

| | | | |
|--|--|---|--|
| REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse) | | LEAVE BLANK JOB NO. N 1-142-92-6 | |
| TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 | | DATE RECEIVED 12/24/91 | |
| 1. FROM (Agency or establishment) TENNESSEE VALLEY AUTHORITY | | NOTIFICATION TO AGENCY 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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. | |
| 2. MAJOR SUBDIVISION EMPLOYEE RELATIONS | | | |
| 3. MINOR SUBDIVISION HEALTH SERVICES | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER RONALD E. BREWER | 5. TELEPHONE EXT. 615 751-2520 | | |
| 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 12/17/91 | C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ronald E. Brewer</i> Ronald E. Brewer <i>by LEB</i> | 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 GRS OR SUPERSEDED JOB CITATION | 10.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) |
| | The attached item, Medical Case Records, was approved by job No. NC1-142-82-4, items 1A and 1B. It is being resubmitted to move some of the records listed under nonessential paper records to essential paper records. | | |
| Copies sent to agency, 4NS, NSR 12/28/92 | | | |

II. MANAGER'S OFFICE AND ADMINISTRATIVE SERVICES

PART A - RECORD SERIES

The Health Services Manager plans, directs, and coordinates the work of Health Services and is assisted by managers in Administrative Services, Clinical Services, Behavioral Sciences, and Workers' Compensation and Rehabilitation.

The Manager, Administrative Services, assists the Health Services Manager in the administrative management of functions assigned to the organization, including budgeting, procurement, payroll, travel, division files, medical records files, eyewear, and facilities management.

II.1. MEDICAL RECORDS

Central Medical Records Files consists of x-rays, dental records, compensation case records, and medical records of the following: Former Employees--Terminated, transferred to other Federal agencies, deceased, or retired employees; Contractor Employees; Nonemployees--Candidates who were not approved for employment or who failed to report for duty, study visitors, etc.; Dependents--Employees' dependents who received medical care at remote construction projects.

Medical records provide a source of information in the event of medically related legal actions taken by an individual against TVA.

The records are filed alphabetically by name of employee, except for Compensation Case Records which are filed numerically. Total accumulation is approximately 2,200 cubic feet from 1933 to 1991.

II.1.1 Medical Case Records

Medical Case Records provide a record of preemployment and periodic physical examinations, OSHA mandated medical evaluations and questionnaires, work restrictions/medical constraints imposed, immunizations, mental health services, treatment of occupational injury or illness, minor illness or injuries of non-occupational nature, and results of related laboratory tests. Also included are dental records which constitute the only record of dental examination findings and treatment provided for employees at Muscle Shoals, Alabama, who may in the course of their work be exposed to substances that might adversely affect their dental health. In addition, they contain information related to the following two types of records:

II.1 MEDICAL RECORDS (continued)II.1.1 Medical Case Records (continued)

Nonessential paper records--including correspondence on congressional inquiries on compensation claims, etc. This category also includes all records relating to contractors employed prior to 1985, nonemployees, and dependents.

Essential paper records--including original medical examination records, audiogram records, periodic health examinations, occupational history records, history records, reports of occupational-related condition or disease, mobile health clinic examination record, special back examinations, electrocardiogram mounts, clinical laboratory records, results of alcohol and drug test analyses, pulmonary function records, certificates of medical history, dental examination records, immunization records, some forms TVA 9880, Employee Status and Information Record; TVA 9081, Outpatient Record (use to note each visit to a medical unit for services such as blood pressure check, colds, eye examinations, aspirin, and other minor treatments); laboratory record material such as urinalysis records, blood pressure, and blood analysis; some correspondence with outside physicians, etc. This category also includes records related to contractors employed after 1984, and all former employees.

Many occupational hazards, particularly those of a carcinogenic nature, require several decades to manifest themselves. This fact has been recognized by the National Institute for Occupational Safety and Health and the Centers for Disease Control, Public Health Service, U. S. Department of Health, Education, and Welfare. They subsequently require the retention of certain medical records for up to 40 years beyond termination of employment.

The Occupational Safety and Health Act, to which TVA is subject by Executive Order, (E.O. 12196 of 2/26/80) requires specific medical record retention periods for individuals exposed to various hazards.

Since in many cases, TVA is unable ahead of time to specify which exposures will be deemed hazardous and what the subsequent legal retention requirements will be, the requested dispositions are recommended:

II. MANAGER'S OFFICE AND ADMINISTRATIVE SERVICES
PART A - RECORD SERIES

II.1 MEDICAL RECORDS (continued)

II.1.1 Medical Case Records (continued)

DISPOSITION

A. Nonessential Paper Records

1. Nonemployees and Dependents

Destroy in agency 6 years after date of last entry.

2. Contractor Employees (prior to 1985) and Former Employees

Destroy in agency 6 years after termination of employment.

B. Essential Paper Records

For contractor employees (after 1984) and all former employees, microfilm 6 years after termination of employment. Destroy paper records when acceptable microfilm copy is obtained.

C. Microfilm

Destroy in agency 34 years from date of filming.

(NC1-142-82-4, Items 1A and 1B)