

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

LEAVE BLANK	
JOB NO NC1-142-84-10	
DATE RECEIVED 05-29-84	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<u>7-19-84</u> Date	<u><i>Ronald E. Brewer</i></u> 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 <u>5/11/84</u>	D SIGNATURE OF AGENCY REPRESENTATIVE <u><i>Ronald E. Brewer</i></u>	E TITLE <u>Assistant TVA Archivist</u>
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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 align="center"><u>Supervisor/Administrative Files (S/A Files)</u></p> <p>Supervisor/Administrative Files (S/A Files) are maintained by supervisors or administrative officers acting for local supervisors and consist of paper records of personnel information that is required for immediate reference needs in carrying out the supervisor's personnel-related responsibilities. These files normally consist of not more than the most recent copy of the employee's job description, form TVA 9880 - Employee Status and Information Record, and service report but may also include other employee records duplicated in or not appropriate for the employee's Personal History Record (PHR). All official employee personnel records are part of the employee PHR.</p> <p>Maintenance of S/A files is discouraged for locations where the microfiche PHR field file and related equipment are readily accessible to the supervisor.</p> <p>The Division of Personnel does not authorize the keeping of any employee personnel documentation in S/A Files except documents microfilmed in the employee's PHR.</p>		<u>1 item</u>

Agency sent 7-25-84 by DMW.

Request for Records Disposition Authority – Continuation

JOB NO

PAGE OF

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	<p>Seldomly is an employee's entire PHR needed by a supervisor in personnel-related matters, and the S/A Files are more easily accessed and more convenient for administrative reference by the supervisor than the microfiche field file. This records series has a current total volume over 2,100 cubic feet. Maintaining these files 1 year after the employee separates or transfers will require considerable storage space for records which have no administrative value. Also, requiring an annual review of each individual file will create a substantial additional work load on the supervisors. In deviating from GRS 1:18a, TVA will save considerable employee time and agency storage space. The following disposition will satisfy administrative reference needs.</p> <p><u>Disposition:</u></p> <p>Destroy individual documents when superseded or earlier if no longer needed for reference; destroy entire file when employee leaves the organization component where the file is maintained.</p>	GRS 1:18a (deviation)	