

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATON (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-142-99-1</i>	
1 FROM (Agency or establishment) TENNESSEE VALLEY AUTHORITY		DATE RECEIVED <i>1-4-99</i>	
2 MAJOR SUBDIVISION TVA POLICE		<b>NOTIFICATION TO AGENCY</b>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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  Kal Chatterjee	5 TELEPHONE  423-632-3622	DATE <i>3-26-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 X 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 <i>8/26/98</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Georgia S. Greene</i>	TITLE <i>Manager, Records Mgmt.</i>
------------------------	--	--

7 ITEM NO	8 DESCRIPTION OF ITEM PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	EMERGENCY MANAGEMENT		
2	FIREARMS INSPECTION RECORDS		
3	FIREARMS INVENTORY		
4	COMMISSION CARD RECEIPT FORMS		
5	GENERAL ORDER MANUALS		
6	CITATION ALLOCATION RECORD		
7	CHECKPOINT AND INSPECTION CHECK		
8	PROPERTY AND EVIDENCE CONTROL		
9	METAL DETECTOR PERMIT		
10	LAW ENFORCEMENT FILES		
11	ACTIVITY REPORT		
	(Please see attached for description)		

*Agency, NRC, NR*

1 EMERGENCY MANAGEMENT

TVA Police Emergency Management coordinates the agency program for emergency management, including developing policy for various agency emergency management activities, except for TVA Nuclear radiological response, dam safety and environmental responses, preparing for and responding to agency-wide disasters, providing guidance and assistance to individual organizations, and coordinating TVA emergency response with other federal, state and local agencies as needed. TVA is a Category II agency as established by federal Preparedness Circular 60. This series of records is covered by the Privacy Act Systems of Records, TVA 37, U.S. TVA Police Records.

- A Emergency Management Administrative Correspondence Files relating to administration and operations of the emergency management program

DISPOSITION

~~Break file at the end of calendar year — Destroy 2 years after file break —  
Destroy when 2 years old  
(TVA Schedule, Part A, Item 16)  
(GRS 18, Item 8)~~

- B Emergency Management Planning Case Files including accumulation of the preparation and issuance of plans and directives, consisting of a copy of each plan or directive issues, with related background documents, including agency Emergency Notification List

Location TVAP Central Files in Knoxville

DISPOSITION

~~Break file at the end of the year in which a new plan or directive is issued  
Destroy 3 years after cutoff~~

- 1 One copy of each plan and directive

PERMANENT Transfer to NARA when 15 years old in 10 year blocks

(NC1-142-84-8, Item 1A)

- 2 Case file copies of plans and directive, and background information

Destroy 3 years after issuance of a new plan or directive

(GRS 18, Item 27)

1 EMERGENCY MANAGEMENT (Continued)

C Emergency Management Operations Files including the following

- 1 Test files accumulating from tests conducted under TVAP emergency plans, such as instruction to members participating in test, staffing assignments, messages, test of communications and facilities, and reports

DISPOSITION

~~Break file at the end of fiscal year—Destroy 3 years after cutoff~~

~~Destroy when 3 years old~~

~~(GRS 18, Item 28)~~

- 2 ~~Emergency Management Consolidated or Comprehensive Reports of Operations reflecting TVA-wide results of tests conducted under emergency plans~~

~~Location—TVAP Central Files in Knoxville~~

DISPOSITION

~~PERMANENT—Break file at the end of fiscal year in which report is completed—Transfer to National Archives 10 years after cutoff~~

WITHDRAWN

1 EMERGENCY MANAGEMENT

DISPOSITION (Continued)

- 3 Agency Line of Succession from which TVA will ensure continuity of operations in the event that key TVA officials are incapacitated for the performance of their official duties in an emergency

~~Destroy when superseded or obsolete~~

PERMANENT Transfer to NARA when 15 years old in 10 years block

(GRS 16, Item 1 a)

(NC1-142-84-8, Item 1A)

- 4 Policies including directives from the Board of Director on how TVA organizations conduct emergency management activities, and directives from the Director, and TVA Police on how TVA Police implements agency emergency management policy and internal emergency management activities, with related background documents

~~PERMANENT Break file at the end of calendar year in which report is completed Transfer to National Archives 10 years after cutoff~~

PERMANENT Break file when policies are superseded Transfer to NARA 10 years after file break

*NC1-142-84-8 Item 1B*

D MISSION ASSIGNMENT FILES

Files related to TVA participation in federal disaster response missions including Memoranda of Understanding with other federal agencies, contracts with TVA subcontractors for mission assignments, requests for assistance, mission assignments, cost estimates, subcontractor invoices, and TVA invoices and related supporting documentation to other federal agencies

DISPOSITION

~~Destroy 6 years after expiration of contract~~

Destroy in agency 6 years and 3 months after expiration of contract

(TVA Schedule, Part A, Item 11A)

(GRS 3, Item 3)

~~(Previous NARA Job No NC1-142-84-8, Item 1)~~

2 FIREARMS INSPECTION RECORDS

Each TVAP district has an assigned armorer who completes inspections on firearms  
The following forms are used

- Record
- 1 Form TVA 17303 TVAP Remington 870 Pump Action Shotgun Inspection
  - 2 Form TVA 17304 TVAP Sig Sauer 226/228 Inspection Record

Location Training, Knoxville

DISPOSITION

Destroy 3 months after firearms retired

3 FIREARMS INVENTORY

~~The Weapons Inventory on Microsoft Access provides TVAP the ability to track each  
weapon by item number, description, serial number, and name and location of person to  
whom the weapon is assigned~~

~~Location Management Processes, Knoxville~~

~~DISPOSITION~~

~~A Data Base~~

~~Destroy information in data base 5 years after weapon has been disposed of  
or returned~~

~~B Input Data~~

~~form TVA 17307 U S TVAP Firearms Inventory/Transfer  
form TVA 17308 U S TVAP Firearms Repair/Replacement~~

~~Destroy when 2 years old~~

~~(GRS 20, Item 2 a)~~

ITEM WITHDRAWN

EXPLANATION THE ITEM IS RELATED TO THE POLICE INFORMATION  
MANAGEMENT SYSTEM (PIMS) THERE WILL BE CHANGES IN PIMS AND TVA  
POLICE IS NOT SURE HOW IT WILL AFFECT THIS ITEM IT WILL BE  
RESUBMITTED  
LATER

4 COMMISSION CARD RECEIPT FORMS

Form signed by commissioned peace officer acknowledging receipt of card issued by State of Tennessee, Department of Safety The card contains personal identifications such as picture of the law enforcement officer, social security number, height, weight, etc The form contains acknowledgment of receiving the card

Location Training, Knoxville

DISPOSITION

Destroy 1 year after cancellation of commission

5 GENERAL ORDER MANUALS

General Order Manuals describe approved standard operating policies and procedures for TVAP This series is covered by the Privacy Act System of Records, TVA 37, U S TVA Police Records,

DISPOSITION

~~A Sector and Individually Assigned copies~~

~~Destroy when superseded or obsolete~~

~~(TVA Schedule, Part A, Item I-15)~~

~~(Nonrecord)~~

B Master Copy maintained in TVAP Central File

Destroy 10 years after superseded or obsolete

PERMANENT Transfer to NARA in 5 year blocks 10 years after superseded or obsolete

C General Order Manual Transmittal / Acknowledge Receipt

Destroy when superseded or obsolete

(TVA Schedule, Part A Item I-15-)

(Nonrecord)

6 CITATION ALLOCATION RECORD

Form TVA 17281 Citation Allocation Record shows ticket numbers assigned, and signature acknowledging receipt of controlled State and Federal Citation Books

DISPOSITION

Destroy 2 years after the last citation is issued

7 CHECKPOINT AND INSPECTION CHECK

Form 17278 Checkpoint and Inspection Check records location of inspection check, officers assigned, and summary of enforcement activity, such as violations and defects This series of records is covered by the Privacy Act System of Records, TVA - 37, U S TVA Police Records

Location Central File, Knoxville

DISPOSITION

Destroy when 3 years old

Destroy 3 years after final entry

(GRS 18, Item 14 a )

8 PROPERTY AND EVIDENCE CONTROL

All evidence and property recovered or turned into the TVA Police evidence custodians is properly labeled, packaged, handled, recorded, stored, and accounted for. This series of records is covered by the Privacy Act System of Records, TVA - 37, U S Police Records

The following forms are used

A TVA 17359 - U S TVA Police Property/Evidence Storage Log

Location Evidence Storage Room

DISPOSITION

Destroy 2 years after case is closed and evidence destroyed

~~B TVA 17360 - Property/Evidence Storage Area - Access Log~~

~~Location Evidence Storage Room~~

~~DISPOSITION~~

~~Destroy 2 years after final entry~~

~~Destroy 2 years after final entry or 2 years after date of document, as appropriate~~

~~(GRS 18, Item 17 b )~~

8 PROPERTY AND EVIDENCE CONTROL (Continued)

C TVA 17368 - Property/Evidence Inspection/Inventory Log

Location TVAP central File

DISPOSITION

Destroy 3 years old

D TVA 24546 - Property/Evidence Chain of Custody Report  
After the evidence is destroyed or handled, record copy is submitted with Uniform  
Incident Report (UIR)

Location Evidence Storage Room

DISPOSITION

~~See disposition for the Law Enforcement Files, Item I-36~~

Destroy when 6 years old

9 METAL DETECTOR PERMIT

Form TVA 17369 Application for Metal Detecting Permit is completed by individuals who  
wish to obtain a permit/badge to metal detect on certain TVA fee-owned land. This  
records series is covered by the Privacy Act system of Records, TVA - 37, U S TVA  
Police Records

DISPOSITON,

Destroy when 2 years old

~~40~~ LAW ENFORCEMENT FILES

~~Files created by activities authorized under Section 4A(a) of the Tennessee Valley Authority Act of 1933 as amended by Violent Crime Control and Law Enforcement Act of 1994, by Authority 16 U.S.C. 831c-3(a) Confidentiality Non Public, Privacy Act System of Records, TVA 37 Tennessee Valley Authority Police Records Location Headquarters/District/Sector Offices~~

~~Law enforcement investigation case files documenting investigations and arrests concerning alleged violation of federal and state law Consists of incident reports, reports of investigation, field investigative contacts, photos, photo logs, evidence log, and related correspondence Forms TVA Police, federal, and state (see listing below) This records series is covered by the Privacy Act System of Records, TVA 37-~~

~~TVA Police Forms~~

- ~~TVA 11667 Uniform Incident Report~~
- ~~TVA 11667A Uniform Incident Report Supplement~~
- ~~TVA 96 Vehicle Tow In Report/No Tow Request Liability Release Report~~
- ~~TVA 255 Report of Vehicle Accident, Theft or Fire~~
- ~~TVA 2444 Warning Citation~~
- ~~TVA 7946 Interview Statement~~
- ~~TVA 7946A Interview Statement (Continuation)~~
- ~~TVA 16069 Release From Liability~~
- ~~TVA 16070 Police Search Waiver~~
- ~~TVA 17261 Surveillance Log~~
- ~~TVA 17262 Alcohol/Drug Influence Report~~
- ~~TVA 17266 Miranda Warning/Waiver~~
- ~~TVA 17270 Photo Log~~
- ~~TVA 17270A Photo Log Attachment~~
- ~~TVA 17271 Preliminary Accident/Incident Information~~
- ~~TVA 17273 Request for Accident/Incident Report~~
- ~~TVA 17287 Property/Evidence/Photos, Etc (envelope)~~
- ~~TVA 17305 Consent to Record Conversation~~
- ~~TVA 17306 Consensual Monitoring Authorization Request~~
- ~~TVA 17356 U.S. District Court Violation Notice~~
- ~~TVA 24546 Property/Evidence Chain of Custody Report~~
- ~~TVA 30534 Notification of Violation Archaeological Resources Protection Act~~

~~40~~ LAW ENFORCEMENT FILES (Continued)

~~State and Federal Forms~~

~~State of Tennessee Uniform Citation  
North Carolina Uniform Citation  
U.S. District Court Violation Notice (DD 1805) (TVA 17356)  
Commonwealth of Kentucky Uniform Citation~~

~~Location Central File at TVAP Headquarters~~

DISPOSITION:

A Paper records

~~1 Record Copy of the following groups~~

~~a Capital Crimes~~

~~Destroy 10 years after case is closed and appeal process is exhausted~~

~~b Felonies~~

~~Destroy 7 years after case is closed~~

~~c Investigative~~

~~Destroy 10 years after case is closed~~

~~d Juvenile~~

~~Destroy when juvenile reaches age 25~~

~~e Misdemeanors~~

~~Destroy when 6 years old~~

~~f Vehicles Accidents~~

~~Destroy 6 years after case is closed~~

~~g Warning Citations~~

~~Destroy when 1 year old~~

~~h All Other Reports~~

~~Destroy when 6 years old~~

10 LAW ENFORCEMENT FILES (Continued)

DISPOSITION

- 2 Duplicate copies maintained at district/sector offices  
Destroy when no longer needed  
(TVA Schedule, Part B, Item 1-1)

B Police Information Management Systems include all records described under the paper records in A-1

- 1 The electronic data base  
Delete when no longer needed for administrative, legal, audit or other operational purposes  
(GRS-20, Item 1-a)

- 2 Copies of Input/Source Documentation that are used solely to create, update, or modify the records in an electronic medium and are not required for audit or legal purposes  
Destroy when no longer needed  
(GRS-20, Item 2-a)

(Previous NARA Job No. N1-142-91-9)

ITEM WITHDRAWN

EXPLANATION LAW ENFORCEMENT FILES INCLUDE POLICE INFORMATION MANAGEMENT SYSTEM (PIMS) THE SYSTEM WILL BE UPGRADED IN A NEAR FUTURE THE ITEM WILL BE RESUBMITTED AT A LATER TIME

11 ACTIVITY REPORT

The TVAP Monthly Activity Report summarizes activities of the TVAP. The report is prepared and submitted to Chief Administrative Officer. A summary of the report is submitted to Board of Directors.

Location: Central File, Knoxville

DISPOSITION

Destroy when 10 years old

12 TVA POLICE ELECTRONIC RECORDS

E-mail, word processing, tracking and control systems and other office automation applications relating to the TVA Police operation

DISPOSITION

Delete when file copy is generated Longer retention is authorized if needed for reference or updating purposes

2/05/98

I 1 EMERGENCY MANAGEMENT

TVA Police Emergency Management coordinates the agency program for emergency management, including developing policy for various agency emergency management activities, except for TVA Nuclear radiological response, dam safety and environmental responses, preparing for and responding to agency-wide disasters, providing guidance and assistance to individual organizations, and coordinating TVA emergency response with other federal, state and local agencies as needed. TVA is a Category II agency as established by federal Preparedness Circular 60. This series of records is covered by the Privacy Act Systems of Records, TVA 37, U S TVA Police Records

- A Emergency Management Administrative Correspondence Files relating to administration and operations of the emergency management program

DISPOSITION

Break file at the end of calendar year Destroy 2 years after file break

(TVA Schedule, Part A, Item 6 )

- B Emergency Management Planning Case Files including accumulation of the preparation and issuance of plans and directives, consisting of a copy of each plan or directive issues, with related background documents, including agency Emergency Notification List

Location TVAP Central Files in Knoxville

DISPOSITION

Break file at the end of the year in which a new plan or directive is issued Destroy 3 years after cutoff

- C Emergency Management Operations Files including the following

1. Test files accumulating from tests conducted under TVAP emergency plans, such as instruction to members participating in test, staffing assignments, messages, test of communications and facilities, and reports

DISPOSITION

Break file at the end of fiscal year Destroy 3 years after cutoff

2. Emergency Management Consolidated or Comprehensive Reports of Operations reflecting TVA-wide results of tests conducted under emergency plans

Location TVAP Central Files in Knoxville

DISPOSITION

PERMANENT Break file at the end of fiscal year in which report is completed Transfer to National Archives 10 years after cutoff

5/14/98

I 1 EMERGENCY MANAGEMENT

DISPOSITION (Continued)

- 3 Agency Line of Succession from which TVA will ensure continuity of operations in the event that key TVA officials are incapacitated for the performance of their official duties in an emergency

Destroy when superseded or obsolete

(GRS 16, Item 1 a )

- 4 Policies including directives from the Board of Director on how TVA organizations conduct emergency management activities, and directives from the Director, and TVA Police on how TVA Police implements agency emergency management policy and internal emergency management activities, with related background documents

PERMANENT Break file at the end of calendar year in which report is completed Transfer to National Archives 10 years after cutoff

D MISSION ASSIGNMENT FILES

Files related to TVA participation in federal disaster response missions including Memoranda of Understanding with other federal agencies, contracts with TVA subcontractors for mission assignments, requests for assistance, mission assignments, cost estimates, subcontractor invoices, and TVA invoices and related supporting documentation to other federal agencies

DISPOSITION

Destroy 6 years after expiration of contract

(TVA Schedule, Part A, Item I 1 A )

(Previous NARA Job No NC1-142-84-8, Item 1 )

(PENDING NARA APPROVAL)

12 FIREARMS INSPECTION RECORDS

Each TVAP district has an assigned armorer who completes inspections on firearms  
The following forms are used

- 1 Form TVA 17303 TVAP Remington 870 Pump Action Shotgun Inspection Record
- 2 Form TVA 17304 TVAP Sig Sauer 226/228 Inspection Record

Location Training, Knoxville

DISPOSITION

Destroy 3 months after firearms retired

(PENDING NARA APPROVAL)

13 FIREARMS INVENTORY

The Weapons Inventory on Microsoft Access provides TVAP the ability to track each weapon by item number, description, serial number, and name and location of person to whom the weapon is assigned

Location Management Processes, Knoxville

5/14/98

I 3 FIREARMS INVENTORY (Continued)

DISPOSITION

A Data Base

Destroy information in data base 5 years after weapon has been disposed of or

B Input Data

form TVA 17307 - U S TVAP Firearms Inventory/Transfer  
form TVA 17308 - U S TVAP Firearms Repair/Replacement

Destroy when 2 years old

(GRS 20, Item 2 a)

(PENDING NARA APPROVAL)

I 4 COMMISSION CARD RECEIPT FORMS

Form signed by commissioned peace officer acknowledging receipt of card issued by State of Tennessee, Department of Safety The card contains personal identifications such as picture of the law enforcement officer, social security number, height, weight, etc The form contains acknowledgment of receiving the card

Location Training, Knoxville

DISPOSITION

Destroy 1 year after cancellation of commission

(PENDING NARA APPROVAL)

15 GENERAL ORDER MANUALS

General Order Manuals describe approved standard operating policies and procedures for TVAP

This series is covered by the Privacy Act System of Records, TVA 37, U S TVA Police Records,

DISPOSITION

A Sector and Individually Assigned copies

Destroy when superseded or obsolete

(TVA Schedule, Part A , Item I 15)

B Master Copy maintained in TVAP Central File

Destroy 10 years after superseded or obsolete

C General Order Manual Transmittal / Acknowledge Receipt

Destroy when superseded or obsolete

(TVA Schedule, Part A Item I 15 )

(PENDING NARA APPROVAL)

16 CITATION ALLOCATION RECORD

Form TVA 17281 Citation Allocation Record shows ticket numbers assigned, and signature acknowledging receipt of controlled State and Federal Citation Books

DISPOSITION

Destroy 2 years after the last citation is issued

(PENDING NARA APPROVAL)

17

CHECKPOINT AND INSPECTION CHECK

Form 17278 Checkpoint and Inspection Check records location of inspection check, officers assigned, and summary of enforcement activity, such as violations and defects. This series of records is covered by the Privacy Act System of Records, TVA - 37, U S TVA Police Records

Location: Central File, Knoxville

DISPOSITION

Destroy when 3 years old.

(PENDING NARA APPROVAL)

18 PROPERTY AND EVIDENCE CONTROL

All evidence and property recovered or turned into the TVA Police evidence custodians is properly labeled, packaged, handled, recorded, stored, and accounted for. This series of records is covered by the Privacy Act System of Records, TVA - 37, U S Police Records. The following forms are used:

A TVA 17359 - U S TVA Police Property/Evidence Storage Log

Location Evidence Storage Room

DISPOSITION

Destroy 2 years after case is closed and evidence destroyed

B TVA 17360 - Property/Evidence Storage Area - Access Log

Location Evidence Storage Room

DISPOSITION

Destroy 2 years after final entry

C TVA 17368 - Property/Evidence Inspection/Inventory Log

Location TVAP central File

DISPOSITION

Destroy 3 years old

D TVA 24546 - Property/Evidence Chain of Custody Report

After the evidence is destroyed or handled, record copy is submitted with Uniform Incident Report (UIR)

Location Evidence Storage Room

DISPOSITION

See disposition for the Law Enforcement Files, Item I 36

(PENDING NARA APPROVAL)

I 9 METAL DETECTOR PERMITS

Form TVA 17369 Application for Metal Detecting Permit is completed by individuals who wish to obtain a permit/badge to metal detect on certain TVA fee-owned land This records series is covered by the Privacy Act system of Records, TVA - 37, U S TVA Police Records

DISPOSITON.

Destroy when 2 years old

(PENDING NARA APPROVAL)

I 10 LAW ENFORCEMENT FILES

Files created by activities authorized under Section 4A(a) of the Tennessee Valley Authority Act of 1933 as amended by Violent Crime Control and Law Enforcement Act of 1994, by Authority 16 U S C 831c-3(a) Confidentiality Non-Public, Privacy Act System of Records, TVA-37—Tennessee Valley Authority Police Records Location Headquarters/District/Sector Offices

Law enforcement investigation case files documenting investigations and arrests concerning alleged violation of federal and state law Consists of incident reports, reports of investigation, field investigative contacts, photos, photo logs, evidence log, and related correspondence Forms TVA Police, federal, and state (see listing below) This records series is covered by the Privacy Act System of Records, TVA-37

TVA Police Forms

TVA 11667	Uniform Incident Report
TVA 11667A	Uniform Incident Report Supplement
TVA 96	Vehicle Tow-In Report/No -Tow Request Liability Release Report
TVA 255	Report of Vehicle Accident, Theft or Fire
TVA 2444	Warning Citation
TVA 7946	Interview Statement
TVA 7946A	Interview Statement (Continuation)
TVA 16069	Release From Liability
TVA 16070	Police Search Wavier
TVA 17261	Surveillance Log
TVA 17262	Alcohol/Drug Influence Report
TVA 17266	Miranda Warning/Waiver
TVA 17270	Photo Log
TVA 17270A	Photo Log Attachment
TVA 17271	Preliminary Accident/Incident Information
TVA 17273	Request for Accident/Incident Report
TVA 17287	Property/Evidence/Photos, Etc (envelope)
TVA 17305	Consent to Record Conversation
TVA 17306	Consensual Monitoring Authorization Request
TVA 17356	U S. District Court Violation Notice
TVA 24546	Property/Evidence Chain of Custody Report
TVA 30534	Notification of Violation - Archaeological Resources Protection Act

5/14/98

I 10 LAW ENFORCEMENT FILES (Continued)

State and Federal Forms

State of Tennessee Uniform Citation  
North Carolina Uniform Citation  
U S District Court - Violation Notice (DD 1805) (TVA 17356)  
Commonwealth of Kentucky Uniform Citation

Location Central File at TVAP Headquarters

DISPOSITION

A Paper records

1 Record Copy of the following groups

a Capital Crimes

Destroy 10 years after case is closed and appeal process is exhausted

b Felonies

Destroy 7 years after case is closed

c Investigative

Destroy 10 years after case is closed

d Juvenile

Destroy when juvenile reaches age 25

e Misdemeanors

Destroy when 6 years old

f Vehicles Accidents

Destroy 6 years after case is closed

g Warning Citations

Destroy when 1 year old

h All Other Reports

Destroy when 6 years old

(Previous NARA Job No N1-142-91-9)

5/14/98

I 10 LAW ENFORCEMENT FILES (Continued)

DISPOSITION

- 2 Duplicate copies maintained at district/sector offices  
Destroy when no longer needed  
(TVA Schedule, Part B, item I 1 )

B Police Information Management Systems include all records described under the paper records in Item I 35 A 1

- 1 The electronic data base  
Delete when no longer needed for administrative, legal, audit or other  
(GRS 20, Item 1 a )

- 2 Copies of Input/Source Documentation that are used solely to create, update, or modify the records in an electronic medium and are not required for audit or legal purposes  
Destroy when no longer needed  
(GRS 20, Item 2 a )

(PENDING NARA APPROVAL)

I 11 ACTIVITY REPORTS

The TVAP Monthly Activity Report summarizes activities of the TVAP. The report is prepared and submitted to Chief Administrative Officer. A summary of the report is submitted to Board of Directors.

Location Central File, Knoxville

DISPOSITION

Destroy when 10 years old

(PENDING NARA APPROVAL)

12. TVA POLICE ELECTRONIC RECORDS

E-mail, word processing, tracking and control systems and other office automation applications relating to the TVA Police operation.

DISPOSITION

Delete when file copy is generated. Longer retention is authorized if needed for reference or updating purposes.