

Rec'd NCO 19 Dec 79 114

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCL-142-80-6
DATE RECEIVED	12-18-79
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
1-7-80 <i>James E. O'Neil</i> Date <i>acting</i> Archivist of the United States	

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

1 FROM (AGENCY OR ESTABLISHMENT)
Tennessee Valley Authority

2 MAJOR SUBDIVISION
Office of Management Services

3 MINOR SUBDIVISION
Division of Personnel

4 NAME OF PERSON WITH WHOM TO CONFER
Ronald E. Brewer

5. TEL EXT
FTS
854-3351

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
12-7-79	<i>Ronald E. Brewer</i>	Assistant TVA Archivist

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p><u>Personnel History Records</u></p> <p>The purpose of the Personnel History Record is to provide information officially recognized and pertinent in recording and substantiating personnel actions. A major use of this file is in the personnel selection process, as a record basis for the comparative appraisal of candidates' qualifications. The file also is a principal source of official information about present and former T.V.A. employees. Accumulation from 1933 to present is 1,215 cubic feet.</p> <p>Beginning January 1, 1980, these records will be microfilmed and placed in jackets. This will improve service to other offices who need to review these Personnel History Records, improve the security and integrity of the files, provide back-up files for these vital records, and reduce manpower and related costs associated with the system.</p> <p>The agency certifies that filming will be done in accordance with 41 CFR 11.506.</p>		

Copy to NCP + NCO (L. Brown)
NCP
Classified Out 1-15-80

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 2
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Disposition:</p> <p><u>Personnel History Records</u></p> <p>Paper: For those records ^{filmed} created after January 1, 1980 Destroy when the microfilm is verified.</p> <p>a. <u>Microfilm</u>: Separated employees: Transfer to National Personnel Records Center (CPR) St. Louis, Missouri, two years after separation. NPRC will destroy 75 years after birthdate of employee or 60 years after the date of the earliest document in the folder if the date of birth cannot be ascertained, provided the employee has been separated for at least five years.</p> <p>b. <u>Paper</u> (Beginning January 1, 1980, TVA will film records on hand in agency. No ^(separated employees) records already retired to CPR will be filmed.)</p> <p>1) IF Filmed-- Destroy upon verification of microfilm</p> <p>2) IF not Filmed-- Transfer to National Personnel Records Center (CPR) St. Louis, Missouri, 2 yrs. after separation, NPRC will destroy 75 yrs. after birthdate of employee or 60 yrs. after the date of the earliest document in the folder if the date of birth cannot be ascertained, provided the employee has been separated for at least 5 yrs.</p> <p>RTB 12/31/79 (added at request of TVA, 12/31/79)</p> <p>NOTE: TVA is not bound by OPM regulations governing retirement of these records, hence - retirement 2 yrs, rather than 30 days, after separation.</p>	GRS 1/1b(2)	