

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-14290-13

DATE RECEIVED

4/27/90

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment)

TENNESSEE VALLEY AUTHORITY

2. MAJOR SUBDIVISION

MEDICAL SERVICES

3. MINOR SUBDIVISION

LIVE WELL

4. NAME OF PERSON WITH WHOM TO CONFER

RONALD E. BREWER

5. TELEPHONE EXT.

615-751-25200

DATE

ARCHIVIST OF THE UNITED STATES

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

5/8/91

6. CERTIFICATE OF AGENCY REPRESENTATIVE

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

APR 23 1990

C. SIGNATURE OF AGENCY REPRESENTATIVE

Ronald E. Brewer

D. TITLE

TVA Archivist

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

See the attached 11 items for the Live Well Program in Medical Services.

Copies sent to agency, NNA, HNA 5/10/92

TVA's wellness program was developed for its employees. It is a people based program with committees composed of interested employees making the majority of operational decisions concerning implementation. The staff of the Live Well program provides administrative and coordination support and will advise and make recommendations if appropriate. TVA shares the cost of most activities connected with the program on a 50-50 basis with its employees. Initial areas emphasized in the program are weight management, smoking cessation, physical fitness, and nutrition. A free health risk appraisal including blood work is required for participation and is a prerequisite to further involvement. The strength of the concept lies with the philosophical basis on which the program is predicated and concerns direct and massive delegation of responsibility to employees with the inherent assumption that each person is responsible for his own actions. The assumption is also made that all behavior is health related and that employees, working through and with committees, can positively impact the status of their health. The anticipated benefits of the program are sick leave reduction, reduction in utilization of hospitalization benefits, improvement in productivity and increased employee morale.

VII.1. HEALTH RISK APPRAISALS

Health Risk Appraisals are conducted as a part of the TVA Live Well Program. Employees fill out a questionnaire concerning their health history and their habits pertaining to well being. Blood work is also analyzed. The information is input into the computer and a Health Risk Appraisal printout is output. Only one copy of each Health Risk Appraisal is created and is given to the employee. The appraisals are confidential. Health Risk Appraisals that are not claimed should be maintained for six months and then shredded.

Prior to 1985 appraisals for M-7's and above were conducted separately from appraisals for all other employees. The appraisal gave information concerning the manager's health history. A copy of the manager's appraisal is maintained by Live Well. The separate appraisal for M-7's and above are no longer conducted.

This series of records is covered by the Privacy Act System of Records TVA-9 - Medical Record System.

DISPOSITION

A. Claimed Appraisals

Only copy given to employee.

B. Unclaimed Appraisals

If not claimed, shred when six months old.

C. Appraisals for M-7's and above prior to 1985

Destroy upon approval of this schedule.

VII.2. LIVE WELL PROGRAM SLIDES AND PHOTOGRAPHS

TVA produced photographs and slides, and those acquired from outside sources, used for introducing the Live Well program to TVA employees. They concern such subjects as high blood pressure, smoking, weight, warning signs for cancer, and interpretation of the health risk appraisal, etc.

DISPOSITION

Destroy when updated or when program discontinued.

VII.3. LIVE WELL CENTERS RULES AND REGULATIONS

Rules and Regulations administered by Live Well for employees who use the Live Well Centers.

DISPOSITION

Destroy when updated or when program discontinued.

VII.4. CHALLENGE COMPETITION

Information on sports competition for employees in Live Well. Lists events, teams involved, rules and regulations, and points awarded. Filed by Challenge name.

DISPOSITION

Destroy when five calendar years old.

VII.5. CLASS ROSTERS

Listing of employees who participate in Live Well classes; the cost per participant and the total cost of the class.

DISPOSITION

Destroy one year after class is completed.

VII.6. EXERCISE GUIDELINES

Two part form that advises employee on type of exercise to perform. The white original is given to the employee and the pink copy is maintained in the file for future reference.

DISPOSITION

Destroy when one year old.

VII.7. SPEECHES

Speeches used by Live Well employees to be given to TVA employees on topics of Wellness, Fitness, and Exercise.

DISPOSITION

Destroy when outdated or when program is discontinued.

VII.8. PAYROLL DEDUCTION FORM

Four part payroll deduction form completed by employee when program sign up occurs. Live Well program maintains one copy, two copies are sent to Payroll, and one copy is kept by the employee.

DISPOSITION

Destroy when one calendar year old.

VII.9. INVOICES

Copies of invoices received by Live Well from vendors, such as the YMCA, Sports Barn, Weight Watchers, etc., for services and classes conducted. The original is forwarded to Finance for payment.

DISPOSITION

Destroy two calendar years after payment.

VII.10. PERSONAL SERVICES CONTRACTS

Contracts between the TVA's Live Well Program and vendors for personal services. Contracts are maintained alphabetically by vendor's name.

DISPOSITION

Destroy in agency 6 years after expiration of contract.

VII.11. LIVE WELL DATA BASE

The Live Well Central System is being developed by the Live Well Program in Medical Services to track program participation in the Live Well Program, evaluate the employee health risk appraisal, and provide information for evaluating overall program effectiveness. The health risk appraisal is completed by the employee and keyed in by the Live Well clerical staff. All other participation data is accumulated and also entered into the system centrally. Data on participants is provided from the corporate Employee Information System (EIS). Outputs for the system are scored health risk appraisals which are distributed to the employees, class rosters for the Live Well classes, monthly cost reports and participation reports. The system generates rosters for various Live Well activities and will provide data for analysis of the impact of the Live Well program.

The records are stored on an IBM PC/XT. Corporate employee information is extracted and downloaded using Cobol with access to System 2000.

DISPOSITION

Destroy information in the data base and computer printouts when no longer needed.