

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

26 Aug 81

LEAVE BLANK	
JOB NO	
NCI-142-81-25	
DATE RECEIVED	
September 3, 1981	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	acting
9-9-81	Edward Ulema
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 857-3351

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
8-24-81	Ronald E. Brewer	Assistant TVA Archivist

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<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 TVA 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 backup 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>	NCI-142-80-6	

115-107

to agency, GNCPC, 4NCR - RTB
 Closed Out: 9/14/81
 (no MDC white. needed)

3 items

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
2 2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>These records need to be kept in the agency five years after separation of employee in order to satisfy active reference needs. This authorization covers all Personnel History Records.</p> <p><u>Disposition:</u></p> <p>A. <u>Microfilm:</u> Transfer to National Personnel Records Center (CPR) St. Louis, Missouri, five years after employee is separated from TVA. NPRC will destroy 75 years after birth date of employee or 60 years after the date of the earliest document in the folder if the date of birth cannot be ascertained.</p> <p>B. <u>Paper:</u> (Beginning January 1, 1980, TVA will film records on hand in agency. No records already retired to CPR will be filmed.)</p> <ol style="list-style-type: none"> 1. If filmed--Destroy upon verification of microfilm. 2. If not filmed--Transfer to National Personnel Records Center (CPR) St. Louis, Missouri, five years after employee is separated from TVA. NPRC will destroy 75 years after birth date of employee or 60 years after the date of the earliest document in the folder if the date of birth cannot be ascertained. <p>NOTE: TVA is not bound by OPM regulations governing retirement of these records. Hence - retirement 5 years rather than 30 days after separation.</p>		