					EAVE BLANK (NARA use only)		
REQUEST FOR RECORDS DISPOSITION AUTHORITY							
TO MATIONAL ADDITIVES and RECORDS ADMINISTRATION (AUD)				JOB NUMBER N - 142-04-4			
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408				DATE RECEIVED			
1 FROM (Agency or establishment)				12/22/03			
					NOTIFICATION TO AGENCY		
Tennessee Valley Authority 2 MAJOR SUBDIVISION					In accordance with the provision of 44 U S C		
LABOR RELATIONS					3303a the disposition request, including		
3 MINOR SUBDIVISION				amendments, is approved except for may			
Employee Relations and Diversity, Human Resources				items that be marked "disposition not			
4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE				approved" or "withdrawn" in column 10 DATE ARCHIVISTOF (THE UNITED STATES			
Kal Chatterjee			865-632-3622	2-22		J. Carl	
6 AGENCY CERTIFICATION							
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of the records and that the							
records proposed on the attached (pages) 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,							
DATE SIGNATURE OF AGENCY REPRESENTATIVE TITL					LE		
December 16, 2003 Georgia S Greene HOCA V. / Manager, Records & Forms Management							
7 ITEM		DESCRIPTION OF ITEM AND PR	APOSED DISPOSITION		9. GRS OR SUPERSEDED	10. ACTION TAKEN (NARA	
NO.	o.	DESCRIPTION OF ITEM AND PR	DPOSED DISPOSITION		JOB CITATION	USE ONLY)	
						· <u>.</u>	
1	Department of Labor Appeals						
	(Please see the attached)						
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1. Department of Labor Appeals

a. Record copy of TVA appeals to DOL regarding negotiations in accordance with TVA Act.

<u>Disposition</u>: Cut-off files at end of fiscal year in which the case is closed. Transfer to an offsite records holding facility 2-years after cut-off. Destroy 50 years after cut-off or when no longer needed for reference, whichever is later.

b. Supporting documents in reference to the negotiations. Miscellaneous correspondence between TVA, DOL, and Council related to appeals.

<u>Disposition</u>: Cut-off files at end of fiscal year in which the case is closed. Transfer to an offsite records holding facility 2-years after cut-off. Destroy 50 years after cut-off or when no longer needed for reference, whichever is later.

c. Other copies of the appeals maintained for reference.

<u>Disposition</u>: Cut-off files at the end of the fiscal year in which the case is Is closed. Destroy 2-years after cut-off or when the case is closed, whichever is sooner.

- 2. Electronic mail and word processing system copies. 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 the 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.

<u>Disposition</u>: Destroy/delete within 180 days after the recordkeeping copy has been produced.

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

<u>Disposition</u>: Destroy/delete when dissemination, revision or updating is completed.