

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 NCl-142-85-2	DATE RECEIVED 12-20-84
1 FROM (Agency or establishment) Tennessee Valley Authority		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Corporate Services		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Division of Medical Services			
4 NAME OF PERSON WITH WHOM TO CONFER Ronald E. Brewer	5 TELEPHONE EXT. FTS 858-2520	DATE 7-3-85	ARCHIVIST OF THE UNITED STATES <i>Frank A. Burke</i>
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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 11-13-84	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ronald E. Brewer</i>	D TITLE Assistant TVA Archivist
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<p align="center"><u>Rehabilitation Casework Records</u></p> <p>The Rehabilitative Counseling Unit provides rehabilitative evaluation, counseling, and coordination to assist injured employee's return to the work force.</p> <p>Rehabilitation casework files provide a record of progression, transfer, review, summary, and casework activities of each client. The files contain, but are not limited to, compensation forms, doctor's reports, case document forms, training documents, legal documents, vocational assessment results, and related correspondence. These files constitute the only complete rehabilitation files on employees seeking rehabilitation assistance from the agency and provide pertinent uniform information to the rehabilitation counselor and continuity of service to the employee. These files are microfilmed one year after case is closed.</p> <p>As an administrative aid for the rehabilitation counselors in their casework, the Rehabilitation Counseling Case Management System is maintained. This machine-readable system consists of, but is not limited to, the following data elements: employee name, date case opened, rehabilitation file number, date of birth, social security number, craft or occupation, prognosis, ICDA code, counselor code, return to work/alternate</p>		

Request for Records Disposition Authority – Continuation

JOB NO

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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>placement date, case closure date, reason for closure, compensation status, number of hospital visits and time spent, number of office visits with clients and time spent, number of vocational evaluations, number of medical evaluations, number of telephone contacts, etc. These data are coded from hard copy documents maintained in the case file. This data base generates case status reports for counselors to facilitate ease of case management, reports calculating activity level and efficiency ratio of counselors, and reports documenting services provided to each TVA division by the unit.</p> <p><u>Disposition</u></p> <p>A. <u>Case Files</u></p> <p>(1) Paper copy - Destroy in agency when microfilm is verified.</p> <p>(2) Microfilm - Destroy in agency when 20 years old.</p> <p>B. <u>Rehabilitative Counseling Case Management System</u></p> <p>(1) Processing Files - Destroy in agency after five update cycles; erase and reuse.</p> <p>(2) Master File - Destroy in agency upon discontinuance of system; erase and reuse.</p> <p>C. <u>Computer Reports</u> - Destroy in agency when superseded or no longer needed for reference, whichever is sooner.</p>		