Schedule Number: N1-142-01-003

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

The crosswalk for N1-142-10-1 states that this schedule was entirely superseded by GRS 1, items 2a and 21. GRS 1, item 2a was rescinded in the new GRS. GRS 1, item 21a is now GRS 2.7, item 060 (DAA-GRS-2017-0010-0009). Supersessions for this schedule:

Item 1was superseded by GRS 5.2, item 020 (DAA-GRS-2017-0003-0002)

Item 2 was superseded by GRS 2.7, item 060 (DAA-GRS-2017-0010-0009)

Item 3 was superseded by GRS 5.2, item 020 (DAA-GRS-2017-0003-0002)

Item 4 was superseded by GRS 2.7, item 060 (DAA-GRS-2017-0010-0009)

Item 5 was superseded by GRS 5.1, item 020 (DAA-GRS-2016-0016-0002) based on the fact that N1-142-01-003 identified this as scheduled under GRS 23 item 1, but it ended up being appraised as an agency item anyway.

Item 6 was superseded by GRS 3.1, item 051 (DAA-GRS-2013-0005-0003)

Item 7 was superseded by GRS 5.1, item 020 (DAA-GRS-2016-0016-0002)

Item 8 was superseded by GRS 5.1, item 020 (DAA-GRS-2016-0016-0002)

REQUEST FOR RECORDS DISPOSITION AUTHORITY

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

JOB NUMBER NI-142-01-3

DATE RECEIVED 2-6-2001

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for may items that be marked "disposition not approved" or "withdrawn" in column to.

1. FROM (Agency or establishment) TENNESSEE VALLEY AUTHORITY	
2. MAJOR SUBDIVISION HUMAN RESOURCES	
3. MINOR SUBDIVISION HEALTH & SAFETY	

DATE 9-5-01   **ARCHIVIST OF THE UNITED STATES** (signature)

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE
VICKI CALLAHAN	423-751-6249

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 on the attached 3 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,

☒ is not required;   ☐ is attached; or   ☐ has been requested.

DATE 1/30/01	SIGNATURE OF AGENCY REPRESENTATIVE Georgia B. Greene	TITLE Assistant TVA Archivist

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See the attached pages.		

cc - Agency, NR

115-109

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

MEDICAL EVALUATION DATA AND IMAGE CONTROL SYSTEM (MEDICS)

Health Services maintains an online system for TVA employees' and contractors' medical approval status and medical evaluation history.

This system is a client-server system operating on the agency's Wide Area Network. MEDICS is an in-house developed system written in MS Visual Basic and operating on MS Windows platform. Data is maintained by Information Services in an Oracle database.

The official copy of the User's Guide and system documentation is maintained on a protected network server. The program code contains annotations and is maintained by Information Services.

This records series is covered by the Privacy Act System of records, TVA-9, Medical Record System. The Medical Case Records were approved by NARA job No. N1-142-92-6.

DISPOSITION

A.   Inputs:

Data input types and sources are (a) keyboard entry of data from internal and external medical providers. (b) Demographic data from HR database via an internal interface. (c) Respirator approval from Personnel Access Data System (PADS) via external/internal interface.

Delete or destroy after input and verification of data into master file or when no longer needed to support the reconstruction of master file, whichever is later.

B.   Master file: Employees' and contractors' Medical Records:

Information on the system includes current and historic administrative medical information on employees and contractors including requested medical services, job duty status, approval status for special duties, status of various monitoring exams, and medical constraints. Limited demographic data from the HR Database is also maintained: Name, SSN, job title, and work location.

Delete 40 years after termination of employment.

C.   Outputs:

Major outputs include (a) screen displays of administrative medical data via MEDICS and selected data via the HR Data Warehouse, Check-in Program (CHIP), which belongs to Nuclear (TVAN) and the Automated Training Information System (ATIS), which belongs to Education, Training and Diversity (ET&D); (b) Respirator approvals through an internal/external interface to PADS, which belongs to TVAN; (c) Paper output of individual and group administrative medical data and (d) Billing information (Excel spreadsheet and paper) for invoice reconciliation. Billing system limited to Occupational Health PCs.

1.   Electronic copy:

Delete after recordkeeping copy is produced or no longer needed for operational purposes, whichever is later.

2. Recordkeeping copy:

   a. Respirator approvals (part of Medical's master file):

   4.

   Destroy 40 years after termination of employment

   b. Individual and group administration medical data:

   5.

   Destroy when no longer needed not to exceed 2 years

   ~~(GRS 23 Item 1)~~

   c. ~~Billing information:~~

   Destroy when 3 years old.

   (GRS 6 Item 5b)

D. System Documentation

1. Codebooks, record layout, and other system documentation:

   Destroy or delete when superseded or obsolete or upon authorized deletion of
   the related master file or data base, or upon the destruction of the output of the
   system if the output is needed to protect legal rights, whichever is latest.

   6.

2. Electronic copies of records that are created on electronic mail and word
   processing systems and used solely to generate a recordkeeping copy of the
   records covered by the other items in this schedule. Also includes electronic
   copies of records created on electronic mail and word processing systems that
   are maintained for updating, revision, or dissemination.

   a. Copies that have no further administrative value after the recordkeeping
      copy is made. Includes copies maintained by individuals in personal
      files, personal electronic mail directories, or other personal directories on
      hard disk or network drives, and copies on shared network drives that
      are used only to produce the recordkeeping copy.

   7.

      Destroy/delete within 180 days after the recordkeeping copy has been
      produced.

   b. Copies used for dissemination, revision, or updating that are maintained
      in addition to the recordkeeping copy.

   8.

      Destroy/delete when dissemination, revision, or updating is completed.