------------------|---------------------|
| 1. | <p>The statistics are prepared by the Information Management Systems (IMS) Branch, Division of Personnel as a service to the EOC Staff. The statistical data printouts are generated by IMS from their Employee Information System (EIS) machine-readable data base which is scheduled under NC1-142-83-5, Item 3.</p> <p>The record copy of the 10 year comparative reports will be filed subject-numerically in the EOC Staff correspondence file which will be scheduled as an item on the EOC Staff Comprehensive Records Schedule. Copies of the report will also be in the TVA Board Files, other TVA organization files (as informational copies, upon request), and EEOC in Washington, DC. Yearly statistics on minority employment data are sent to the U.S. Department of Justice.</p> <p>Because this file is used in the preparation of a report covering an extended length of time, the following retention is required for administrative needs of the EOC Staff in the fulfillment of its delegated program responsibilities.</p> <p><u>DISPOSITION:</u></p> <p>Destroy in agency when 10 years old.</p> | | |