

JDF
9-26-96

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-142-96-8
1. FROM (Agency or establishment) TENNESSEE VALLEY AUTHORITY		DATE RECEIVED	9-24-96
2. MAJOR SUBDIVISION HEALTH SERVICES		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Vicki Callahan	(423) 751-6249	1-27-98	<i>John W. Paul</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,

is not required; is attached; or has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
8/19/96	<i>Georgia S. Greene</i>	ASSISTANT TVA ARCHIVIST

7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	HEALTH SERVICES CORRESPONDENCE FILES (FORMERLY MEDICAL SERVICES) - See the attached description		

HEALTH SERVICES CORRESPONDENCE FILES (FORMERLY MEDICAL SERVICES)

Health Services develops, recommends, and executes plans and policies related to the health of employees and others in the workplace who may be affected by TVA activities. It participates in health and development activities, demonstrations, and related cooperative activities with Federal, State, and local agencies, and other organizations. It maintains liaison with the Office of Workers' Compensation Programs, U S Department of Labor, which administers compensation benefits for employees who suffer job-related illnesses, the U S Department of Health and Human Services regarding Federal occupational health programs and affairs, and the TVA Retirement System for coordination of the medical component of employee retirement affairs.

Health Services began on August 23, 1933, as the Health and Medical Section in the Division of Personnel. It became a separate division in 1936 and was named the Health and Medical Services Division. The Office of Health and Environmental Science was established in January 1969 and Dr. James Craig served as the Office Manager. The office had two divisions: (1) The Division of Medical Services (Dr. Craig's organization) and (2) the Division of Environmental Research and Development. Dr. Craig's records were interfiled with the Division of Medical Services correspondence. The Office of Health and Environmental Science, part of the Division of Environmental Research and Development, was dissolved, but both divisions remained as independent organizations. Health Services correspondence for this period is being maintained in the Health Services Correspondence file.

In February 1979, the Office of Health and Safety was established with Ernie Belvin as Office Manager. In June 1982, this organization ceased to exist. Mr. Belvin's records were interfiled with the Division of Occupational Health and Safety files and Health Services files were kept in the Health Services correspondence files. The two organizations remained as independent organizations.

Health Services became part of the new Office of Corporate Services in February 1984. In April 1989, Health Services transferred to the Human Resources organization where Robert Schuett was the Vice President.

In October 1990, Health Services was moved into the Human Resources organization and continues to be a part of that organization.

The Health Services file contains program and administrative records and dates on the records range from 1941 to present. The records were maintained by using the manual alpha-numeric classification system until conversion to the subject-numeric classification system in 1969. The primary subjects for the alpha-numeric system are Administration, Finance and Accounting, Personnel, Office Space/Facilities and Services, Travel and Transportation, Plant and Equipment, General, Health and Hygiene, Sanitation, Malaria Control, Safety, and Laboratory Services. The primary subjects for the subject-numeric classification system are Automatic Data Processing, Budget and Appropriations, Cooperation and Coordination, Committees and Councils; Conferences, Emergency Preparedness, Finance and Accounting, Information, Legislative and Legal Affairs, Office Systems and Services, Organization and Management, Personnel, Training and Development, and Travel.

The total accumulation dating from 1941 to 1969 is approximately 50 cubic feet. The total accumulation dating from 1969 to present is 133 cubic feet.

DISPOSITION

A Records dating from 1941 to 1968

- 1 Program Records (~~Codes 100-113, 115-129, 130-159, 160-174, 175-184~~) *See attached list*

PERMANENT Transfer to the National Archives upon approval of this schedule

- 2 All other records

Destroy when program records are transferred to the National Archives

B Records dating from 1969 to 1990

1. Program Records (~~Codes ENH, HZC, HG, MCS~~) *See attached list*

PERMANENT Transfer to the National Archives ~~in the year 2010~~ *upon approval of schedule.*

2. All other records

Destroy when program records are transferred to the National Archives

C. Records dating from 1991 and continuing

- 1 Program Records (~~Codes ENH, HZC, HG, MCS~~) *file codes designated for B1.*

PERMANENT Break file every 10 years and transfer to the Chattanooga Records Center. Transfer from the Chattanooga Records Center to the National Archives when the newest record is 25 years old.

- 2 All other records

Destroy every 10 years when file break is made.

D. File Plans

Transfer to the National Archives with corresponding records

Division of Health and Safety (Division of Medical Services)
File Codes for permanent retention and transfer to NARA

Records from 1941-1968

100-114 Health and Hygiene

100

100B, C

104B, B1, B2

104C, C2, C3, C14, C22

105

105B

105E, E2, E4, E5

105G, G2

105J, J2, J10, J66, J70, J74, J78, J82, J86, J90, J94

106B

107

115-129 Sanitation

130-159 Malaria Control

160-174 Safety

175-184 Laboratory Services

Records from 1969 to FY97

ENH

HZC

ENA

ENS

HG 9, 9-3

MCS 5(all files)

MCS 3-5

MCS 8

RHA 6-24

Records from FY1998 and continuing

All file codes selected for 1969 to FY97