

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: N1-142-94-006**

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

### Description:

Superseded by N1-142-10-001, item 9b

Date Reported: 07/28/2022

N1-142-94-006

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-142-94-6</i>	
1. FROM (Agency or establishment) <i>Tennessee Valley Authority</i>		DATE RECEIVED <i>7-11-94</i>	
2. MAJOR SUBDIVISION <i>Controller</i>		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION <i>Employee Accounting</i>			
4. NAME OF PERSON WITH WHOM TO CONFER  <i>Vicki Callahan</i>	5. TELEPHONE  <i>(615) 751-6249</i>	DATE <i>1-18-95</i>	ARCHIVIST OF THE UNITED STATES <i>Cathy Ruckamp Peters</i>
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 for disposal on the attached _____ 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>6/16/94</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Georgia S. Greene</i>	TITLE <i>Assistant TVA Archivist</i>	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	EMPLOYEE ACCOUNTING RECORDS  The employee accounting files consist of various deduction and allotment forms. Some of the forms are covered by the GRS, but some are not.  Attached is a description and proposed disposition for these files.          <i>Changes to this schedule were approved by Vicki Callahan (TVA Records Officer) during a telephone conversation on 9/14/94</i>		

## EMPLOYEE ACCOUNTING RECORDS

The employee accounting files include payroll deduction forms, such as union dues, van reimbursement, W4's, State Withholding forms, savings bonds authorizations, FEGLI insurance, etc., for each employee. The GRS covers several of these deduction and allotment forms, but not all with the same retention. These files are filed alphabetically by employee name. They are very active files, and plans are to have the legacy files scanned into an imaging system, and future forms created electronically or scanned into the system. The software package will provide the capability to flag records for disposal. Index parameters will include name, social security number, date, and form number.

## DISPOSITION

4 years after      obsolete, or upon  
Destroy ~~when~~ superseded or ~~after~~ separation of employee.

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