

REQUEST FOR RECORDS DISPOSITION AUTHORITY

DO NOT WRITE IN THESE SPACES (NARA use only)

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

1 FROM (Agency or establishment)

Tennessee Valley Authority

2 MAJOR SUBDIVISION

HUMAN RESOURCES

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

Kal Chatterjee

5 TELEPHONE

865-632-3622

JOB NUMBER

Mary *N1-142-05-2*

DATE RECEIVED

6-2-2005

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request, including amendments, is approved except for may items that be marked "disposition not approved" or "withdrawn" in column to

DATE

8/25/04

ARCHIVIST OF THE UNITED STATES

M. H. Ragland

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 (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;

☐ is attached; or

☐ has been requested.

DATE

8/25/04

SIGNATURE OF AGENCY REPRESENTATIVE

Mary H Ragland

Mary H. Ragland

TITLE

Manager, Records Management & Systems

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

1. AUTOMATED TRAINING INFORMATION SYSTEM (ATIS)

Ref. (N1-142-00-1, Item 2)

agency only

AUTOMATED TRAINING INFORMATION SYSTEM (ATIS)

The system identifies and administers all education and training functions of TVA. It records the names of employees, which classes they enroll, name and timetable of classes, and how many sessions are added to which classes, etc. It is the official training record of all employees and contractors. Any activity related to education and training is recorded in this system. Attendance Roster, TVA form 13041A, or similar attendance rosters, indicating the employee's name, Social Security or employee identification number, course, grade, or related training information, are entered into the Automated Training Information System (ATIS). Verification of accuracy of ATIS input is required for technical training records.

The file also includes system requirements documentation, evaluation of vendors' documentation, technical system documentation, ATIS user manual, and acceptance test manual. It is updated continually. Automated Training Information System (ATIS) was introduced in 1994.

DISPOSITION

1. **Inputs:** Inputs consist of training rosters, name of classes, dates of enrollment, the number of sessions added to which classes, etc... Multiple users can enter records into ATIS. Entry is controlled by a security class. There are several interfacing systems which also enter records automatically in to ATIS such as the TVA's Online Learning System (Net-Learning) and other systems including TVAN's PADS system.

Disposition: Temporary. 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.

2. **Master file:** System contains records created from 1994. Any activity related to education and training is recorded in this system.

Disposition: Temporary. Delete 75 years after birth date of employees or 60 years after the date of the earliest document in the folder if the date of birth cannot be ascertained.

AUTOMATED TRAINING INFORMATION SYSTEM (ATIS)

(Continued)

3. Outputs: Reports run from ATIS

Disposition: Temporary. Destroy when 5 years old or when superseded or obsolete, whichever is sooner. Unless required by the organization (i.e. TVAN and other orgs such as the Employee Service Center scan certain ATIS reports into the EDMS systems as required).

4. a. System Documentation

System documentation associated with the system, vendor evaluations, technical system documentation, ATIS user manual, and acceptance test manual.

Disposition: Temporary. Delete or destroy, not to exceed 5 years after the system is discontinued.

b. Word processing and e mail copies of records covered by item 4a. of the schedule.

Disposition. Temporary. Delete when recordkeeping copy is produced.

Ref: N1-142-00-1, ITEM 2

AUTOMATED TRAINING INFORMATION SYSTEM (ATIS)
(Continued)

3. Outputs: Reports run from ATIS

Disposition: Temporary. Destroy when 5 years old or when superseded or obsolete, whichever is sooner. Unless required by the organization (i.e. TVAN and other orgs such as the Employee Service Center scan certain ATIS reports into the EDMS systems as required).

4. System Documentation

System documentation associated with the system, vendor evaluations, technical system documentation, ATIS user manual, and acceptance test manual.

Disposition: Temporary. Delete or destroy, not to exceed 5 years after the system is discontinued.

Ref: N1-142-00-1, ITEM 2