

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-142-91-016

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.


Description:

All items in this schedule were superseded by N1-142-10-001, item 7e

Date Reported: 07/28/2022

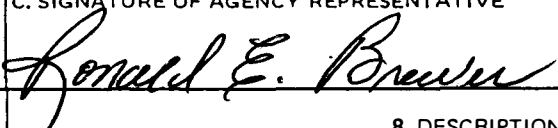
N1-142-91-016

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK JOB NO. N1-142-91-16	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED 9/17/91	
1. FROM <i>(Agency or establishment)</i> 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
2. MAJOR SUBDIVISION RETIREMENT SERVICES			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER RONALD E. BREWER	5. TELEPHONE EXT. 615 751-2520	DATE 6/9/92	ARCHIVIST OF THE UNITED STATES 
6. CERTIFICATE OF AGENCY REPRESENTATIVE			

VFC 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 _____ 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 9-10-91	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE TVA ARCHIVIST	
7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	The attached schedules are for: 1. Retirement Membership Files 2. Integrated Retirement information System (IRIS)		
Copies sent to agency, NNA, 4NN, NNX 6/16/92			

1. RETIREMENT MEMBERSHIP FILES

The Retirement Membership Files are the complete file on a member and the member's beneficiary. The records are essential to the protection of the interests of persons who will draw or are presently drawing benefits from the TVA Retirement System.

These files may include some of the following forms and correspondence for each active or retired member:

- Active History Card
- Certificate of Membership
- Enrollment Blank
- Designation of Beneficiary
- Participation in the Variable Annuity Plan and Fixed Benefit Fund
- Participation in the Savings Plan
- Participation in the 401K Plan
- Participation in the TAKE STOCK Plan
- Employees Earnings History
- Correspondence
- Retirement Applications
- Federal Employees Group Life Insurance
- Estimates of benefits
- Vouchers
- Income Tax

The forms verify membership in the TVA Retirement System and authorize participation in various plans. Correspondence covers requests for changes and action taken. The series also includes files on members of the Civil Service Retirement System and Federal Employees Retirement System who are presently employed by TVA. The Civil Service Retirement System files and the Federal Employees Retirement System files are filed in a separate location until they become inactive.

Files are removed from the Active File and placed in the Inactive File when members who are not vested withdraw their contributions, when Civil Service Retirement System or Federal Employees Retirement System members leave TVA, or when the retiree and beneficiary dies. The inactive files are reviewed when they are six years old. Nonessential papers are destroyed the date the file becomes inactive and essential papers are maintained for 30 years from the date the employee/retiree and beneficiary dies, and 40 years from the date the employee withdraws from the system. These records are maintained so that if a member is restored to service their file will be used to establish creditable service. The active files and the inactive files are filed alphabetically in separate locations. The year the file became inactive is shown on the file label.

RETIREMENT MEMBERSHIP FILES (Continued)

The following is a list of essential documents retained in the inactive files:

- RS 1 Enrollment Blank or RS 2 when Death in Service
- RS 5 Application for Withdrawal
- RS 5B Application for Withdrawal of Contributions in Lieu of Deferred Retirement Allowance
- RS7 Refund Work Sheet
- RS 9 Application for Special Service Retirement - Immediate
- RS 9A Application for Special Service Retirement - Deferred
- RS 10 Death Benefit Claim or Certificate of Claimant
- RS 11 Application for Service Retirement
- RS 12 Application for Disability Retirement
- RS 15 Election of Benefits Under Option 1
- RS 16 Election of Benefits Under Option 2
- RS 17 Election of Benefits Under Option 3
- RS Election of Benefits Under Option 4
- RS 24 Worksheet to Determine Benefit Upon Death in Active Service
- RS 62 Approval of Retirement Allowance or Approval of Monthly Benefit
- RS 71 Option A
- RS 72 Option B
- RS 110 Death in Active Service (Worksheet)
- RS 110B Death in Active Service - Final Calculation
- RS 111 Method of Settlement
- RS 162 Computation of Payment on Account of Death of Retiree or Beneficiary
- Affidavit of Beneficiary
- Last half-sheet computer printed statement of Monthly Retirement Pay (Started preparing them in 1968)
- SF 2821 Agency Certification of Insurance Status (FEGLI)
- SF 2820 Federal Employees Group Life Insurance Program (xerox copy - approved by Civil Service)
- Employee Earnings History (after July 1971)
- Active Service History Card
- Civil Service Files - Retain all

This series of records is covered by the Privacy Act system of records, TVA-26, Retirement System Records - TVA.

DISPOSITION

A. Unessential documents in inactive files:

Destroy by shredding 6 calendar years from year file became inactive.

B. Essential documents in Inactive Files:

1. When employee/retiree dies and there is no beneficiary:

Destroy 30 years after death of employee/retiree.

RETIREMENT MEMBERSHIP FILES (Continued)

DISPOSITION (Continued)

2. When both employee/retiree and beneficiary dies:

Destroy 30 years after death of beneficiary and employee/retiree.

3. When employee withdraws from the retirement system:

Destroy 40 years from withdrawal.

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2. INTEGRATED RETIREMENT INFORMATION SYSTEM (IRIS)

Retirement Services gathers information on approximately 34,000 members of the Retirement System concerning refunds, retirement benefits, savings plans, etc. This information is used to provide estimates of retirement benefits, initial payment upon retirement, document savings plans and 401K plan contributions and withdrawals, and manage the pension payroll for approximately 13,000 retirees and beneficiaries.

A data base has been created on the mainframe to store the information concerning members of the agency retirement system. The data base is backed up on magnetic tape which will be stored off site. Customized software is used to manipulate the information. The data screens are:

Fixed and Variable Annuity
Basic Data Master File
TVA Earnings History
Social Security Earnings History
Pension Payroll Master File
Savings Plan
Distribution Tax Forms

DISPOSITION

A. Data Base

1. Data elements: Delete individual data elements when superseded or obsolete.
2. Whole data base: Delete when no longer needed for administrative or reference use.

B. Computer-generated reports

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