REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO. NC1-142-85-16

DATE RECEIVED 9-18-85

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

1. FROM *(Agency or establishment)*
Tennessee Valley Authority

2. MAJOR SUBDIVISION
Division of Occupational Health & Safety

3. MINOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE EXT.	DATE	ARCHIVIST OF THE UNITED STATES
Ronald E. Brewer	858-2520	11-15-87	[signature]

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 21 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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
9-5-85	[signature]	Assistant TVA Archivist

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 GRS OR SUPERSEDED JOB CITATION	10.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)*
	See Attached Schedule		

All changes to this proposed schedule have been approved by:

[signature] 11/10/87
NARA representative date

[signature] 11-5-87
Agency representative date

copies to agency, NNA, 4NN
11-20-87 TRT

115-108 NSN 7540-00-634-4064

STANDARD FORM 115 (REV. 8-83)
Prescribed by GSA
FPMR (41 CFR) 101-11.4

TVA 3241 (05-10-63)

RECORDS CONTROL AUTHORIZATION

NO.

ORGANIZATION		EFFECTIVE DATE
Division of Occupational Health and Safety		
DESCRIPTION OF RECORDS	**FORM NO.**	**KIND OF COPY**
TVA Comprehensive Schedule IX		
VOLUME AND DATES	**TOTAL RETENTION PERIOD**	
SIZE AND FILING ARRANGEMENT	See Attached	
LOCATIONS	**TRANSFER INSTRUCTIONS**	
Multipurpose Building - MS Muscle Shoals Records Center	See Attached	

ATTACHED AND INCLUDED PAPERS

EVALUATION OF RECORDS

See Attached

APPROVALS

RECORDS OFFICER Peggy K Logan	**OTHER**
BRANCH CHIEF Hugh E. Cull	**ASSISTANT TVA ARCHIVIST**
DIVISION DIRECTOR G H Hess	**CONGRESSIONAL APPROVAL INDEX**

TENNESSEE VALLEY AUTHORITY

COMPREHENSIVE RECORDS DISPOSITION

SCHEDULE

Organization: Occupational Health and Safety

Division of Property and Services
Office Support Services Branch
Tennessee Valley Authority
Chattanooga, Tennessee 37401

Date Approved

Assistant TVA Archivist Approval

Congressional Approval Index

OCCUPATIONAL HEALTH AND SAFETY

The safety program in TVA originated as the "Police, Fire, and Guide Service" at Norris Dam. A safety director was appointed to organize a service to be concerned with public and industrial safety and accident prevention. In November 1933, a Health and Medical Section was established in the Division of Personnel. In January 1935, this section was divided into two groups: public health became a responsibility of the Health and Sanitation Section of the Division of Social and Economic Development, while the medical services program (medical, health, and safety) remained in the Medical Section of the Division of Personnel. The Department of Health and Safety was created in 1937 superseding the division. In November 1937, five divisions were formally established within the department: (1) Construction Medical Services, (2) Occupational Hygiene, (3) Safety, (4) Sanitation, and (5) Malaria Studies and Control. Although numerous activities have been added to the division's program since 1937, all were manifestations of these areas of responsibility and the objectives of TVA in regional development.

Environmental concerns took an ongrowing importance over the years, culminating in 1969 with their recognition by organization into a separate division within the Office of Health and Environmental Science and 1973 with the establishment of an independent Division of Environmental Planning. Industrial hygiene, safety, environmental quality, sanitation, and reservoir ecology were functions of this division, while activities in these areas related to health were traditionally coordinated with the Division of Medical Services.

The safety and industrial hygiene programs were combined briefly to form the Hazard Control Branch; however, in 1975 the Industrial Hygiene Branch was formed and the remaining safety programs became the Hazard Control Staff. This staff served for five years as the "corporate" TVA health and safety entity, overseeing and providing functional direction to TVA's health and safety program.

The Division of Environmental Planning remained in existence until a major TVA reorganization in February 1979 resulted in the placement of all health-related functions into the Office of Health and Safety. This included industrial hygiene, radiological hygiene, medical, epidemiological, toxicological, and health training programs. Industrial hygiene, radiological hygiene, health and safety training, and selected safety functions were placed in the Division of Occupational Health and Safety. Epidemiological, toxicological, and other medical-related aspects were kept in the Division of Medical Services. In 1980, the major safety engineering and industrial hygiene engineering functions were combined in the Safety and Industrial Hygiene Branch. The industrial hygiene and safety compliance inspection functions were combined in the Standards and Compliance Branch along with the hazard control activities associated with the previous Hazard Control Staff.

In June 1982, the Office of Health and Safety was reorganized into three separate organizations: The Division of Occupational Health and Safety, the Division of Medical Services, and the Radiological Health Staff. The Division of Occupational Health and Safety maintained the responsibility for industrial hygiene and safety within the Agency, employee health services became the responsibility of the Division of Medical Services, and radiological health became the responsibility of the Radiological Health Staff.

The Division of Occupational Health and Safety organized into three branches: (1) Policy and Coordination, (2) Industrial Hygiene, and (3) Technical Support.

DIVISION OF OCCUPATIONAL HEALTH AND SAFETY

The Division of Occupational Health and Safety has corporate responsibility for formulating TVA occupational health and safety plans and policies. It develops and issues criteria and standards for control of hazards in the workplace. It audits and appraises the effectiveness of occupational health and safety programs throughout TVA, supports the investigation of serious accidents, investigates employee complaints of unsafe or unhealthful working conditions referred to the Designated Agency Safety and Health Official, and ensures appropriate followthrough. It ensures through program evaluation that the occupational health and safety program is adequately implemented in TVA organizations consistent with corporate policies and plans and in compliance with applicable standards and regulations.

It coordinates TVA review of regulatory requirements and industry trends relating to occupational health and safety practices and coordinates the development of agency comments on proposed regulations.

It maintains systems for data related to accidents and exposures to health hazards and provides data, information, and trend analysis to management. As appropriate, it develops and delivers management and employee safety orientation training.

It provides industrial hygiene services for the agency, including surveys to measure employee exposure to noise, toxic chemicals, and physical agents, and recommends appropriate administrative and engineering control methods. It plans and coordinates emergency response capability for dealing with major spills or releases of hazardous and toxic materials on TVA property. It is responsible for handling workplace and community noise prevention programs.

It provides accident prevention and safety consulting services as requested, including fire protection, handling of explosives, and management of hazardous and toxic materials. It assists in developing specifications for personal protective equipment. It develops and administers safety promotion, recognition, awareness, and incentive programs and coordinates the TVA water recreation safety program.

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PART 1

Section 1: DIVISION DIRECTOR'S OFFICE

The Director of Occupational Health and Safety is responsible to the Manager of Corporate Services for planning and administering all functions assigned to the division and is assisted by the assistant to the director and the chiefs of three branches of the division.

The Assistant to the Director advises and assists the director in formulation of program plans and priorities, coordination of division activities, and assessment and evaluation of program effectiveness.

ADMINISTRATIVE SERVICES STAFF

Administrative Services provides budget planning, cost control, and administrative services. It coordinates preparation of the division's budget, maintains cost control over division expenditures, conducts budget analyses, and administers contracts in support of cooperative research projects and consultant services.

It coordinates preparation of technical reports and information relative to TVA's occupational health and safety programs and activities.

ITEM
NO.

1. Division of Occupational Health and Safety Official Correspondence File

General correspondence, administrative and housekeeping records of the Division that include: Reports to the Department of Labor; state and federal laws on control of specific hazards; safety promotional programs, surveys, audits, and inspections of other TVA organizations health and safety programs; investigations of accidents and injuries, occupational diseases, and property damage; information about prevention and control of occupational hazards, equipment hazards, physical hazards, hazardous materials and hazardous waste; complaints of unsafe conditions at TVA workplaces; safety equipment and supplies; environmental statements; and cooperative research with other government agencies. Also includes general correspondence pertaining to budget, accounting, office supplies and equipment, property protection, emergency preparedness planning, personnel, meetings and conferences, and training.

DISPOSITION -

~~(A) Material of long-term value - Destroy when no longer needed for administrative purposes, not to exceed ten years.~~

~~(B) Material of short-term value - Destroy when two years old.~~

NOTE: See Appendix A for a listing of long-term material.
See Appendix B for a listing of short-term material.

(A) Policy + procedures records essential to the execution of OC H+S's program responsibilities (as identified below from the File Plan)
ADP 6 - Computer Programs and Systems. Excluding programs currently in use. Those currently in use shall be transferred when the computer programs + systems become inactive.

(Pen + Ink Change continued on inserted page

Inserted page to show change of pen & ink change to Section 1, item 1.

E+S 20, 20-3, 20-5, 20-7, 20-9, 20-11, 20-13, 20-15, 20-17, 20-19, 20-21, and 20-22, Personal Protective Equipment.

HZC - Hazard Control. Entire Hazard Control section of File Plan with the following exceptions which are scheduled elsewhere in this records schedule:

HZC 1.
HZC 3-5-1
HZC 6
HZC 8
HZC 16

1. Correspondence dated through 1961.

   Permanent. Transfer to the National Archives upon approval of this schedule.

2. Correspondence dated 1962 and continuing.

   Permanent. Break files every 10 years. Transfer records to the Muscle Shoals Records Center when 10 years old. Transfer to the National Archives when 25 years old.

B. All files except as noted above in A. (Except material listed on the division's 2-year temporary list which should continue to be destroyed when 2 years old).

Destroy when no longer needed for administrative purposes not to exceed 10 years.

C. File Plan

Transfer to the National Archives with corresponding records.

Section II: POLICY AND COORDINATION BRANCH

The Policy and Coordination Branch is responsible for formulating TVA occupational health and safety policies. It provides technical staff support to the Manager of Corporate Services who is TVA's Designated Agency Safety and Health Official (DASHO) in carrying out agency oversight responsibilities specified in the Code of Federal Regulations, Title 29, Part 1960, "Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters." It coordinates TVA review of external regulatory requirements and industry trends relating to occupational health and safety and maintains the TVA Occupational Health and Safety Manual. It is the point of liaison for agency comments/recommendations on proposed health and safety regulations and coordinates TVA requests for deviations and variances from existing standards.

Through periodic audits, it evaluates the effectiveness of health and safety activities carried out by line organizations for implementation of agency health and safety policies and recommends improvement actions to management. This evaluation is accomplished through both a review of documentation, onsite interviews with management and nonmanagement employees, and facility "walk throughs." Follow-up action is also taken regarding recommendations made to management. It investigates employee complaints of unsafe or unhealthful working conditions and reprisals referred to the DASHO and participates in the investigation and reporting of serious accidents.

It maintains systems for accumulation of data related to accidents and exposures to health hazards; coordinates required external computer support; and provides information, data, and trend analyses to management.

ITEM
NO.

1. Investigation of Service - Connected Injuries and/or Fatalities

Accidents resulting in a fatality to a TVA employee or hospital confinement of five or more TVA employees are investigated. Accidents causing property damage of $100,000 or more may be investigated at the discretion of the affected office manager and the DASHO. Files contain (a) information gathered as a result of the notification procedure; (b) accident investigation team composition; (c) material, documentation, interview transcripts, sketches, photographs, and other information gathered as a part of the investigation process; (d) accident reports; (e) accident analysis reports; (f) transmittal memorandums; (g) follow-up correspondence; (h) other correspondence relating to the accident investigation.

DISPOSITION -
Destroy when no longer needed for administrative use.
~~Retain for the life of the Agency.~~ (ADMINISTRATIVELY CONFIDENTIAL)

Section II: POLICY AND COORDINATION BRANCH (cont.)

ITEM
NO.

2. Health and Safety Manual

replaced the Hazard Control Manual and

The Occupational Health and Safety Manual is TVA's corporate document that describes occupational health and safety policy, sets out basic program requirements, and provides standards and criteria for application by line management. It is consistent with Section 19 of the Occupational Safety and Health Act of 1970 and other applicable regulatory requirements. The Division of Occupational Health and Safety is responsible for maintaining this manual, interpreting its requirements, and assessing its application. The manual is revised as new standards and requirements are issued.

DISPOSITION -

(A) Manuals - Health and Safety Manual - ~~Destroy 20 years after superseded.~~ Permanent. Transfer a copy to the National Archives upon approval of this schedule. Transfer updates in 5-year blocks when 5 years old.
Hazard Control Manual - ~~Destroy when 20 years old.~~ Permanent. Transfer a copy to the National Archives upon approval of this schedule.

(B) Supporting Program Documentation - Destroy 10 years after superseded by new program documentation.

(C) Supporting Supplementary or Alternate Standards Documentation - Destroy 10 years after superseded by new documentation.

3. Program Evaluation and Audits

As required by 29 CFR 1960.78 and 1960.79, evaluations are performed by the Division of Occupational Health and Safety to determine the effectiveness of occupational health and safety program implementation and provide management the feedback necessary to adjust or modify program emphasis. These files consist of (a) documentation reviewed prior to the evaluation; (b) documentation and material obtained for review during the evaluation; (c) transcripts of interviews conducted; (d) various drafts and comments thereto; (e) final evaluation report and transmittal correspondence; (f) responses to evaluation reports; (g) correspondence regarding followup of evaluation findings; and (h) other correspondence regarding evaluations.

DISPOSITION -

(A) Record copy plus all related correspondence and backup material - Destroy when ~~5~~ 10 years old.

(B) All other copies - Destroy when 2 years old.

Section II: POLICY AND COORDINATION BRANCH (cont.)

ITEM
NO.

4. Annual Department of Labor Report

The annual report on TVA's occupational health and safety program is required to be submitted to the Department of Labor. Each year the Department of Labor provides guidelines that specify the material and information to be provided in each agency's report. To develop TVA's report, the Division of Occupational Health and Safety must provide additional guidelines to the offices/divisions requesting their submittal of supportive information and material to the division. The Division of Occupational Health and Safety develops and coordinates the report.

DISPOSITION -

(A) Supportive Information and Material - Destroy when 10 years old.

(B) Department of Labor Guidelines - Destroy when no longer needed for administrative purposes, not to exceed 15 years.

(C) TVA Annual Report to the Department of Labor - Destroy when no longer needed for administrative purposes, not to exceed 15 years.

5. Hazard Identification Report

The Hazard Identification Report (HIR), form TVA 18090, is submitted by employees to report an unsafe or unhealthful condition observed in the workplace. All such reports that are forwarded to the DASHO, his designee, or to the U.S. Department of Labor (DOL) are investigated. Such investigations are required by 29 CFR 1960.28. These files contain (a) a copy of the HIR submitted; (b) a copy of all information gathered during the investigation; (c) a copy of all replies to the employee, DOL, and others involved in taking action regarding the report; (d) correspondence regarding followup or other aspects of the investigation. This file includes investigations of allegations of reprisal (29 CFR 1960, Subpart G).

DISPOSITION -

(A) Record copy plus related correspondence and backup material - Destroy in Agency when 15 years old.

(B) All other copies - Destroy in Agency when no longer needed for administrative purposes, not to exceed 2 years. (ADMINISTRATIVELY CONFIDENTIAL)

Section II: POLICY AND COORDINATION BRANCH (cont.)

ITEM
NO.

6. Work Injury/Illness Reporting System Records

Each Federal agency is required by 29 CFR 1960.66 to assist the Secretary of Labor "in meeting the requirement to develop and maintain an effective program of collection, compilation, and analysis of occupational safety and health statistics." In order to meet this requirement, TVA implemented the Work Injury/Illness System (WIIS), which is managed by the Division of Occupational Health and Safety.

WIIS also provides information needed by TVA managers and safety professionals to (1) identify patterns of unsafe and unhealthful conditions, practices, and events in various work environments; (2) make needed corrections in specific work settings; (3) set health and safety priorities based on identified problems; and (4) provide a source of research for TVA's Office of the General Counsel in its preparation to defend TVA in lawsuits which pertain to injuries and illnesses of TVA employees.

The system is driven by forms TVA 18119, Log of Occupational Injuries and Illnesses, and TVA 18120, Accident/Incident Investigation Report. Specific copies of the forms are forwarded to the Policy and Coordination Branch where they are analyzed, coded, and sent to Computing Services for key-to-disk data entry processing. All keyed information requirements are contained in the noted forms. The data base at the central computer is updated monthly.

A. Forms

1. TVA 18119, Log of Occupational Injuries and Illnesses--Used to report job-related recordable injuries or illnesses involving (1) medical treatment, (2) fatalities, (3) loss of consciousness, (4) work restrictions, (5) transfer, or (6) termination. (ADMINISTRATIVELY CONFIDENTIAL)

2. TVA 18120, Accident/Incident Investigation Report--Used to determine what, when, how, and why an accident happened. Information on this form is compiled and used for the analysis of each organization and TVA work injury and illness trends and statistics. (ADMINISTRATIVELY CONFIDENTIAL)

Section II: POLICY AND COORDINATION BRANCH (cont.)

ITEM
NO.

6. (continued)

B. Reports (Computer Generated)

1. Annual Department of Labor Report (includes DOL form 102F)--Required by 29 CFR 1960.66 and provides the Secretary of Labor the number of accidents at different locations and various statistical analyses on injuries and illnesses.

2. Monthly Summary Reports--Provides various organizations with accident-type totals.

3. Monthly WIIS Reports--Provides the number of accidents for TVA organizations and specific locations.

4. Stanford Cost Analysis Report--This report identifies accident trends and causal factors on a quarterly basis for selected organizations and locations.

5. Log 100--List of all recordable injuries/illnesses generated by 18119 (generated by 1890 and 18092 before 10/1/84).

6. Monthly Graphics Report--Provides organizations with a list of total incidents and total incidence rates.

C. Reports (Memo-type)

1. Semi-Annual and Annual Reports--Sent to all offices and divisions in TVA and the General Manager showing incidence rates, costs, and trend analysis. Compares previous year to present year.

D. Machine-Readable Files

WIIS Data Base--This system of machine-readable records is a cumulative online master file designed to record reports of job-related recordable injuries or illnesses involving lost work time, fatalities, loss of consciousness, work restrictions, transfer, or termination. The data base, which is maintained on several disk packs, contains data on reportable injuries and illnesses from 1979 to date. Data elements include employee name, social security number, date of birth, job title, work location of the accident, date of medical treatment, restricted workday record, lost workday record, date of fatality, etc.

Section II: POLICY AND COORDINATION BRANCH (cont.)

ITEM
NO.

6. (continued)

E. System Documentation

The WIIS ADP Manual, which also serves as a user manual, includes documents required to initiate, develop, and maintain the machine readable files.

DISPOSITION -

(A) Paper Records

Destroy when no longer needed for administrative purposes not to exceed 10 years.

(B) Machine-Readable Records

1. WIIS Data Base--~~Permanent~~ Destroy when no longer needed for administrative use.

2. System Documentation--Dispose of five years after discontinuance of the system.

7. Report of Vehicle Accident, Theft, or Fire (TVA 255)

This report, prepared by the Division of Public Safety Service, is an investigation of vehicular accidents, thefts, and fire involving TVA vehicles. It includes information about persons involved, the TVA vehicle, and repair costs. The Division of Occupational Health and Safety is responsible for reporting this data to TVA management. Monthly, quarterly, and annual reports are distributed throughout the agency.

DISPOSITION -

(A) Reports involving personal injuries - Destroy when no longer needed for administrative purposes not to exceed 10 years.

(B) All other reports - Destroy when no longer needed for administrative purposes not to exceed 10 years.

Section III: INDUSTRIAL HYGIENE BRANCH

The Industrial Hygiene Branch provides industrial hygiene services for the agency. It carries out surveys of TVA workplaces to measure employee exposure to noise, toxic chemicals, and physical agents and recommends appropriate administrative and engineering control methods. It maintains the official personal exposure database for the TVA industrial hygiene program. It conducts evaluations in support of occupational illness and health-related compensated claims. It performs special industrial hygiene studies on health risks in TVA workplaces in association with the Division of Medical Services and other Federal agencies. It coordinates the Hazardous Materials Management Program for the agency and assists other TVA organizations in industrial hygiene aspects of the purchasing, handling, and disposal of hazardous materials. It is responsible for handling workplace and community noise prevention programs. It operates an acoustical laboratory, conducts noise surveys of TVA operations, evaluates citizen complaints of environmental noise, and provides technical assistance to plant and site managers in correcting noise problems. It develops and maintains a quality control program for its industrial hygiene activities to assure standardized procedures for the collection of survey data, the incorporation of survey data into a TVA information system data base, the chemical analysis of samples, and the laboratory calibration of monitoring instrumentation.

ITEM
NO.

1. Workers' Compensation Claims - (ADMINISTRATIVELY CONFIDENTIAL)

When workers' compensation claims are filed, the Division of Medical Services requests the Division of Occupational Health and Safetys' Industrial Hygiene Branch to investigate past industrial hygiene surveys and other records to determine if workplace conditions caused or contributed to the employee's illness. These records may include all area monitoring, personal samples, and occupational disease investigations.

The Industrial Hygiene Branch prepares a summary of the investigation for Medical Services and retains all background information. Filed in the Division's Administrative files alphabetically by employee name.

DISPOSITION -

Destroy when 30 years old. Retention required by 29 CFR 1910.20(d)(1)(ii).

2. Industrial Hygiene Surveys

Industrial hygiene surveys are conducted to document workplace environmental conditions, assess employee exposure to potential health hazards, and to

Section III: INDUSTRIAL HYGIENE BRANCH (cont.)

ITEM
NO.

2. (continued)

recommend necessary control measures. These records are necessary in determining OWCP and legal claims by employees alleging exposure to harmful agents in the TVA work environment. Since occupation-related diseases are usually progressive or may not develop for many years after exposure, it is necessary to maintain files for long time periods. 29 CFR 1910.20(d)(1)(ii) requires a 30-year retention and an additional 10 years is necessary for a total retention of 40 years.

DISPOSITION -

Destroy when 40 years old. ~~Retention required by 29 CFR 1910.20(d)(1)(ii).~~

3. Industrial Hygiene Field Sampling Manual

This manual contains procedures used to ensure that personal and area industrial hygiene samples are taken in a consistent manner. Detailed sampling instructions are provided on how to sample for specific agents. Each sampling instruction listed was chosen after careful review of the most currently available sampling methods. At any point in time, there may be a number of different sampling methods that can be used to sample for a specific agent. At other times, there may be no suitable method available. The sampling instructions in this manual are those which best fit the needs of the Industrial Hygiene Branch sampling program. By carefully selecting each sampling method, branch sampling needs as well as quality control requirements are each fulfilled. These procedures are referenced for the individual contaminants measured and recorded in the data system which will be retained.

DISPOSITION -

Permanent. Transfer a copy to the National Archives upon approval of this schedule. Transfer updates in 5-year blocks. ~~Retain for the life of the Agency.~~

4. Industrial Hygiene Automated Data System

This is a computerized file for managing industrial hygiene personnel exposure and workplace surveillance data. It includes names of individual employees; social security numbers; job title; plant location, date of survey; operations in progress; results of exposure test; control measures in use; a description of the survey equipment; and agent sought. It is used to provide regulatory compliance to provide management

Section III: INDUSTRIAL HYGIENE BRANCH (cont.)

ITEM
NO.

4. (continued)

information for controlling occupational health hazards. The file includes forms:

2275 Occupation-Related Disease Report
17203 Personal Sample Data Sheet
17206 Laboratory Analysis Data Sheet
17204 Area Sample Data Sheet
1725 Direct Reading Data Sheet

DISPOSITION -

(A) Paper Records

Destroy when no longer needed for administrative purposes not to exceed 2 years.

(B) Machine-Readable Records

Life of agency or 100 years, whichever is longer.

2. System Documentation - Destroy 5 years after discontinuance of the system.

Section IV: TECHNICAL SUPPORT BRANCH

The Technical Support Branch is responsible for providing technical support and assistance related to occupational health and safety, as requested, throughout TVA. It provides fire protection and training assistance to those organizations that do not have expertise or capability for such services. Upon request, it provides specialized services to other organizations in dealing with specific or unique health and safety problems such as confined space operations, electrical hazards, crane safety, and explosives handling. It provides both technical and orientation health and safety training support to line management as requested. It assists the Division of Purchasing in developing specifications for personal protective equipment as requested. It conducts approved corporate projects in the occupational safety area. It develops and administers safety promotion, recognition, awareness, and incentive programs and materials as requested. It coordinates the TVA Water Recreation Safety program. It assists organizations in the establishment and training of health and safety committees upon request.

ITEM
NO.

1. Health and Safety Training Material

Training aids are used to educate employees and the general public in health and safety topics. These materials purchased from outside sources include slides, films, and video tapes; scripts; contracts; training schedules; attendance rosters; course evaluations; and instructor evaluations.

DISPOSITION -

Destroy when no longer needed for administrative purposes, not to exceed 5 years.

2. Safety Promotions

Correspondence relating to the advancement of employee and public safety by the issuance of awards, incentives, and promotional literature. These records include requests for safety awards, letters of transmittal to the recipients, contracts for awards, listings of recipients and their accomplishment by year.

DISPOSITION -

(A) Listings - Destroy when 20 years old.

(B) All other correspondence - Destroy when no longer needed for administrative purposes, not to exceed 5 years.

Section IV: TECHNICAL SUPPORT BRANCH (cont.)

ITEM
NO.

3. Report of Mishap on TVA Lakes (TVA 3132)

This form is used to obtain an accurate account of the accident experience involving people and occurring on TVA lakes or tributaries. Data collected on the form includes name, age, sex, and marital status of the person involved; the nature and extent of injuries; the name and location of the lake; and the date of the mishap.

These records are used to analyze drownings and accidents in TVA waters, to develop water safety educational programs and to analyze accident prevention trends, and to protect the Agency from liability claims.

DISPOSITION -

Retain for the life of the Agency.

PART II

Nonrecord

ITEM
NO.

1. Reference Material

See Appendix C for description.

DISPOSITION -

Destroy when no longer needed for administrative purposes, not to exceed two years.

2. Working Files

See Appendix D for description.

DISPOSITION -

Destroy when no longer needed for administrative purposes, not to exceed two years.

3. Technical Resource Files

Books, manuals, publications, standards and guidelines used by division employees.

DISPOSITION -

Destroy when superceded by new publication.

4. Travel Orders (TVA 586) and Vouchers (TVA 1012E)

Travel Orders--Travel of employees outside the Valley. Travel Vouchers--Travel pertaining to employee transfers and moves.

DISPOSITION -

Destroy when three years old.

Part II: (cont.)

~~5. Outside Training Forms (TVA 17002)~~

Outside training forms for division employees.

Withdrawn

DISPOSITION -

(A) Training forms for college courses - Destroy upon completion of degree or termination of employee.

~~(B) All other training forms - Destroy when two years old.~~

APPENDIX A

Following is a list of records filed in the Division of Health and Safety's Official Correspondence File. Although these records are coded as part of the official correspondence file, several of them are identified as separate series and have various retention periods. All records which are listed elsewhere in this schedule are preceded by an asterisk (*).

1. *Health and Safety Manual
2. State and federal laws and regulations on control of specific hazards
3. *Reports to the Department of Labor
4. Safety Bulletins
5. Minutes of safety meetings
6. Research agreements
7. *Surveys and inspections
8. *Audits
9. *Plans for compliance
10. *Safety promotional programs (includes office safety, driver safety, electrical, recreational, and fire prevention)
11. *Employee safety recognition awards
12. Project reviews
13. Quarterly safety reports from other TVA organizations
14. Automated data systems
15. Safety evaluations made by outside organizations
16. Health and safety training (includes training proposals, training needs analyses, training evaluations
17. Certification criteria for high-hazard activities
18. *Accidents and injuries (includes vehicle accidents, investigations of accidents of TVA employees and Non-TVA employees)
19. *Investigations of occupational diseases
20. *Investigations of property damage
21. *Work injury compensation
22. Operational hazards (i.e., blasting, welding, mining, etc.)
23. Equipment hazards (i.e., electrical, mechanical, laboratory, etc.)
24. Physical hazards (i.e., noise)
25. Hazardous materials (i.e., carbon monoxide, insecticides, PCB's) (includes information on the Toxic Substance Control Act)
26. Hazardous waste
27. *Complaints of unsafe conditions (includes complaints to TVA and to the Department of Labor)
28. Safety equipment and supplies (includes warning signs and personal protective equipment)
29. Environmental statements on noise

APPENDIX B

1. Automatic Data Processing

   a. Material about computer programs and services not directly related to the Health and Safety program.

2. Budget, Finance, and Accounting

   a. Material about year-end closing.

   b. Material about accounting entries and adjustments; form TVA 8190, Ledger Sheet; corrections to ledger sheets; classification of accounts, establishment of new accounts; and cancellation of accounts.

   c. TVA Financial Statements and form TVA 4121, Organization Statement, excluding September reports.

   d. Accounts receivable and accounts payable records.

   e. Material from offices other than the Division of Occupational Health and Safety on distribution rates and charges, including routing correspondence and transmittals of changes in distribution rates, and superseded rate schedules.

   f. Periodic budget instructions such as notices of deadline dates, budget reviews, budget format to be followed; budget estimates; schedules, and correspondence about appropriation limitations.

   g. Material about property accountability for tagged equipment; instructions and schedules for taking physical inventory; inventory reconciliation and adjustments; transmittals of property tags; and correspondence about transfer and receipt of capital items.

3. Cooperation and Coordination

   a. Announcements and correspondence about meetings and conferences; including scheduling, arrangements, cancellations, and requests to attend; agenda and proposed agenda items; transmittals of minutes of meetings, minutes of meetings not directly related to the Division of Occupational Health and Safety program.

4. Information Services and Public Relations

   a. Correspondence about arrangements, itineraries, and schedules for visitors and courtesies exchanged.

   b. Material about special events, including celebrations and dedications.

c. Requests for and transmittals and acknowledgements of information and informational materials, such as program data, and other technical information; maps, charts, and drawings; handbooks, manuals, catalogs, and pamphlets; reprints of published articles; technical periodicals, and reference books not related to Occupational Health and Safety programs.

d. Informational copies of speeches and artilces not directly related to the Division of Occupational Health and Safety program. Correspondence about speeches and artilces, including arrangements for speaking engagements and courtesy letters exchanged.

e. Informational copies of letters, memorandums, reports, releases, publications, bulletins, instructions, and completed forms from outside organizations and other TVA organizations not directly related to the Division of Occupational Health and Safety program.

f. Clippings and news releases not directly related to Occupational Health and Safety program.

5. Materials, Equipment, Supplies, and Services

a. Estimates of office furniture and equipment requirements, including Form TVA 4759, Estimated Requirements for Office Equipment.

b. Material about procurements, shipping, stocking, and distribution of equipment and supplies; arrangements for demonstration; pamphlets and correspondence with vendors promoting sales; requests for and transmittals of specifications, descriptive literature, and price lists; freight bills.

6. Office Systems and Services

a. Correspondence about mail service, mailing lists, and corrections to mailing list.

b. Material about telecommunication services, FTS Identification Symbols, and information for telephone directory.

7. Organization and Management

a. Processed copies of items approved by TVA Board of Directors.

b. Annual, quarterly, and monthly progress reports from offices other than the Division of Occupational Health and Safety circulated for informational purposes; instructions for preparation of reports; memorandum notices of reports due, and transmittals of reports.

c. Correspondence and forms requesting or cancelling signature authorizations; all material on signature authorizations for personnel no longer employed by the Division of Occupational Health and Safety.

8. Personnel

a. Processed informational copies of personnel lists and statistics.

b. Requests and cancellations for security clearance.

c. Material about recruitment, employment notices, selection, qualifications, and placements, including correspondence with or about applicants; transmittals and requests for personnel records.

d. Requests and arrangements for and notices of status changes; transfer, loans, terminations, including letters of resignations; and service ratings.

e. Informational copies of EEO newsletters and publications, including EEO Plan of Action, Supplementary Plan of Action for EEO, and annual reports.

f. Personnel requirements and forecasts and schedules, including routine correspondence on personnel ceiling and staffing.

Excludes estimates projected beyond a 2-year period.

g. Informational material about rates of pay, salaries, and benefits.

h. Leave and vacation schedules, requests for leave, notices of leave balance, and leave audit correspondence.

i. Printed material about TVA Retirement System; including newsletters and announcements; correspondence about retirements, including employee's preparation for retirement.

j. Material about holidays; daylight savings time; work schedules, including flexible and inflexible schedules and correspondence regarding overtime for individuals.

k. The following material on employee-management relations:

Announcements and correspondence about scheduling negotiations and other meetings and conferences, agenda and proposed agenda items, and reports of wage conferences and meetings of Joint Classification Committee.

Material about salary data, such as processed copies of annual salary survey reports and tabulations.

Agenda and minutes of cooperative conference and committee meetings and report of Valley-wide meetings.

Excludes minutes of the Division of Occupational Health and Safety Cooperative Conferences.

l. Material about participation in U.S. Savings Bond drives and campaigns Combined Federal Campaigns, and similar drives and campaigns.

m. Material about training, such as announcements and schedules of training classes, workshops, and field trips; requsts for training; arrangements to attend; lists of participants; tuition reimbursements and registration fees; and requests for and transmittals of training materials.

Excludes background material and plans for the Division of Occupational Health and Safety training program and reports on special training courses taken by employees of this organization.

9. Travel

a. Vehicular assignments and transfers, changes, and releases; garage and field service facilities.

b. Correspondence about travel, including status reports, itineraries, lodging accommodations including reservations and discount rates.

APPENDIX C

REFERENCE MATERIAL

Reference material is maintained to provide a source of reference information readily available to each office. It may be in print, computer output, microform, or other formats.

Reference material may consist of any or all of the following items:

1. Reference copies of TVA publications including manuals, circulars, public relations material, annual reports, administrative releases, local internal and external regulations and directives, and bulletins and pamphlets.

2. Publications of other government agencies, commercial firms, or private institutions including industry and governmental standards, procedures, and guidelines; vendor catalogs, brochures, price lists, and similar publications; maps; telephone directories; scholarly and historical publications; and compilations of reports, transactions, etc.

3. Library materials including extra copies of books, pamphlets, journals or periodicals, and similar materials.

APPENDIX D

WORKING FILES

Working files contain material drawn from correspondence files, whether official or unofficial files, or from reference material. It may include any or all of the following items:

1. Reading files. Copies of records used solely as a reading or reference file for the convenience of personnel.

2. Housekeeping material. Temporary material that is useful but not essential to record the program activity of the organization holding it. This material includes: informal communications carrying nonrecord information; bulletin board notices; reproduction orders; changes of address; stenographic notebooks and stenotype tapes; routing slips; blank forms; reproduction materials such as stencils, hectograph masters, and offset plates; documents pertaining to travel arrangements, vehicle assignments, and hotel reservations; requests for supplies; requests for publications; and correspondence log books.

3. Working papers and background material (including photographs or other non-print material) collected during the creation of a report or other record document or during the course of a particular task or activity. This does not include supporting documentation that, due to informational content or evidential use, requires retention beyond the issuance of the final document or completion of the task.

4. Preliminary and intermediate drafts of letters, memoranda, reports, and other papers.

5. Transitory files containing papers of short-term interest which have no documentary or evidential value and normally need not be kept more than 90 days. Examples of transitory information are shown below:

    a. Requests for information or publications. Routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply, such as requests for publications or other printed material.

    b. Letters of transmittal that do not add any information to that contained in the transmitted material.

    c. Quasi-official notices. Memoranda and other papers that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, and similar notices.