NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-142-95-015

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 07/28/2022

ACTIVE ITEMS
These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Items 1A2 and B remain active.

SUPERSEDED AND OBSOLETE ITEMS
The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1A1 was transferred to NARA, National Archives Identifier 7451902 .

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

LEAVE BLANK (NARA use only)	
JOB NUMBER	N1-142-95-15
DATE RECEIVED	6-29-95

1. FROM (Agency or establishment)

Tennessee Valley Authority

2. MAJOR SUBDIVISION

Chief Administrative Officer

3. MINOR SUBDIVISION

Administrative Services, Corporate Library

4. NAME OF PERSON WITH WHOM TO CONFER | **5. TELEPHONE**

Wilma McCauley | 615-751-2521

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE	ARCHIVIST OF THE UNITED STATES
3-22-96	John W. Carl

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached __1__ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

[X] is not required; [ ] is attached; or [ ] has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
6/19/95	Georgia S. Greene	Manager Records and Information Management

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	TVA Telephone Directories (see attached page)		

115-109
NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE
APR - 3 1996
STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA

1. **TVA TELEPHONE DIRECTORIES**

This series contains the TVA telephone directories from 1933 and
continuing. These directories contain the names, addresses,
organizations, and telephone numbers of TVA salary-policy employees. The
newer directories contain a TVA service directory, maps of TVA's offices
in the three major corporate locations (Knoxville, Chattanooga, and Muscle
Shoals), and TVA organizational directories. Copies of these directories
are located in the Knoxville Corporate Library and are used extensively to
determine if a person was a former TVA employee, what organization a
person worked in, and as a quick reference to determine what organizations
were in effect for a given time period. Volume is 22 inches (1.5 cu. ft.).

DISPOSITION

A. Paper Directories -Record Set

   PERMANENT.
   1.1933-94 - Transfer a copy of all available directories to the National
              Archives upon approval of this schedule.

   2. 1995 & - Transfer a copy of all directories to the National Archives
      Cont.   upon publication.

B. Paper Directories Retained by TVA

   Destroy when no longer needed for reference.

2366D

TVA creates and maintains telephone directories in paper and in the Empower Data Base.

               The paper directories contain the names, addresses, organizations, and telephone numbers of TVA salary-policy employees. The newer directories contain a TVA service directory, maps of TVA's offices in the three major corporate locations (Knoxville, Chattanooga, and Muscle Shoals), and TVA organizational directories. Copies of these directories are located in the Knoxville Corporate Library and are used extensively to determine if a person was a former TVA employee, what organization a person worked in, and as a quick reference to determine what organizations were in effect for a given time period. Volume is 22 inches (1.5 cu. ft.).

Prior to 1985, the TVA switchboard operators used flip cards, filed alphabetically by employees' last name, to locate information about current TVA employees, including salary policy, trades and labor, and some contractors. In 1985, they installed the TSIMS data base on the TVA mainframe which contained the same information on current TVA employees as the flip cards. In May 1994, a new EMPOWER online ORACLE relational data base residing on a Hewlett Packard computer in Knoxville was installed and all information from the TSIMS data base was transferred to EMPOWER. When an employee or contractor is terminated, retired, deceased, or contractor status changes to inactive, EMPOWER is updated by the Human Resources Information System (HRIS, N1-142-95-12: formerly EIS, N1-142-91-13) to reflect this and approximately 90 days after this action, the employee's information is deleted from EMPOWER. An annual dump of the data base to magnetic tape would capture everyone except those who were hired in a year and only worked 9 months. EMPOWER interfaces with the HRIS to receive some information on new employees, terminations of employees, organizational changes for employees, etc. EMPOWER utilizes a file server located in Knoxville to provide online service to the TVA switchboard operators. Information is transferred to the TVA mainframe in EBCDIC to update the TVA Online Phone Directory which is available to all TVA employees. A magnetic tape in EBCDIC could be generated from this version. The data elements are attached as Appendix A.

DISPOSITION

Empower Data Base

Update and delete information as needed to keep current.

2366D

The following descriptions are from the EMPOWER Oracle data base. These are the table that are used to store and produce phone book information for employees and contractors who work at TVA.

The following is the PAT (Person at TVA) Table

Name	Null?	Type	Field Explanation
SSN	Not Null	VARCHAR2(9)	
PAT TYPE CD	Not Null	VARCHAR2(1)	employee or contractor
STAT CD	Not Null	VARCHAR2(1)	active or inactive contractor or employee status
LST UPDTD TS		DATE	Most current date
LST UPDTD USR ID	Not Null	VARCHAR2(8)	Computer User ID
FST NAME	Not Null	VARCHAR2(28)	
LST NAME	Not Null	VARCHAR2(28)	
MID NAME		VARCHAR2(26)	
IBS SHRT CD		VARCHAR2(7)	Actg code for chargeback
JOB TITL		VARCHAR2(3)	
ORG CD		VARCHAR2(10)	
OORG CD		VARCHAR2(15)	Outside org (contractors)
SUFF NAME		VARCHAR2(4)	PhD, etc.
PRFX NAME		VARCHAR2(4)	Mr., Mrs., Dr., etc.
PRFR NICK NAME		VARCHAR2(28)	
PREV NAME		VARCHAR2(35)	
CNTCT PAT SSN		VARCHAR2(9)	Currently not used. If used, would give job backup info.
PHONE AUTH CD		VARCHAR2(10)	Currently not used.
HOME PHONE NO		VARCUAR2(12)	

The following is the Organization table SQL desc org (The information in this table is refreshed nightly from the Human Resources Information System, HRIS)

Name	Null?	Type	Field Explanation
ORG CD	Not Null	VARCHAR2(10)	
ACCTVE STAT CD	Not Null	VARCHAR2(1)	
ORG NAME	Not Null	VARCHAR2(30)	
SHRT NAME	Not Null	VARCHAR2(12)	
MAJ ORG NAME		VARCHAR2(12)	
MIN ORG NAME		VARCHAR2(12)	
LST UPDTD TS		DATE	
LST UPDTD USR ID		VARCHAR2(8)	
PARNT ORG CD		VARCHAR2(10)	
IBS SHRT CD		VARCHAR2(7)	Actg code for chargeback
MNGR SSN		VARCHAR2(9)	

The following is the Communications directory table
SQL   desc comdir (This Table can be more than a phone directory, but it is
currently being used only for the phone directory)

Name	Null?	Type	Field Explanation
LSTNG PRIV CD	Not Null	VARCHAR2(2)	
PRFR CD	Not Null	NUMBER(1)	Celular Phone #
TYPE CD	Not Null	VARCHAR2(2)	
BEGN DT	Not Null	DATE	
LST UPDTD TS	Not Null	DATE	
LST UPDTD USR ID	Not Null	VARCHAR2(8)	
IBS SHRT CD		VARCHAR2(7)	
PHONE USG CD		VARCHAR2(1)	
PHONE PRM FLG		VARCHAR2(1)	
PHONE NO		VARCHAR2(10)	
PAX NO		VARCGAR2(7)	PAX = PLANT PHONE NO.
SSN		VARCHAR2(9)	
PGR ID		VARCHAR2(6)	
WRKSPC SITE ID		VARCHAR2(3)	Would give info on all in a
WRKSPC BLDG ID		VARCHAR2(3)	building, floor of a building,
WRKSPC FL ID		VARCHAR2(2)	etc., or all FAX #'s in a
WRKSPC ID		VARCHAR2(4)	building.
ORG CD		VARCHAR2(10)	
OORG ID		VARCHAR2(15)	Outside org for contractors
SERV ID		NUMBER(4)	
END DT		DATE	
AAXTN NO		NUMBER(5)	

The following is the Mail Directory Table. The Mail Room has a printout as
well as online access.   SQL   desc maildir

Name	Null?	Type	Field Explanation
LST UPDTD TS	NOT NULL	DATE	
LST UPDTD USR ID	NOT NULL	VARCHAR2(8)	
TYPE CD	NOT NULL	VARCHAR2(1)	
MSTOP BLDG ID	NOT NULL	VARCHAR2(3)	
MSTOP FL ID	NOT NULL	VARCHAR2(2)	
MSTOP STOP ID	NOT NULL	VARCHAR2(1)	
MSTOP MCTR ID	NOT NULL	VARCHAR2(3)	
PMSTOP BLDG ID		VARCHAR2(3)	
PMSTOP FL ID		VARCHAR2(2)	
PMSTOP STOP ID		VARCHAR2(1)	
PMSTOP MCTR ID		VARCHAR2(3)	
SSN		VARCHAR2(9)	
SERV ID		NUMBER(4)	
ORG CD		VARCHAR2(10)	
OORG ID		VARCHAR2(15)	

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