

**TENNESSEE VALLEY AUTHORITY****Privacy Act of 1974: Republication of Notice of Systems of Records**

**AGENCY:** Tennessee Valley Authority (TVA).

**ACTION:** Notice of republication of systems of records; notice of new routine uses.

**SUMMARY:** In accordance with 5 U.S.C. 552a(e)(4), the Tennessee Valley Authority (TVA) is republishing in full a notice of the existence and character of each TVA system of records.

TVA is deleting TVA-10 (Employee Statement of Employment and Financial Interests), TVA-15 (Land Between The Lakes, Hunter Records), and TVA-30 (Land Between The Lakes, Mailing Lists). These programs have ended or have been transferred to other agencies.

TVA is renaming the following systems: TVA-6, from Employee Accident Information to Work Injury Illness System; TVA-19, from Consultant and Personal Service Contractor Records to Consultant and Contractor Records; TVA-21, from Nuclear Assurance Personnel Records to Nuclear Quality Assurance Personnel Records; TVA-29, from Electricity Use, Rate, and Service Study Records to Energy Program Participant Records; and TVA-38, from Wholesale and Retail Data Files to Wholesale, Retail, and Emergency Data Files. These systems are being renamed to better reflect the contents of the systems.

TVA is adding one new routine use to all systems. TVA is also adding new routine uses to TVA-6, Work Injury Illness System, and TVA-38, Wholesale, Retail, and Emergency Data Files.

TVA is removing a routine use from TVA-2, Personnel Files, TVA-9, Health Records, and TVA-11, Payroll Records.

TVA is revising the routine uses for TVA-5, Discrimination Complaint Files, and TVA-26, Retirement System Records.

TVA is also correcting minor typographical and stylistic errors in previously existing notices and has updated those notices to reflect current organizational structure. Also, updates are being made to show any changes to system locations; managers and addresses; categories of individuals and records; procedures and practices for storing, retrieving, accessing, retaining, and disposing of records.

**DATES:** Submit comments on or before November 20, 2008.

**ADDRESSES:** Address all comments concerning this notice to Mark R. Winter, Privacy Coordinator, TVA, 1101

Market Street (MP 3C), Chattanooga, TN 37402-2801.

**FOR FURTHER INFORMATION CONTACT:** Mark R. Winter at (423) 751-6004.

**SUPPLEMENTARY INFORMATION:** In accordance with 5 U.S.C. 552a(e)(4), TVA is today republishing a notice of the existence and character of each of its systems of records in order to make available in one place in the **Federal Register** the most up-to-date information regarding these systems.

TVA is deleting three systems of records as follows. TVA-15, "Land Between the Lakes, Hunter Records," and TVA-30, "Land Between the Lakes, Mailing Lists," were maintained and stored at Land Between The Lakes. These records were included in the transfer of Land Between The Lakes from TVA to the U.S. Forest Service. TVA-10, "Employee Statement of Employment and Financial Interests," covered pre-1993 financial disclosure documents, all of which have been disposed of in accordance with their retention schedules. All post-1993 records are covered by an Office of Government Ethics Privacy Act System.

TVA is renaming the following five systems of records to better reflect the contents of these systems. TVA-38, "Wholesale and Retail Data Files," is being renamed to "Wholesale, Retail, and Emergency Data Files." TVA-21, "Nuclear Assurance Personnel Records," is being renamed to "Nuclear Quality Assurance Personnel Records." TVA-6, "Employee Accident Information," is being renamed to "Work Injury Illness System." TVA-29, "Electricity Use, Rate, and Service Study Records," is being renamed to "Energy Program Participant Records." TVA-19, "Consultant and Personal Service Contractor Records," is being renamed to "Consultant and Contractor Records."

TVA is adding a new routine use to two systems: TVA-38, "Wholesale, Retail, and Emergency Data Files" to add "To contact customer personnel during system emergencies." TVA-6, "Work Injury Illness System," to add "To an injured employee's representative."

TVA is deleting routine uses from three systems: TVA-11, "Payroll Records," the routine use being removed is "To report earnings to unions for those crafts on which TVA contributions to union welfare or pension funds are based on earnings. Reports of hours worked are made to unions for those crafts on which TVA contributions are based on hours worked." TVA-9, "Health Records," the routine use being removed is "Clinical

Medical Records are used for employee population health monitoring which includes routine clinical and epidemiological investigations. Such studies may require the transfer of selected items of medical data to health-related agencies, organizations, or professionals for the purpose of obtaining specialized clinical consultation, compiling vital health statistics, or conducting biomedical investigations." TVA-2, "Personnel Files," the routine use being removed is "Personnel records may be used for employee population health monitoring which includes routine clinical and epidemiological investigations. Such studies may require the transfer of selected items of radiation dosimetry data to health-related agencies, organizations, or professionals for the purpose of compiling vital health statistics or conducting biomedical investigations."

TVA is revising routine uses in two systems. TVA-5, "Discrimination Complaint Files" is revising the routine use "A report of each complaint is made to the Equal Employment Opportunity Commission. If an administrative appeal is filed, the entire file is disclosed to the Equal Employment Opportunity Commission" to "If a hearing is requested and/or an administrative appeal is filed with the Equal Employment Opportunity Commission, a copy of the complaint file, containing a record of investigations and a correspondence file of each complaint, is forwarded to the Equal Employment Opportunity Commission." TVA-5 is also revising the routine use from "To the employee's representative" to "To a counselee's or complainant's representative." TVA-26, "Retirement System Records," is revising the routine use "To provide the TVA Retirees Association with names and mailing addresses of other retired members and retired employees" to "To provide the following information on retirees to the TVA Retirees Association: names, unique identification numbers assigned by the TVA Retirement System to each retiree, addresses, dates of birth, dates of termination of employment with TVA, retirement class (member, beneficiary, Civil Service, deferred), last official station, and dates of death (if applicable)."

TVA is amending all of its existing Privacy Act systems of records notices to add a new routine use to authorize the disclosure of records to individuals involved in responding to a breach of Federal data. The Office of Management and Budget recently directed agencies to develop and publish a routine use for disclosure of information in connection

with response and remedial efforts in the event of a data breach. This routine use will serve to protect the interest of the individuals whose information is at issue by allowing agencies to take appropriate steps to facilitate a timely and effective response to the breach, thereby improving its ability to prevent, minimize or remedy any harm resulting from a compromise of data maintained in its systems of records. Accordingly, TVA is proposing to add a new routine use to authorize disclosure to appropriate agencies, entities, and persons, of information maintained in the systems of records in the event of a data breach.

**New Routine Use:** To appropriate agencies, entities, and persons when (1) TVA suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (2) TVA has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by TVA or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities and persons is reasonably necessary to assist in connection with TVA's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

These amendments will be effective as proposed at the end of the comment period unless comments are received which would require a contrary determination. TVA will publish a revised notice if changes are made based upon a review of comments received.

TVA is also correcting minor typographical and stylistic errors in the previous existing systems. In addition, TVA is updating the system locations; managers and addresses; notification; categories of individuals covered; categories of records; storage policies and practices; retention and disposal; record access; and contesting record procedures. These changes are necessary to reflect TVA's current organizational structure, current technology, and procedural changes.

This document gives notice that the following TVA systems of records below are in effect:

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TVA-1	Apprentice Training Records.
TVA-2	Personnel Files.
TVA-5	Discrimination Complaint Files.
TVA-6	Work Injury Illness System.
TVA-7	Employee Accounts Receivable.
TVA-8	Employee Alleged Misconduct Investigatory Files.
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TVA-13	Employment Applicant Files.
TVA-14	Grievance Records.
TVA-18	Employee Supplementary Vacancy Announcement Records.
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TVA-23	Radiation Dosimetry Personnel Monitoring Records.
TVA-26	Retirement System Records.
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TVA-29	Energy Program Participant Records.
TVA-31	OIG Investigative Records.
TVA-32	Call Detail Records.
TVA-34	Project/Tract Files.
TVA-36	Section 26a Permit Application Records.
TVA-37	U.S. TVA Police Records.
TVA-38	Wholesale, Retail, and Emergency Data Files.

#### TVA-1

##### SYSTEM NAME:

Apprentice Training Records—TVA.

##### SYSTEM LOCATION:

Human Resource Information Systems, TVA, Knoxville, TN 37902-1499; Computer Operations, TVA, Chattanooga, TN 37402-2801; all TVA locations where apprentices are employed.

##### CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current and former TVA apprentices.

##### CATEGORIES OF RECORDS IN THE SYSTEM:

Employment, qualifications, and evaluation information.

##### AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Tennessee Valley Authority Act of 1933, 16 U.S.C. 831-831ee; National Apprenticeship Act of 1937, 50 Stat. 664.

##### ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES

To the Bureau of Apprenticeship and Training, the Veterans' Administration, Tennessee Valley Trades and Labor Council, and the State and local Government agencies for reporting and evaluation purposes.

To respond to a request from a Member of Congress regarding the status of an apprentice.

To provide information to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the letting of a contract, or issuance of a license, grant, or other benefit by the requesting agency to the extent that the information is relevant

and necessary to the requesting agency's decision on that matter.

To provide the following information to a prospective employer of a TVA or former TVA employee: Job description, dates of employment, reason for separation.

To the parties or complainants, their representatives, and impartial referees, examiners, administrative judges, or other decision makers in proceedings under the TVA grievance adjustment procedures, Equal Employment Opportunity procedures, Merit Systems Protection Board, or similar procedures.

To request information from a Federal, State, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information; and to request information from private individuals, if necessary, to obtain information relevant to a TVA decision concerning the hiring, retention, or promotion of an employee, the issuance of a security clearance, or other decision within the purposes of this system of records.

In litigation to which TVA is a party or in which TVA provides legal representation for a party by TVA attorneys or otherwise, for use for any purpose including the presentation of evidence and disclosure in the course of discovery. In all other litigation, to respond to process issued under color of authority of a court of competent jurisdiction.

To appropriate agencies, entities, and persons when (1) TVA suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (2) TVA has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by TVA or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities and persons is reasonably necessary to assist in connection with TVA's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

##### POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

##### STORAGE:

Records are maintained on automated data storage devices, microfiche, and in file folders.

**RETRIEVABILITY:**

Records are indexed by name, craft, job code, union code, and social security number.

**SAFEGUARDS:**

Access to and use of these records are limited to persons whose official duties require such access. Files are kept in secured facilities.

**RETENTION AND DISPOSAL:**

Records are maintained in accordance with established TVA record retention schedules.

**SYSTEM MANAGER(S) AND ADDRESS:**

Senior Manager, Shared Resources, TVA, Chattanooga, TN 37402-2801.

**NOTIFICATION PROCEDURE:**

Individuals seeking to learn if information on them is maintained in this system of records should address inquiries to the system manager named above. Requests should include the individual's full name, craft, and location of employment.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about them in this system of records should contact the system manager named above. Access will not be granted to investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment. Federal contracts, or access to classified information to the extent that the disclosure of such material would reveal the identity of a source who furnished information to the Government under an express promise that the identity of the source would be held in confidence or, prior to September 27, 1975, under an implied promise that the identity of the source would be held in confidence. Access will not be granted to testing or examination material used solely to determine individual qualification for appointment or promotion in the Federal service, the disclosure of which would compromise the objectivity or fairness of the testing or examination process.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information about them maintained in this system should direct their request to the system manager named above.

**RECORD SOURCE CATEGORIES:**

Individual to whom the record pertains; General Aptitude Test Battery scores from State employment security office; references from employers,

military and educational institutions; and evaluations from joint committee on apprenticeship.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

This system is exempt from subsections (d); (e)(4)(H); and (f)(2), (3), and (4) of 5 U.S.C. 552a (section 3 of the Privacy Act of 1974) to the extent that disclosure of material would reveal the identity of a source who furnished information to the Government under an express promise that the identity of the source would be held in confidence or, prior to September 27, 1975, under an implied promise that the identity of the source would be held in confidence, and to the extent that disclosure of testing and examination material would compromise the objectivity of the testing or examination process. This exemption is pursuant to 5 U.S.C. 552a(k)(5) and (6) and TVA regulations at 18 CFR 1301.24.

**TVA-2****SYSTEM NAME:**

Personnel Files—TVA.

**SYSTEM LOCATION:**

Human Resources, TVA, Knoxville, TN 37902-1499; Human Resource Information Systems, TVA, Knoxville, TN 37902-1499; area human resources offices throughout TVA; Information Services, TVA, Chattanooga, TN 37402-2801; National Personnel Records Center, St. Louis, MO 63118. Security/suitability investigatory files are located separately from other records in this system. Duplicate or certain specified temporary information may be maintained by human resources officers, supervisors, and administrative officers.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Current and former TVA employees, some contractors, applicants for employment, and applicants for employment by TVA contractors.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Information related to education; qualifications; work history; interests and skills; test results; performance evaluation; career counseling; personnel actions; job description; salary and benefit information; service dates, including other Federal and military service; replies to congressional inquiries; medical data; and security investigation data.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Tennessee Valley Authority Act of 1933, 16 U.S.C. 831-831ee; Executive Order 10577; Executive Order 10450;

Executive Order 11478; Executive Order 11222; Equal Employment Opportunity Act of 1972, Pub. L. 92-261, 86 Stat. 103; Veterans' Preference Act of 1944, 58 Stat. 387, as amended; various sections of title 5 of the United States Code related to employment by TVA.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

To disclose test results to State employment services.

To a State employment security office in response to a request relating to a former employee's claim for unemployment compensation.

To respond to a request from a Member of Congress regarding the status of an employee, former employee, or applicant.

To refer, where there is an indication of a violation or potential violation of law, whether criminal, civil, or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating and prosecuting such violation, or charged with enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto.

To request from any pertinent source directly or through a TVA contractor engaged at TVA's direction, information relevant to a TVA decision concerning the hiring, retention, or promotion of an employee, the issuance of a security clearance, or other decision within the purposes of this system of records.

To provide information or disclose to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the letting of a contract or issuance of a license, grant, or other benefit by the requesting agency to the extent that the information is relevant and necessary to the requesting agency's decision on that matter.

To provide the following information, as requested, to a prospective employer of a TVA or former TVA employee: job descriptions, dates of employment, and reasons for separation.

To provide an official of another Federal agency information needed in the performance of official duties related to reconciling or reconstructing data files, in support of the functions for which the records were collected and maintained.

To provide information to multi-employer health and welfare and pension funds as reasonably necessary and appropriate for proper administration of the plan of benefits.

To provide information to TVA contractors engaged in making suitability determinations for their

prospective employees under TVA contracts.

To contractors and subcontractors engaged at TVA's direction in providing support services to TVA in connection with mailing materials to TVA employees or other related services.

To provide information as requested to the Office of Personnel Management pursuant to Executive Orders 10450 and 10577 and other laws.

To any agency of the Federal Government having oversight or review authority with regard to TVA activities.

In litigation to which TVA is a party or in which TVA provides legal representation for a party by TVA attorneys or otherwise, for use for any purpose including the presentation of evidence and disclosure in the course of discovery. In all other litigation, to respond to process issued under color of authority of a court of competent jurisdiction.

To transfer information necessary to support a claim for life insurance benefits under Federal Employees' Group Life Insurance to Office of Federal Employees' Group Life Insurance.

To transfer information regarding claims for health insurance benefits to health insurance carrier.

To union representatives in exercising their responsibilities under TVA collective-bargaining agreements.

To the parties or complainants, their representatives, and impartial referees, examiners, administrative judges, or other decision makers in proceedings under the TVA grievance adjustment procedures, Equal Employment Opportunity procedures, Merit Systems Protection Board, or similar procedures.

To TVA contractors and subcontractors engaged at TVA's direction in studies and evaluation of TVA personnel management and benefits; or the investigation of nuclear safety, reprisal, or other matters involving TVA personnel practices or policies; or the implementation of TVA personnel policies.

To provide pertinent information to local school districts and other Government agencies in order to study TVA project impacts and to aid school districts in qualifying for assistance under Pub. L. 81-874 and other laws.

To the appropriate agency, whether Federal, State, or local, in connection with its oversight review responsibilities or authorized law enforcement activities.

To commemorate the month and day of employee birthday anniversaries.

To the Office of Child Support Enforcement, Administration for Children and Families, Department of

Health and Human Services Federal Parent Locator System (FPLS) and Federal Tax Offset System for use in locating individuals and identifying their income sources to establish paternity, establish and modify orders of support, and for enforcement action.

To the Office of Child Support Enforcement for release to the Social Security Administration for verifying social security numbers in connection with the operation of the FPLS by the Office of Child Support Enforcement.

To the Office of Child Support Enforcement for release to the Department of Treasury for purposes of administering the Earned Income Tax Credit Program (Section 32, Internal Revenue Code of 1986) and verifying a claim with respect to employment in a tax return.

To appropriate agencies, entities, and persons when (1) TVA suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (2) TVA has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by TVA or another agency or entity) that rely upon the compromised information; and (3) The disclosure made to such agencies, entities and persons is reasonably necessary to assist in connection with TVA's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Information is stored electronically in the Human Resources Information System (HRIS), Personal Records Information System (PRIS), or on microfiche. Duplicate or certain specified temporary information may be maintained by human resource officers, supervisors, and administrative officers in a locked, secure location.

**RETRIEVABILITY:**

Records are indexed by name and Employee Identification number.

**SAFEGUARDS:**

Access to and use of these records are limited to those persons whose official duties require such access. Access to systems storing these records must be approved by the Senior Manager of HRIS. All filing systems are locked

when unattended. Remote access facilities are secured through physical and system-based safeguards.

**RETENTION AND DISPOSAL:**

Personal History Records:

Nonmicrofilmed records stored at National Personnel Records Center and microfilmed and optical disk records stored at TVA are destroyed 75 years after birth date of employee or 60 years after date of earliest document in the record if the date of birth cannot be ascertained. Reference copies are destroyed when no longer needed.

Congressional inquiries are retained indefinitely; test records are retained 10 years; occupational register cards are retained 1 year, with the exception of apprentices which are retained for 5 years; some information maintained on magnetic tape is erased after 1 year; records are disposed of in accordance with established TVA records retention schedules.

**SYSTEM MANAGER(S) AND ADDRESS:**

Senior Manager, Human Resources Information Services, TVA, Knoxville, TN 37902-1499.

**NOTIFICATION PROCEDURE:**

Individuals wishing to learn if information on them is maintained in this system of records should address inquiries to the Manager, TVA Service Center, TVA, Knoxville, TN 37902-1499. Requests should include the individual's full name, job title, and date of birth. A Social Security number is not required but may expedite TVA's response; however, an Employee Identification Number may be included.

Current employees should address inquiries also to their supervisors or the TVA Service Center.

**RECORD ACCESS PROCEDURES:**

Individuals seeking to gain access to information about them in this system of records should contact the Manager, TVA Service Center, TVA, Knoxville, TN 37901-1499. In addition, current employees may present requests for access to their supervisors or the personnel officer of the employing division. Requests should include the individual's full name, job title, and date of birth. A Social Security number is not required but may expedite TVA's response; however, an Employee Identification Number may be included. Access will not be granted to investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment or access to classified information to the extent that the disclosure of such

material would reveal the identity of a source who furnished information to the Government under an express promise that the identity of the source would be held in confidence, or prior to September 27, 1975, under an implied promise that the identity of the source would be held in confidence. Access will not be granted to testing or examination material used solely to determine individual qualifications for appointment or promotion in the Federal Service the disclosure of which would compromise the objectivity or fairness of the testing or examination process.

#### **CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information about them maintained in this system should direct their request to the Manager, TVA Service Center, TVA, Knoxville, TN 37902-1499.

#### **RECORD SOURCE CATEGORIES:**

Individual to whom the record pertains; educational institutions; former employers; and other reference sources; State employment services; supervisors and other TVA personnel or personnel records; medical officers; other Federal agencies.

In addition to the above sources, security/suitability investigatory files contain information from law enforcement agencies.

#### **SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

This system is exempt from subsections (d); (e)(4)(H); and (f)(2), (3) and (4) of 5 U.S.C. 552a (section 3 of the Privacy Act of 1974) to the extent that disclosure of material would reveal the identity of a source who furnished information to the Government under an express promise that the identity of the source would be held in confidence, or prior to September 27, 1975, under an implied promise that the identity of the source would be held in confidence, and to the extent that disclosure of testing or examination material would compromise the objectivity or fairness of the testing or examination process. This exemption is pursuant to 5 U.S.C. 552a(k)(5) and (6) and TVA regulations at 18 CFR 1301.24.

#### **TVA-5**

##### **SYSTEM NAME:**

Discrimination Complaint Files—TVA.

##### **SYSTEM LOCATION:**

TVA Equal Opportunity Compliance Staff, Knoxville, TN 37902-1499. Duplicate copies may be maintained in

the files of the TVA organization where the complaint originated.

#### **CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Employees, former employees, or applicants who have received counseling or filed complaints of discrimination based on race, color, religion, sex, national origin, age, reprisal, or handicap (disability).

#### **CATEGORIES OF RECORDS IN THE SYSTEM:**

This system of records contains information or documents relating to a decision or determination made by TVA or the Equal Employment Opportunity Commission affecting an individual. The records consist of the complaint, letters or notices to the individual, record of hearings when received from the Equal Employment Opportunity Commission, materials placed into the record to support the decision or determination, affidavits or statements, testimonies of witnesses, investigative reports, and related correspondence, opinions, and recommendations. Also, if the case is appealed to the Federal District Court of Appeals, the records will contain a copy of the complaint on file with the Federal District Court.

#### **AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Tennessee Valley Authority Act of 1933, 16 U.S.C. 831-831ee; Executive Order 11478; 42 U.S.C. 2000e-16; 29 U.S.C. 633a; Title VII of the Civil Rights Act of 1964; Age Discrimination in Employment Act of 1967; Rehabilitation Act of 1973.

#### **ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

If a hearing is requested and/or an administrative appeal is filed with the Equal Employment Opportunity Commission, a copy of the complaint file, containing a record of investigations and a correspondence file of each complaint, is forwarded to the Equal Employment Opportunity Commission.

To the counselee's or complainant's representative.

To respond to a request from a Member of Congress regarding the status of a complaint.

To the parties of complainants, their representatives, and impartial referees, examiners, administrative judges, or other decision makers in proceedings under the TVA grievance adjustment procedures, Equal Employment Opportunity procedures, Merit Systems Protection Board, or similar procedures.

To refer, where there is an indication of a violation or potential violation of law, whether criminal, civil, or

regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating and prosecuting such violation, or charged with enforcing or implementing the statute, rule, regulations, or order issued pursuant thereto.

In litigation to which TVA is a party or in which TVA provides legal representation for a party by TVA attorneys or otherwise, for use for any purpose including the presentation of evidence and disclosure in the course of discovery.

In all other litigation, to respond to process issued under color of authority of a court of competent jurisdiction.

To TVA consultants, contractors, and subcontractors who are engaged in studies and evaluation of TVA's administration of its Equal Employment Opportunity program or who are providing support services to the program.

To the appropriate agency, whether Federal, State, or local, in connection with its oversight review responsibilities or authorized law enforcement activities.

To appropriate agencies, entities, and persons when (1) TVA suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (2) TVA has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by TVA or another agency or entity) that rely upon the compromised information; and (3) The disclosure made to such agencies, entities and persons is reasonably necessary to assist in connection with TVA's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

#### **POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

##### **STORAGE:**

Records in this system are kept in file folders.

##### **RETRIEVABILITY:**

Records in this system are indexed by name.

##### **SAFEGUARDS:**

Access to and use of these records are limited to those personnel whose official duties require such access.

**RETENTION AND DISPOSAL:**

These records are retained in accordance with established TVA records retention schedules.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director of TVA Equal Opportunity Compliance, Knoxville, TN 37902-1499.

**NOTIFICATION PROCEDURE:**

Individuals who have filed discrimination complaints are aware of that fact. However, inquiries may be addressed to the system manager named above. Individuals should provide their full name, the approximate date of their complaint, and their employing organization, if employed.

**RECORD ACCESS PROCEDURES:**

Individuals who have filed a discrimination complaint have been provided a copy of the record. However, an individual may gain access to a copy of their official complaint record by writing the system manager named above.

**CONTESTING RECORD PROCEDURES:**

Individuals who have filed a discrimination complaint have had an opportunity during the complaint procedure to timely amend their record. TVA management has the same opportunity during the complaint procedure to timely amend the applicable record. However, requests for amendment or correction of items not involving the complaint procedure may be addressed to the system manager named above.

**RECORD SOURCE CATEGORIES:**

The individual to whom the record pertains; TVA personnel and other records; and witnesses.

**TVA-6****SYSTEM NAME:**

Work Injury Illness System—TVA.

**SYSTEM LOCATION:**

TVA Safety, TVA, Muscle Shoals, AL 35661. Accident reports may also be maintained in the file of the employing organization.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Employees and Staff Augmented contractors who have sustained a work-related injury or illness.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Personal identifying information and information related to the accident, injury, or illness.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Tennessee Valley Authority Act of 1933, 16 U.S.C. 831-831ee; Executive

Order 12196; Occupational Safety and Health Act of 1970, Pub. L. 93-237, 87 Stat. 1024.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

To an injured employee's representative.

To the Department of Labor as required by the Occupational Safety and Health Act.

To the Office of Workers' Compensation Programs in relation to an individual's claim for compensation.

To respond to a request from a Member of Congress regarding the status of an employee.

To provide information to a Federal agency, in response to its request in connection with the hiring or retention of an employee, the letting of a contract, or issuance of a license, grant, or other benefit by the requesting agency to the extent that the information is relevant and necessary to the requesting agency's decision on that matter.

To request information from a Federal, State, or local agency maintaining civil, criminal, or other relevant enforcement information, or other pertinent information; and to request information from private individuals, if necessary, to obtain information relevant to a TVA decision concerning the hiring, retention, or promotion of an employee, the issuance of a security clearance, or other decision within the purpose of this system of records.

In litigation to which TVA is a party or in which TVA provides legal representation for a party by TVA attorneys or otherwise, for use for any purpose including the presentation of evidence and disclosure in the course of discovery. In all other litigation, to respond to process issued under color of authority of a court of competent jurisdiction.

To refer, where there is an indication of a violation or potential violation of law, whether criminal, civil, or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating and prosecuting such violation, or charged with enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto.

To the appropriate agency, whether Federal, State, or local, in connection with its oversight review responsibilities or authorized law enforcement activities.

To appropriate agencies, entities, and persons when (1) TVA suspects or has confirmed that the security or

confidentiality of information in the system of records has been compromised; (2) TVA has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by TVA or another agency or entity) that rely upon the compromised information; and (3) The disclosure made to such agencies, entities and persons is reasonably necessary to assist in connection with TVA's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

**POLICES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:****STORAGE:**

Information in this system is maintained on automated data storage devices and in file folders.

**RETRIEVABILITY:**

Records are indexed by name, date of injury, and Employee Identification Number.

**SAFEGUARDS:**

Access to and use of these records are limited to those persons whose official duties require such access. All filing systems are locked when unattended. Remote access facilities are secured through physical and system-based safeguards.

**RETENTION AND DISPOSAL:**

Records are retained for five years, and after that period are retained in accordance with established TVA records retention schedules.

**SYSTEM MANAGER(S) AND ADDRESS:**

Safety Program Manager, TVA Corporate Safety, Knoxville, TN 37902-1499.

**NOTIFICATION PROCEDURE:**

Individuals wishing to know whether information about them is maintained in this system of records should address inquiries to the system manager named above. Requests should include the individual's full name, date of birth, and approximate date of injury.

**RECORD ACCESS PROCEDURES:**

Individuals who desire access to information about them in this system of records should contact the system manager named above.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information about them

maintained in this system should direct their request to the system manager named above.

**RECORD SOURCE CATEGORIES:**

The individual to whom the record pertains; TVA medical records; witnesses of accidents and inquiries, including appraisers of property damage.

**TVA-7****SYSTEM NAME:**

Employee Accounts Receivable—TVA.

**SYSTEM LOCATION:**

Human Resources, TVA, Knoxville, TN 37902-1499; Office of the General Counsel, TVA, Knoxville, TN 37902-1499.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Employees or former employees who: Authorize a payment for specified purposes in their behalf; receive overpayment of earnings; receive duplicate payments; are otherwise indebted to TVA.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Personal identifying information and information concerning indebtedness and repayment.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Tennessee Valley Authority Act of 1933, 16 U.S.C. 831-831ee; 5 U.S.C. Chapter 55.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

To refer, where there is an indication of a violation or potential violation of law, whether criminal, civil, or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating and prosecuting such violation, or charged with enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto.

In litigation to which TVA is a party or in which TVA provides legal representation for a party by TVA attorneys or otherwise, for use for any purpose including the presentation of evidence and disclosure in the course of discovery. In all other litigation, to respond to process issued under color of authority of a court of competent jurisdiction.

To the appropriate agency, whether Federal, State, or local, in connection with its oversight review responsibilities or authorized law enforcement activities.

To appropriate agencies, entities, and persons when (1) TVA suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (2) TVA has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by TVA or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities and persons is reasonably necessary to assist in connection with TVA's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

Disclosures pursuant to 5 U.S.C. 552a(b)(12): Disclosures may be made from this system to "consumer reporting agencies" as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Debt Collection Act of 1982 (31 U.S.C. 3711(d)(4)).

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:****STORAGE:**

Records are maintained on printouts, invoices, microfiche, and posting documents.

**RETRIEVABILITY:**

Records are indexed by payroll number, social security number, badge number, name, or invoice number.

**SAFEGUARDS:**

Access to and use of these records are limited to persons whose official duties require such access. Files are kept in secured facilities.

**RETENTION AND DISPOSAL:**

Printouts are disposed of in 3 years, invoices in 7 years, microfiche of registers in 50 years, and posting documents in 50 years.

**SYSTEM MANAGER(S) AND ADDRESS:**

Senior Manager, Disbursement Services, Human Resources, TVA, Knoxville, TN 37902-1499.

**NOTIFICATION PROCEDURE:**

Individuals wishing to know whether information about them is maintained in this system of records should address inquiries to the system manager named above. Requests should include the individual's full name and employing

organization. Provisions of the social security number is not required, but may expedite TVA's response and may prevent the erroneous retrieval of records for another individual with the same name.

**RECORD ACCESS PROCEDURES:**

Individuals who seek access to information about them in this system of records should contact the system manager named above.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information about them maintained in the system should direct their request to the system manager named above.

**RECORD SOURCE CATEGORIES:**

Individuals to whom the record pertains; TVA payroll records; TVA disbursement voucher records.

**TVA-8****SYSTEM NAME:**

Employee Alleged Misconduct Investigatory Files—TVA.

**SYSTEM LOCATION:**

Office of the General Counsel, TVA, Knoxville, TN 37902-1499.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Employees or former employees about whom a complaint of misconduct during employment has been made.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Information regarding conduct during employment with TVA which may be in violation of law or regulations compiled prior to 1986. Information compiled after 1986 is maintained under TVA-31, "OIG Investigative Records." TVA-8 will be phased out when the records are destroyed in accordance with established retention schedules.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Tennessee Valley Authority Act of 1933, 16 U.S.C. 831-831ee; Executive order 10450; Executive Order 11222; Hatch Political Activity Act, 5 U.S.C. 7324-7327; 28 U.S.C. 535.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

To refer, where there is an indication of a violation or potential violation of law, whether criminal, civil, or regulatory in nature, to the appropriate agency, whether Federal, State, or local charged with the responsibility of investigating and prosecuting such violation or charged with enforcing or implementing the statute, rule,

regulation, or order issued pursuant thereto.

To provide information to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the letting of a contract, or issuance of a license, grant, or other benefit by the requesting agency to the extent that the information is relevant and necessary to the requesting agency's decisions on that matter.

To the parties or complainants, their representatives, and impartial referees, examiners, administrative judges, or other decision makers in proceedings under the TVA, grievance adjustment procedures, Equal Employment Opportunity procedures, Merit Systems Protection Board, or similar procedures.

In litigation to which TVA is a party or in which TVA provides legal representation for a party by TVA attorneys or otherwise, for use for any purpose including the presentation of evidence and disclosure in the course of discovery. In all other litigation, to respond to process issued under color of authority of a court of competent jurisdiction.

To request information from a Federal, State, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information and to request information from private individuals if necessary, to obtain information relevant to a TVA decision concerning the hiring, retention, or promotion of an employee, the issuance of a security clearance, or other decision within the purposes of this system of records.

To provide information as requested to the Office of Personnel Management pursuant to Executive Orders 10450 and 10577 and other laws.

To the appropriate agency, whether Federal, State, or local, in connection with its oversight review responsibilities or authorized law enforcement activities.

To appropriate agencies, entities, and persons when (1) TVA suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (2) TVA has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by TVA or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities and persons is reasonably necessary to assist in connection with

TVA's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Records are maintained in file folders.

**RETRIEVABILITY:**

Records are indexed and retrieved by individual name or investigation number.

**SAFEGUARDS:**

These records are stored in a locked GSA-approved security container. Access to the records is limited to TVA attorneys and their administrative assistants who have a need for them in the course of TVA business and to other TVA employees whose need is approved by Office of the General Counsel management.

**RETENTION AND DISPOSAL:**

Records are disposed of in accordance with established TVA records retention schedules.

**SYSTEM MANAGER(S) AND ADDRESS:**

General Counsel, TVA, Knoxville, TN 37902-1499.

**NOTIFICATION PROCEDURE:**

This system of records is exempt from this requirement pursuant to 5 U.S.C. 552a(k)(2) and TVA regulations at 18 CFR 1301.24.

**RECORD ACCESS PROCEDURES:**

This system of records is exempt from this requirement pursuant to 5 U.S.C. 552a(k)(2) and TVA regulations at 18 CFR 1301.24.

**CONTESTING RECORD PROCEDURES:**

This system of records is exempt from this requirement pursuant to 5 U.S.C. 552a(k)(2) and TVA regulations at 18 CFR 1301.24.

**RECORD SOURCE CATEGORIES:**

This system of records is exempt from this requirement pursuant to 5 U.S.C. 552a(k)(2) and TVA regulations at 18 CFR 1301.24.

**SYSTEM EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

This system is exempted from subsections (c)(3); (d); (e)(1); (4)(G), (4)(H), (4)(I); and (f) of 5 U.S.C. 552a (Section 3 of the Privacy Act of 1974) pursuant to 5 U.S.C. 552a(k)(2) and TVA regulations at 18 CFR 1301.24.

**TVA-9**

**SYSTEM NAME:**

Health Records—TVA.

**SYSTEM LOCATION:**

TVA HR Health & Safety, Chattanooga, TN 37402-2801; all TVA medical facilities; Computer Operations, TVA, Chattanooga, TN 37402-2801; National Personnel Records Center, St. Louis, MO 63118; District Offices, Office of Workers' Compensation Programs.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Applicants for TVA employment, employees, former employees, official visitors, contractual assignees to TVA, interns, externs, employees of TVA contractors, and other Federal agencies who are examined under contract.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Health information pertinent to an individual's employment, official visit, or contractual work with TVA or other Federal agencies, including the basic Clinical Medical Record, the Employee Assistance Program case files, Worker's Compensation and Rehabilitation claims and case files, Psychological and Fitness for Duty files including alcohol and drug testing information, clinical information received from outside sources, and information relative to an employee's claim for medical disability retirement. Health information includes paper documents, x-rays, microfiche, microfilm, and/or any automatic data processing media, regardless of the form or process by which it is maintained.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Tennessee Valley Authority Act of 1933, 16 U.S.C. 831-831ee; 5 U.S.C. 7902; Federal Employees' Compensation Act, 5 U.S.C. chapter 81, 5 U.S.C. chapter 87 (Medical information relating to life insurance program); 5 U.S.C. 3301; Occupational Safety and Health Act of 1970, Pub. L. 93-237, 87 Stat. 1024, Pub. L. 91-616, Federal Civilian Employee Alcoholism Program and Pub. L. 92-255, Drug Abuse Among Federal Civilian Employees, which are amended in regard to confidentiality of records by Pub. L. 93-282; Public health laws (State and Federal) related to the reporting of health hazards, communicable diseases or other epidemiological information; Energy Reorganization Act of 1974, Pub. L. 93-438, 88 Stat. 1233.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

Compensation claim records are used for adjudicating claims and providing



therapy. Appropriate information is exchanged with physicians, hospitals, and rehabilitation agencies approved by the Office of Workers' Compensation Programs for service to injured employees.

Alcohol and drug testing and employee assistance program records may be exchanged with a physician or treatment center working with an employee, or in accordance with the provisions of Pub. L. 93-282.

Information in the Health Records System provided to officials of other Federal agencies responsible for other Federal benefit programs administered by Office of Workers' Compensation Programs, Retired Military Pay Centers, Veterans' Administration, Social Security Administration, and private contractors engaged in providing benefits under Federal contracts.

To refer, where there is an indication of a violation or potential violation of law, whether criminal, civil, or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating and prosecuting such violation, or charged with enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto.

To provide information to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the letting of a contract, the issuance of a security clearance, the reporting of an investigation of an employee, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

To respond to a request from a Member of Congress regarding an employee.

In litigation to which TVA is a party or in which TVA provides legal representation for a party by TVA attorneys or otherwise, for use for any purpose including the presentation of evidence and disclosure in the course of discovery. In all other litigation, to respond to process issued under color of authority or a court of competent jurisdiction.

To transfer information regarding claims for health insurance or disability benefits to the health insurance carrier or plan participant.

To request information from a Government agency or private individual, if necessary, to obtain information relevant to a TVA decision within the purposes of this system of records.

To the parties or complainants, their representatives, and impartial referees, examiners, administrative judges, or other decision makers in proceedings under the TVA grievance adjustment procedures, Equal Employment Opportunity procedures, Merit Systems Protection Board, or similar procedures.

To TVA consultants, contractors, and subcontractors who are engaged in studies and evaluation of TVA's administration of its medical and employee benefits program or who are providing support sources to the program.

To the appropriate agency, whether Federal, State, or local, in connection with its oversight review responsibilities or authorized law enforcement activities.

To provide information to private physicians and other health care professionals or facilities designated by an employee.

To appropriate agencies, entities, and persons when (1) TVA suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (2) TVA has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by TVA or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities and persons is reasonably necessary to assist in connection with TVA's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Health information includes paper documents, x-rays, microfiche, microfilm, and/or any automatic data processing media, regardless of the form or process by which it is maintained.

**RETRIEVABILITY:**

Records are indexed by name, social security number, date of birth, and/or case number.

**SAFEGUARDS:**

Access to and use of these records are limited to those persons whose official duties require such access. All filing systems are locked when unattended.

Remote access facilities are secured through physical and system-based

safeguards. Special instructions issued to medical staff employees assure the confidentiality of health records.

**RETENTION AND DISPOSAL:**

Records are maintained in accordance with TVA rules and regulations approved by the Archivist of the United States. Retention schedules specify the length of time various records are kept. Active clinical medical records are kept indefinitely. Specific retention schedules for various components of the records systems are contained in the Comprehensive Records Schedule (CRS) which has been approved by the National Archives and Records Administration (NARA) for use by Health Services. These dispositions are mandatory unless TVA requests a revision from NARA. Items in this CRS should be cited as the disposition authority for transferring or destroying any records.

**SYSTEM MANAGER(S) AND ADDRESS:**

Senior Manager, Occupational Health Services, Chattanooga, TN 37402-2801.

**NOTIFICATION PROCEDURE:**

Individuals should address inquiries to the system manager named above. Individuals should provide their full name, Employee Identification Number (EIN) or social security number, date of birth, employing organization, and date of last employment, and employee compensation case number, if any.

**RECORD ACCESS PROCEDURES:**

Individuals who desire access to information about them in this system of records should contact or address their inquiries to the system manager named above. Inquiries should be specific as to which component of the health records system is to be accessed. If inquiries are not specific to a particular component of the health records, it will be assumed the access is directed toward the individual's clinical medical record.

**CONTESTING RECORDS PROCEDURES:**

Individuals desiring to contest or amend information about them maintained in this system should direct their request to the system manager named above.

**RECORD SOURCE CATEGORIES:**

The individual to whom the record pertains; TVA medical staff; private physicians and medical institutions; Office of Workers' Compensation Programs; TVA personnel records; other health agencies and departments.

**TVA-11****SYSTEM NAME:**

Payroll Records—TVA.

**SYSTEM LOCATION:**

Human Resources, TVA, Knoxville, TN 37902-1499; garnishment files are located at the Office of the General Counsel, TVA, Knoxville, TN 37902-1499; duplicate copies of some records may also be maintained in the files of the employing organization; National Personnel Records Center, St. Louis, MO 63118.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

All employees and personal service contractors selected for certain training programs and applicants for employment.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Personal identifying information, pay, leave, and debt claim information.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Tennessee Valley Authority Act of 1933, 16 U.S.C. 831-831ee; Internal Revenue Code; Fair Labor Standards Act, 29 U.S.C. Chapter 8; 5 U.S.C. Chapter 63.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

To report earnings and other required information to Federal, State, and local taxing authorities as required by law.

To report earnings to the Civil Service Retirement System for members of that system.

To transmit payroll deduction information to financial institutions and employee organizations.

To report earnings to courts when garnishments are served or in bankruptcy or wage earner proceedings.

To report earnings to the Department of Housing and Urban Development, State welfare agencies, and State employment security offices where an individual has made a claim for benefit with such agency.

To the parties or complainants, their representatives, and impartial referees, examiners, administrative judges, or other decision makers in proceedings under the TVA grievance adjustment procedures, Equal Employment Opportunity procedures, Merit Systems Protection Board, or similar procedures.

To refer, where there is an indication of a violation or potential violation of law, whether criminal, civil or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating and prosecuting such

violation, or charged with enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto.

To provide information or disclose to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the letting of a contract, or issuance of a license, grant, or other benefit by the requesting agency to the extent that the information is relevant and necessary to the requesting agency's decision on that matter.

To disclose to any agency of the Federal Government having oversight or review authority with regard to TVA activities.

In litigation to which TVA is a party or in which TVA provides legal representation for a party by TVA attorneys or otherwise, for use for any purpose including the presentation of evidence and disclosure in the course of discovery. In all other litigation, to respond to process issued under color of authority of a court of competent jurisdiction.

To transfer information necessary to support a claim for life insurance benefits under Federal Employee's Group Life Insurance to Office of Federal Employee's Group Life Insurance.

To request information from a Federal, State, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information; and to request information from private individuals, if necessary, to obtain information relevant to a TVA decision concerning the hiring, retention, or promotion of an employee, the issuance of a security clearance, or other decision within the purposes of this system of records.

To transfer information regarding claims for health insurance benefits to health insurance carriers.

To TVA contractors and subcontractors engaged in studies and evaluations of TVA payroll and personnel management.

To union representatives exercising their responsibilities under TVA collective bargaining agreements.

To report earnings to the Department of Housing and Urban Development, and State welfare agencies where an individual makes a claim for benefits, and to report earnings to State employment security offices in both manual and automated form for use by these offices in determining unemployment benefits.

To the appropriate agency, whether Federal, State, or local, in connection with its oversight review

responsibilities or authorized law enforcement activities.

To the Office of Child Support Enforcement, Administration for Children and Families, Department of Health and Human Services Federal Parent Locator System (FPLS) and Federal Tax Offset System for use in locating individuals and identifying their income sources to establish paternity, establish and modify orders of support, and for enforcement action.

To the Office of Child Support Enforcement for release to the Social Security Administration for verifying social security numbers in connection with the operation of the FPLS by the Office of Child Support Enforcement.

To the Office of Child Support Enforcement for release to the Department of the Treasury for purposes of administering the Earned Income Tax Credit Program (Section 32, Internal Revenue Code of 1986) and verifying a claim with respect to employment in a tax return.

To appropriate agencies, entities, and persons when (1) TVA suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (2) TVA has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by TVA or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities and persons is reasonably necessary to assist in connection with TVA's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

Disclosures pursuant to 5 U.S.C. 552a(b)(12): Disclosures may be made from this system to "consumer reporting agencies" as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Debt Collection Act of 1982 (31 U.S.C. 3711(d)(4)).

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:****STORAGE:**

Records are maintained on automated data storage devices, hard-copy printouts, and in an optical scanned electronic file.

**RETRIEVABILITY:**

Records are primarily indexed by name. They may also be retrieved by reference to employing organization, date of end of pay period, social security or badge number, year of birth, or job title.

**SAFEGUARDS:**

Access to and use of these records are limited to persons whose official duties require such access. Filing systems are locked when unattended. Remote access facilities are secured through physical and system-based safeguards.

**RETENTION AND DISPOSAL:**

Scanned information is stored on CD-ROM and retained indefinitely. File folders are retained for 3 years after termination. Timesheets are retained for 7 years, payroll registers are retained in active status for 1 year, transferred to secured off-site storage facility for 5 years, and to National Personnel Records Center for an additional 50 years. Magnetic tapes processed by the Controller are retained for 2 years.

**SYSTEM MANAGER(S) AND ADDRESS:**

Senior Manager, Disbursement Services, TVA, Knoxville, TN 37902-1499.

**NOTIFICATION PROCEDURE:**

Individuals wishing to learn if information on them is maintained in this system of records should address inquiries to the system manager named above. Requests should include the individual's full name, employing organization, and date of last employment. The social security number is also required to expedite TVA's response and prevent the erroneous retrieval of records for another individual with the same name.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information on them in this system of records should contact the system manager named above.

**CONTESTING RECORD PROCEDURES:**

Individuals seeking to contest or amend information on them in this system of records should contact the system manager named above.

**RECORD SOURCE CATEGORIES:**

Individual to whom the record pertains; TVA personnel records; employee's supervisor for report of hours worked.

**TVA-12****SYSTEM NAME:**

Travel History Records—TVA.

**SYSTEM LOCATION:**

Payment Control, Human Resources, TVA, Knoxville, TN 37902-1499. Duplicate copies of certain records may also be maintained in the files of the employing organization.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Current and former TVA employees who traveled on official business and filed travel expense vouchers, applied for a travel advance, or transferred between official stations; recently-hired employees who filed for reimbursement of relocation expenses; candidates for TVA positions who filed for reimbursement of travel expenses; and contractors with which there is an employer/employee relationship (i.e., personal services contractors).

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Travel advance requests, travel expense vouchers and supporting documentation, travel charge card program records and reports, and travel orders. Records supporting relocation expense claims also include real estate sales agreements and settlements, Federal Truth-In Lending disclosure statements, lease agreements, receipts for loss of rental deposit, and relocation income tax allowance documents.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Tennessee Valley Authority Act of 1933, 16 U.S.C. 831-831ee; 5 U.S.C. 5701-5709, and related Federal travel regulations.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

To refer, where there is an indication of a violation or potential violation of law, whether criminal, civil or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating and prosecuting such violation or charged with enforcing or implementing the statute, rule regulation, or order issued pursuant thereto.

In litigation to which TVA is a party or in which TVA provides legal representation for a party by TVA attorneys or otherwise, for use for any purpose including the presentation of evidence and disclosure in the course of discovery. In all other litigation, to respond to process issued under color of authority of a court of competent jurisdiction.

To the appropriate agency, whether Federal, State, or local, in connection with its oversight review responsibilities or authorized law enforcement activities.

To respond to a request from a Member of Congress regarding the status of an employee, former employee, or applicant.

To TVA contractors and subcontractors engaged at TVA's direction who are providing support services to TVA's travel charge card program.

To appropriate agencies, entities, and persons when (1) TVA suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (2) TVA has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by TVA or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities and persons is reasonably necessary to assist in connection with TVA's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

Disclosures pursuant to 5 U.S.C. 552a(b)(12): Disclosures may be made from this system to "consumer reporting agencies" as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Debt Collection Act of 1982 (31 U.S.C. 3711(d)(4)).

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:****STORAGE:**

Records are maintained on magnetic media, hard-copy printouts, microfiche, and in file folders.

**RETRIEVABILITY:**

Records are indexed by name and social security number.

**SAFEGUARDS:**

Access to and use of these records are limited to persons whose official duties require such access. Security will be provided by physical, administrative, and computer system safeguards. Files are kept in secured facilities not accessible to unauthorized individuals.

**RETENTION AND DISPOSAL:**

These records are retained in accordance with established TVA records retention schedules.

**SYSTEM MANAGER(S) AND ADDRESS:**

Supervisor, Payment Control, Human Resources, TVA, Knoxville, TN 37902–1499.

**NOTIFICATION PROCEDURE:**

Individuals wishing to know whether information about them is maintained in this system of records should address inquiries to the system manager named above. Requests should include the individual's full name and social security number.

**RECORD ACCESS PROCEDURES:**

Individuals who seek access to information about them in this system of records should contact the system manager named above. Requests should include the individual's full name and social security number.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information about them maintained in this system should direct their request to the system manager named above. Requests should include the individual's full name and social security number.

**RECORD SOURCE CATEGORIES:**

Individual to whom the record pertains; TVA disbursement voucher records; TVA application for travel advance; travel charge card program records and reports.

**TVA–13****SYSTEM NAME:**

Employment Applicant Files—TVA.

**SYSTEM LOCATION:**

Human Resources, Employment Resources and Human Resource Information System, TVA, Knoxville, TN 37902–1499; area and project employment offices; Computer Operations, TVA, Chattanooga, TN 37402–2801.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Applicants for employment including former employees seeking reemployment.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Application forms and related correspondence.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Tennessee Valley Authority Act of 1933, 16 U.S.C. 831–831ee; 5 U.S.C. 3101.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

To respond to a request from a Member of Congress regarding the status of an individual's application.

To refer, where there is an indication of a violation or potential violation of law, whether criminal, civil, or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating and prosecuting such violation, or charged with enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto.

To request from any pertinent source, directly or through a TVA contractor engaged at TVA's direction, information relevant to a TVA decision concerning the hiring of an employee, the issuance of a security clearance, or other decision within the purposes of this system or records.

To disclose test results to State employment services.

To provide information as requested to the Office of Personnel Management pursuant to Executive Orders 10450 and 10577 and other laws.

To provide information to a Federal agency in response to its request in connection with the hiring or retention of an employee, the letting of a contract, or issuance of a license, grant, or other benefit by the requesting agency to the extent that the information is relevant and necessary to the requesting agency's decision on that matter.

In litigation to which TVA is a party or in which TVA provides legal representation for a party by TVA attorneys or otherwise, for use for any purpose including the presentation of evidence and disclosure in the course of discovery. In all other litigation, to respond to process issued under color of authority of a court of competent jurisdiction.

To the parties or complainants, their representatives, and impartial referees, examiners, administrative judges, or other decision makers in proceedings under the TVA grievance adjustment procedures, Equal Employment Opportunity procedures, Merit Systems Protection Board, or similar procedures.

To the appropriate agency, whether Federal, State, or local, in connection with its oversight review responsibilities or authorized law enforcement activities.

To appropriate agencies, entities, and persons when (1) TVA suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (2) TVA has determined

that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by TVA or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities and persons is reasonably necessary to assist in connection with TVA's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:****STORAGE:**

Information is stored electronically in the Human Resources Information System (HRIS), Personnel Records Information System (PRIS), or on microfiche. Duplicate or certain specified temporary information may be maintained by human resource officers, supervisors, and administrative officers in a locked, secure location.

**RETRIEVABILITY:**

Records are indexed by name and Employee Identification number.

**SAFEGUARDS:**

Access to and use of these records are limited to those persons whose official duties require such access. Access to systems storing these records must be approved by the Senior Manager of HRIS. All filing systems are locked when unattended. Remote access facilities are secured through physical and system-based safeguards.

**RETENTION AND DISPOSAL:**

Applications are kept for one year from last indication of interest, with the exception of apprenticeship applications, which are kept for five years.

**SYSTEM MANAGER(S) AND ADDRESS:**

Senior Manager, Human Resources Information Services, TVA, Knoxville, TN 37902–1499.

**NOTIFICATION PROCEDURE:**

Individuals wishing to learn if information on them is maintained in this system of records should address inquiries to the Senior Manager, HRIS, TVA, Knoxville, TN 37902–1499. Requests should include the individual's full name, social security number, date of birth, and approximate date of application.

**RECORD ACCESS PROCEDURES:**

Individuals wishing to gain access to information on them in this system of records should contact the Senior Manager, HRIS, TVA, Knoxville, TN 37902–1499. Access will not be granted to investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment. Federal contracts, or access to classified information, to the extent that the disclosure of such material would reveal the identity of a source who furnished information to the Government under an express promise that the identity of the source would be held in confidence, or prior to September 27, 1975, under an implied promise that the identity of the source would be held in confidence.

Access will not be granted to testing or examination material used solely to determine individual qualifications for appointment or promotion in the Federal Service the disclosure of which would compromise the objectivity or fairness of the testing or examination process.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information about them maintained in this system should direct their request to Manager, TVA Service Center, TVA, Knoxville, TN 37902–1499.

**RECORD SOURCE CATEGORIES:**

The individual on whom the record is maintained; educational institutions, employers, and other references; State employment services.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

This system is exempt from subsections (d); (e)(4)(H); and (f)(2), (3), and (4) of 5 U.S.C. 552a (section 3 of the Privacy Act of 1974) to the extent that disclosure of material would reveal the identity of a source who furnished information to the Government under an express promise that the identity of the source would be held in confidence, or prior to September 27, 1975, under an implied promise that the identity of the source would be held in confidence and to the extent that disclosure of testing or examination material would compromise the objectivity or fairness of the testing or examination process. This exemption is pursuant to 5 U.S.C. 552a(k) (5) and (6) and TVA regulations at 18 CFR 1301.24.

**TVA–14****SYSTEM NAME:**

Grievance Records—TVA.

**SYSTEM LOCATION:**

Labor Relations Staff, TVA, Knoxville, TN 37902–1499. Original correspondence on the initial grievance steps below the Labor Relations level is maintained in the organization in which the grievance originated. Original correspondence on grievance appeals to the corporate level are maintained in the files of the Labor Relations office.

Duplicate copies of such correspondence are also maintained in the files of the organization concerned with the grievance.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

TVA employees and former employees who have formally appealed to TVA for adjustment of their grievances.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Evidence and arguments relevant to the matter giving rise to the grievance and related correspondence.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Tennessee Valley Authority Act of 1933, 16 U.S.C. 831–831ee.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

To respond to a request from a Member of Congress regarding the status of an employee's grievance.

In litigation to which TVA is a party or in which TVA provides legal representation for a party by TVA attorneys or otherwise, for use for any purpose including the presentation of evidence and disclosure in the course of discovery. In all other litigation, to respond to process issued under color of authority of a court of competent jurisdiction.

To the parties or complainants, their representatives, and impartial referees, examiners, administrative judges, or other decision makers in proceedings under the TVA grievance adjustment procedures, Equal Employment Opportunity procedures, Merit Systems Protection Board, or similar procedures.

To request information from a Federal, State, or local agency, or private individual, if necessary, to obtain information relevant to a TVA decision within the purposes of this system of records.

To refer, where there is an indication of a violation or potential violation of law, whether criminal, civil, or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating and prosecuting such violation, or charged with enforcing or implementing the statute, rule,

regulations, or order issued pursuant thereto.

To the appropriate agency, whether Federal, State, or local, in connection with its oversight review responsibilities or authorized law enforcement activities.

To appropriate agencies, entities, and persons when (1) TVA suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (2) TVA has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by TVA or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities and persons is reasonably necessary to assist in connection with TVA's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:****STORAGE:**

Records are maintained on automated data storage devices in some organizations and in file folders.

**RETRIEVABILITY:**

Records are indexed by name or by craft.

**SAFEGUARDS:**

Access to and use of these records are limited to those persons whose official duties require such access.

**RETENTION AND DISPOSAL:**

Records are maintained in accordance with established TVA record retention schedules.

**SYSTEM MANAGER(S) AND ADDRESS:**

Senior Vice President, Labor Relations, TVA, Knoxville, TN 37902–1499.

**NOTIFICATION PROCEDURE:**

Individuals who have filed grievances are aware of that fact. Inquiries may, however, be addressed to the system manager named above. Requests should include the individual's full name, craft, and location of employment.

**RECORD ACCESS PROCEDURES:**

Individuals who have filed a grievance may gain access to the official copy of the grievance record by contacting the system manager named

above. Requests should include the grievant's full name, craft, and location of employment.

#### **CONTESTING RECORD PROCEDURES:**

The contest, amendment, or correction of a grievance record is permitted during the prosecution of that grievance. However, an individual may address requests for amendment or correction of items not involved in prosecution of the grievance to the system manager named above.

#### **RECORD SOURCE CATEGORIES:**

Individual to whom the record pertains; TVA personnel records; statements and testimony of witnesses and related correspondence.

#### **TVA-18**

##### **SYSTEM NAME:**

Employee Supplementary Vacancy Announcement Records—TVA.

##### **SYSTEM LOCATION:**

Human Resources, Knoxville and Chattanooga, Tennessee, and Muscle Shoals, Alabama; may also be maintained in other offices that issue or receive responses to supplementary vacancy announcements.

##### **CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Employees applying for placement in positions covered by the supplementary vacancy announcement procedure.

##### **CATEGORIES OF RECORDS IN THE SYSTEM:**

Applications and supporting material submitted by employee.

##### **AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Tennessee Valley Authority Act of 1933, 16 U.S.C. 831–831ee; Executive Order 11478; Equal Employment Opportunity Act of 1972, Pub. L. 92–261, 86 Stat. 103; 5 U.S.C. 3101.

##### **ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES AND USERS AND THE PURPOSES OF SUCH USES:**

To the parties or complainants, their representatives, and impartial referees, examiners, administrative judges, or other decision makers in proceedings under the TVA grievance adjustment procedures, Equal Employment Opportunity procedures, Merit Systems Protection Board, or similar procedures.

In litigation to which TVA is a party or in which TVA provides legal representation for a party by TVA attorneys or otherwise, for use for any purpose including the presentation of evidence and disclosure in the course of discovery. In all other litigation, to respond to process issued under color of authority of a court of competent jurisdiction.

To appropriate agencies, entities, and persons when (1) TVA suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (2) TVA has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by TVA or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities and persons is reasonably necessary to assist in connection with TVA's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

##### **POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

##### **STORAGE:**

Information is stored electronically in the Human Resources Information System (HRIS), Personal Records Information System (PRIS), or on microfiche. Duplicate or certain specified temporary information may be maintained by human resources officers, supervisors, and administrative offices in a locked, secured location.

##### **RETRIEVABILITY:**

Records are indexed by name.

##### **SAFEGUARDS:**

Access to and use of these records is limited to persons whose official duties require such access. Access to systems storing these records must be approved by the Senior Manager of HRIS.

##### **RETENTION AND DISPOSAL:**

Records are disposed of in accordance with established TVA records retention schedules.

##### **SYSTEM MANAGER(S) AND ADDRESS:**

Senior Manager, HRIS, TVA, Knoxville, TN 37902–1499.

##### **NOTIFICATION PROCEDURE:**

Individuals upon whom records are maintained in this system are aware of that fact through filing an application. However, inquiries may be addressed to the name and address to which application was submitted. Requests should include the individual's full name, position applied for, and location of job.

##### **RECORD ACCESS PROCEDURES:**

Individuals upon whom records are maintained in this system have supplied

all information in this system. However, requests for access may be addressed to the name and address to which application was submitted.

#### **CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information about them maintained in this system should direct their request to the name and address to which application was submitted.

#### **RECORD SOURCE CATEGORIES:**

The individual upon whom the record is maintained.

#### **TVA-19**

##### **SYSTEM NAME:**

Consultant and Contractor Records—TVA.

##### **SYSTEM LOCATION:**

Human Resource Information System (HRIS) contains personal, employment, job, security restriction and training information. HRIS is located in Human Resource Information Systems, TVA, Knoxville, TN 37902–1499. The Contractor Workforce Management Software (Elance) for contractor time and expense reporting records are located at Contractor Workforce Management, Procurement, Knoxville, TN 37902–1499.

For contractors requiring unescorted access, records are located at TVA Nuclear Access Service, Chattanooga, TN 37402.

TVA business organizations for records on individuals who provide services under a TVA contract with an organization are kept in the files of that organization.

Payment records are located at the TVA Controller office: Knoxville, TN 37902–1499.

Records related to personal service contractors employed under the Comprehensive Employment and Training Act of 1973, Pub. L. 93–203, are located at the National Personnel Records Center, St. Louis, MO 63118.

##### **CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Individuals who perform work for and/or provide services to TVA and who are not TVA employees or volunteers. These individuals generally are the employees of a TVA supplier of services and are obtained through a contract with the supplier, but in some cases may be retained directly through a contract between TVA and the individual.

##### **CATEGORIES OF RECORDS IN THE SYSTEM:**

Each organization maintains its contracts, records of the qualifications,

performance, and evaluation of the contractor, and related correspondence. For public service employment program participants, Human Resources maintains information related to job placement such as test scores, interest inventories, and supervisor's evaluations. Payment information is maintained by the Controller.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Tennessee Valley Authority Act of 1933, 16 U.S.C. 831–831ee; Comprehensive Employment and Training Act, Pub. L. 93–203, 87 Stat. 839; Executive Order 11222; Executive Order 10450; Executive Order 10577; provisions of 5 U.S.C. applicable to employment with TVA; Internal Revenue Code.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

To transmit reports as requested to the Office of Personnel Management, pursuant to 5 U.S.C. 3323, Executive Orders 10577 and 10450, and other laws.

To report earnings information to the Internal Revenue Service and the Social Security Administration.

To respond to a request from a Member of Congress regarding the status of a contractor or consultant.

To refer, where there is an indication of a violation or potential violation of law, whether criminal, civil, or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating and prosecuting such violation, or charged with enforcing or implementing the statute, rule, regulations, or order issued pursuant thereto.

To request information from a Federal, State, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information; and to request information from private individuals if necessary to obtain information relevant to a TVA decision concerning the hiring, retention, or promotion of an employee, the issuance of a security clearance, or other decision within the purposes of this system of records.

To transmit to the appropriate State contracting agency reports of hours worked by participants in the public service employment program, and to request reimbursement.

To provide information to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the letting of a contract, or issuance of a license, grant, or other

benefit by the requesting agency to the extent that the information is relevant and necessary to the requesting agency's decision on that matter.

To provide the following information to a prospective employer of a TVA or former TVA consultant or personal service contractor: Job descriptions, dates of employment, and reason for separation.

To the parties or complainants, their representatives, and impartial referees, examiners, administrative judges, or other decision makers in proceedings under the TVA grievance adjustment procedures, Equal Employment Opportunity procedures, Merit Systems Protection Board, or similar procedures.

In litigation to which TVA is a party or in which TVA provides legal representation for a party by TVA attorneys or otherwise, for use for any purpose including the presentation of evidence and disclosure in the course of discovery. In all other litigation, to respond to process issued under color of authority of a court of competent jurisdiction.

To the appropriate agency, whether Federal, State, or local, in connection with its oversight review responsibilities or authorized law enforcement activities.

To appropriate agencies, entities, and persons when (1) TVA suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (2) TVA has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interest, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by TVA or another agency or entity) that rely upon the compromised information; and (3) the disclosure is made to such agencies, entities and persons is reasonably necessary to assist in connection with TVA's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:****STORAGE:**

Records are maintained in file folders and on automated data storage devices.

**RETRIEVABILITY:**

Records are indexed by name, social security number, or contract number.

**SAFEGUARDS:**

Access to and use of these records are limited to persons whose official duties

require such access. All filing systems are locked when unattended.

**RETENTION AND DISPOSAL:**

Records are maintained in accordance with established TVA record retention schedules.

**SYSTEM MANAGER(S) AND ADDRESS:**

Senior Manager, Contractor Workforce Management, Procurement, TVA, Knoxville, TN 37902–1499.

**NOTIFICATION PROCEDURE:**

Individuals wishing to know if records on them are maintained in the system should address inquiries to the system manager named above. Requests shall include the individual's full name, employing or contracting organization, and whether the individual was a participant in the public service employment program. Social security numbers are not required but may expedite TVA's response.

**RECORD ACCESS PROCEDURES:**

Individuals wishing to gain access to information on them in this system of records should contact the system manager named above. Access will not be granted to investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment, Federal contracts, or access to classified information, to the extent that the disclosure of such material would reveal the identity of a source who furnished information to the Government under an express promise that the identity of the source would be held in confidence, or prior to September 27, 1975, under an implied promise that the identity of the source would be held in confidence. Access will not be granted to testing or examination material used solely to determine individual qualifications for appointment or promotion in the Federal Service, the disclosure of which would compromise the objectivity or fairness of the testing or examination process.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information about them maintained in this system should direct their request to the system manager named above.

**RECORD SOURCE CATEGORIES:**

Individual to whom the record pertains; educational institutions, former employers, and other reference sources; State employment services; supervisors and other TVA personnel or personnel records; medical officers; other Federal agencies.

In addition to the above sources, security/suitability investigatory files contain information from law enforcement agencies.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

This system is exempt from subsections (d); (e)(4)(H); (f)(2), (3), and (4) of 5 U.S.C. 552a (section 3 of the Privacy Act of 1974) to the extent that disclosure of material would reveal the identity of a source who furnished information to the Government under an express promise that the identity of the source would be held in confidence, or prior to September 27, 1975, under an implied promise that the identity of the source would be held in confidence, and to the extent that disclosure of testing or examination material would compromise the objectivity of fairness of the testing or examination process. This exemption is pursuant to 5 U.S.C. 552a(k)(5) and (6) and TVA regulations at 18 CFR 1301.24.

**TVA-21**

**SYSTEM NAME:**

Nuclear Quality Assurance Personnel Records—TVA.

**SYSTEM LOCATION:**

Nuclear Assurance, TVA, Chattanooga, TN 37402–2801. Copies of records for Quality Assurance Auditors/Assessors are maintained in the office of Manager, Corporate Nuclear Assurance.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Employees or former employees involved in quality assurance work.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Information related to the qualifications of employees.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Tennessee Valley Authority Act of 1933, 16 U.S.C. 831–831ee; Energy Reorganization Act of 1974, Pub. L. 93–438, 88 Stat. 1233 as implemented at Nuclear Regulatory Commission Regulatory Guides 1.58.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

To the Nuclear Regulatory Commission or its authorized representatives for inspection or evaluation of TVA Quality Assurance procedures.

To respond to a request from a Member of Congress regarding the status of an employee.

To refer, where there is an indication of a violation or potential violation of law, whether criminal, civil, or

regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating and prosecuting such violation, or charged with enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto.

To request information from a Federal, State, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information; and to request information from private individuals if necessary to obtain information relevant to a TVA decision concerning the hiring, retention, or promotion of an employee, the issuance of a security clearance, or other decision within the purposes of this system of records.

To provide information to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the letting of a contract, or issuance of a license, grant, or other benefit by the requesting agency to the extent that the information is relevant and necessary to the requesting agency's decision on that matter.

In litigation to which TVA is a party or in which TVA provides legal representation for a party by TVA attorneys or otherwise, for use for any purpose including the presentation of evidence and disclosure in the course of discovery. In all other litigation, to respond to process issued under color of authority of a court of competent jurisdiction.

To the parties or complainants, their representatives, and impartial referees, examiners, administrative judges, or other decision makers in proceedings under the TVA grievance adjustment procedures, Equal Employment Opportunity procedures, Merit Systems Protection Board, or similar procedures. To the appropriate agency, whether Federal, State, or local, in connection with its oversight review responsibilities or authorized law enforcement activities.

To appropriate agencies, entities, and persons when (1) TVA suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (2) TVA has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by TVA or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies,

entities and persons is reasonably necessary to assist in connection with TVA's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Records are maintained in file folders and electronic files.

**RETRIEVABILITY:**

Records are indexed by name.

**SAFEGUARDS:**

Access to and use of these records are limited to those persons whose official duties require such access. All filing systems are locked when unattended.

**RETENTION AND DISPOSAL:**

These records are retained in accordance with established TVA records retention schedules.

**SYSTEM MANAGER(S) AND ADDRESS:**

Manager, Corporate Nuclear Assurance, TVA, Chattanooga, TN 37402–2801.

**NOTIFICATION PROCEDURE:**

Individuals wishing to know whether information about them is maintained in this system of records should address inquiries to the system manager named above. Inquiries should include the individual's full name and employing organization.

**RECORD ACCESS PROCEDURE:**

Individuals who desire access to information about them in this system of records should contact the system manager named above.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information about them maintained in this system should direct their request to the system manager named above.

**RECORD SOURCE CATEGORIES:**

The individual on whom the record is maintained; TVA personnel records.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

This system of records is exempt from subsection (d); (e)(4)(H); (f)(2), (3), and (4) of 5 U.S.C. 552a (section 3 of the Privacy Act of 1974) to the extent that disclosure of material would reveal the identity of a source who furnished information to the Government under an express promise that the identity of the source would be held in confidence, or prior to September 27, 1975, under an



implied promise that the identity of the source would be held in confidence. The exemption is pursuant to 5 U.S.C. 552a(k)(5) and TVA regulations at 18 CFR 1301.24.

#### **TVA-22**

##### **SYSTEM NAME:**

Questionnaire-Land Use Surveys in Vicinity of Proposed or Licensed Nuclear Power Plant—TVA.

##### **SYSTEM LOCATION:**

Environmental Radiological Monitoring and Instrumentation, Radiological and Chemistry Services, Engineering and Technical Services, TVA, Muscle Shoals, AL 35662-1010.

##### **CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Individuals from whom TVA purchases land for proposed nuclear plant sites, individuals having vegetable gardens, irrigated land, dairy cows, and milk goats within a five-mile radius of a proposed or licensed plant site.

##### **CATEGORIES OF RECORDS IN THE SYSTEM:**

Personal identifying information and information related to agriculture, milk consumption, water resources, and farm product value.

This information is not used for making determinations about the rights, benefits, or privileges of any individual.

##### **AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Tennessee Valley Authority Act of 1933, 16 U.S.C. 831-831ee; National Environmental Policy Act, Pub. L. 91-190, 83 Stat. 852; Energy Reorganization Act of 1974, Pub. L. 93-438, 88 Stat. 1233.

##### **ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

Information in this system of records is used in developing environmental evaluations and impact statements. Certain relevant but nonsensitive information may be disclosed in these statements.

Information may also be used:

In administrative and licensing proceedings including the presentation of evidence and disclosure to opposing counsel in the course of discovery.

To disclose to any agency of the Federal Government having oversight or review authority with regards to TVA activities.

In litigation to which TVA is a party or in which TVA provides legal representation for a party by TVA attorneys or otherwise, for use for any purpose including the presentation of evidence and disclosure in the course of discovery. In all other litigation, to

respond to process issued under color of authority of a court of competent jurisdiction.

To appropriate agencies, entities, and persons when (1) TVA suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (2) TVA has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by TVA or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities and persons is reasonably necessary to assist in connection with TVA's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

##### **POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

###### **STORAGE:**

Records are maintained on automated data storage devices, microfilm, microfiche, and in file folders.

###### **RETRIEVABILITY:**

Records are indexed by assigned number and aerial photo number and/or name of survey participant, plant site and year of survey.

###### **SAFEGUARDS:**

Access to and use of these records are limited to persons whose official duties require such access. Security is provided by physical, administrative and computer system safeguards. Files are kept in secured facilities not accessible to unauthorized individuals or are locked when unattended.

###### **RETENTION AND DISPOSAL:**

These records are retained in accordance with established TVA records retention schedules.

###### **SYSTEM MANAGER(S) AND ADDRESS:**

Manager, Technical Programs and Reliability, TVA, Chattanooga, TN 37402-2801.

###### **NOTIFICATION PROCEDURE:**

Individuals on whom information is maintained in this system are aware of that fact through response to the questionnaire. However, inquiries may be addressed to the system manager named above. Requests should include the individual's full name, address, and approximate date of survey.

##### **RECORD ACCESS PROCEDURES:**

Individuals who desire access to information about them in this system of records should contact the system manager named above. Requests should include the individual's full name, address, and approximate date of survey.

##### **CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information about them maintained in this system should direct their request to the system manager named above.

##### **RECORD SOURCE CATEGORIES:**

Individuals to whom the record pertains: The nearest resident, to a distance of 5 miles, in each of the 16 compass sectors around each TVA nuclear site; farms with dairy cows or milk goats within a five mile radius of each site and additional dairy farms used as control locations for environmental monitoring; and individuals within a five mile radius of each site with home gardens meeting the survey criteria.

#### **TVA-23**

##### **SYSTEM NAME:**

Radiation Dosimetry Personnel Monitoring Records—TVA.

##### **SYSTEM LOCATION:**

Nuclear Support, TVA, Chattanooga, TN 37402-2801.

##### **CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Employees, former employees, and visitors who might be exposed or are exposed to radiation while in TVA installations.

##### **CATEGORIES OF RECORDS COVERED BY THE SYSTEM:**

Information on the magnitude of exposure at TVA installations, exposure prior to employment.

##### **AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Tennessee Valley Authority Act of 1933, 16 U.S.C. 831-831ee; Energy Reorganization Act of 1974, Pub. L. 93-438, 88 Stat. 1233; 10 CFR parts 19, 20.

##### **ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

To the Nuclear Regulatory Commission for its use in evaluating TVA radiological control measures.

In litigation to which TVA is a party or in which TVA provides legal representation for a party by TVA attorneys or otherwise, for use for any purpose including the presentation of evidence and disclosure in the course of

discovery. In all other litigation, to respond to process issued under color of authority of a court of competent jurisdiction.

To the parties or complainants, their representatives, and impartial referees, examiners, administrative judges, or other decision makers in proceedings under the TVA grievance adjustment procedures, Equal Employment Opportunity procedures, Merit Systems Protection Board, or similar procedures.

To the appropriate agency, whether Federal, State, or local, in connection with its oversight review responsibilities or authorized law enforcement activities.

Radiation dosimetry records may be used for employee population health monitoring which includes routine clinical and epidemiological investigations. Such studies may require the transfer of selected items of radiation dosimetry data to health-related agencies, organizations, or professionals for the purpose of compiling vital health statistics, or conducting biomedical investigations.

To appropriate agencies, entities, and persons when (1) TVA suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (2) TVA has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by TVA or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities and persons is reasonably necessary to assist in connection with TVA's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Records are maintained on automated data storage devices, microfilm, microfiche, and in file folders.

**RETRIEVABILITY:**

Records are indexed by individual name and social security number.

**SAFEGUARDS:**

Access to and use of these records are limited to persons whose official duties require such access. Security is provided by physical, administrative and computer system safeguards. Files

are kept in secured facilities not accessible to unauthorized individuals or are locked when unattended.

**RETENTION AND DISPOSAL:**

These records are retained in accordance with established TVA records retention schedules.

**SYSTEM MANAGER(S) AND ADDRESS:**

Manager, Radiological Protection, Nuclear Support, TVA, Chattanooga, TN 37402-2801.

**NOTIFICATION PROCEDURE:**

Individuals should address inquiries to the system manager named above, or if a current employee, to the Radiological Control office at the TVA facility where employed. Requests should include the individual's full name, social security number and date of birth.

**RECORD ACCESS PROCEDURES:**

Individuals who desire access to information about them in this system of records should contact the system manager named above, or if a current employee, to the Radiological Control office at the TVA facility where employed. Requests should include the individual's full name, social security number and date of birth.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information about them maintained in this system should direct their request to the system manager named above.

**RECORD SOURCE CATEGORIES:**

Information in this system of records comes from the subject individual; previous licensees where the individual was monitored for radiation exposure; and TVA personnel conducting radiation monitoring programs.

**TVA-26**

**SYSTEM NAME:**

Retirement System Records—TVA.

**SYSTEM LOCATION:**

Retirement Services, TVA, 400 W. Summit Hill Drive, Knoxville, TN 37902-1499.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Active, retired, and former members of the TVA Retirement System; TVA employees and former employees who are members of the Civil Service Retirement System and the Federal Employees Retirement System; designated beneficiaries.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Personal identifying information; retirement, benefit, and investment information; related correspondence; and legal documents.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Tennessee Valley Authority Act of 1933, 16 U.S.C. 831-831ee; Internal Revenue Code.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

To report earnings to the Internal Revenue Service.

To disclose information to actuarial firms for valuation and projecting benefits.

To disclose information to the Medical Board of the TVA Retirement System for determinations related to disability retirement.

To certify insurance status to the Office of Personnel Management and the Office of Federal Employees' Group Life Insurance.

To respond to a request from a Member of Congress regarding the status of a system member.

To disclose information to auditing firms for use in auditing benefit calculations and financial statements.

To request information from a Federal, State, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information; and to request information from private individuals, if necessary, to obtain information relevant to a TVA decision within the purpose of this system of records.

To refer, where there is an indication of a violation or potential violation of law, whether criminal, civil, or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating and prosecuting such violation, or charged with enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto.

To provide information to a Federal agency, in response to its request, in connection with the issuance of any benefit by the requesting agency to the extent that the information is relevant and necessary to the requesting agency's decision on that matter.

In litigation to which TVA is a party or in which TVA provides legal representation for a party by TVA attorneys or otherwise, for use for any purpose including the presentation of evidence and disclosure in the course of discovery. In all other litigation, to respond to process issued under color of

authority of a court of competent jurisdiction.

To provide the following information on retirees to the TVA Retirees Association: Names, unique identification numbers assigned by the TVA Retirement System to each retiree, addresses, dates of birth, dates of termination of employment with TVA, retirement class (member, beneficiary, Civil Service, deferred), last official station, and dates of death (if applicable).

To the appropriate agency, whether Federal, State, or local, in connection with its oversight review responsibilities or authorized law enforcement activities.

To Contractors and subcontractors of TVA or the Retirement System who are provided records maintenance or other similar support service to the Retirement System.

Retirement records may be used for employee population health monitoring which includes routine clinical and epidemiological investigations. Such studies may require the transfer of selected items to health-related agencies, organizations, or professionals for the purpose of compiling vital health statistics, or conducting biomedical investigations.

To appropriate agencies, entities, and persons when (1) TVA suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (2) TVA has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by TVA or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities and persons is reasonably necessary to assist in connection with TVA's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Records are maintained in an electronic document management system.

**RETRIEVABILITY:**

Records are indexed by name and social security number.

**SAFEGUARDS:**

Access to the electronic document management system requires a password and is limited to those persons whose official duties require such access.

**RETENTION AND DISPOSAL:**

Records are scheduled for disposal in accordance with an approved TVA retention schedule.

**SYSTEM MANAGER(S) AND ADDRESS:**

Manager, Retirement Services, TVA, 400 W. Summit Hill Drive, Knoxville, TN 37902-1499.

**NOTIFICATION PROCEDURE:**

Individuals wishing to know whether information about them is maintained in this system of records should address inquiries to the system manager named above. Inquiries should include the individual's full name, date of birth, and social security number.

**RECORD ACCESS PROCEDURES:**

Individuals who desire access to information about them in this system of records should contact the system manager named above.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained on them in this system should address inquiries to the system manager named above.

**RECORD SOURCE CATEGORIES:**

The individual on whom the record is maintained; TVA personnel and payroll records.

**TVA-28**

**SYSTEM NAME:**

Woodland Resource Analysis Program Input Data—TVA.

**SYSTEM LOCATION:**

Secured off-site storage facility.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Private landowners, agencies, and corporations owning woodlands in Valley region and participating in TVA woodland resource management demonstration program.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Personal, financial, and land resource information pertinent to woodland resource planning. The information in this system is not used by TVA in the determination about the rights, benefits, or privileges of the individual.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Tennessee Valley Authority Act of 1933, 16 U.S.C. 831-831ee; Executive Order 6161.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

Evaluated information is supplied to State forestry personnel for use in assisting the landowner.

To the appropriate agency, whether Federal, State, or local, in connection with its oversight review responsibilities or authorized law enforcement activities.

To appropriate agencies, entities, and persons when (1) TVA suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (2) TVA has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by TVA or another agency or entity) that rely upon the compromised information; and (3) the disclosure is made to such agencies, entities and persons is reasonably necessary to assist in connection with TVA's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Records are maintained on microfiche.

**RETRIEVABILITY:**

Records are indexed by State.

**SAFEGUARDS:**

Access to and use of these records are limited to those persons whose official duties require such access. Files are kept in secured facilities.

**RETENTION AND DISPOSAL:**

Records are retained in accordance with established TVA records retention schedules.

**SYSTEM MANAGER(S) AND ADDRESS:**

Vice President, Environmental Stewardship & Policy, TVA, Knoxville, TN 37902.

**NOTIFICATION PROCEDURE:**

Individuals on whom information is maintained are aware of that fact through participation in the program. However, inquiries may be addressed to the system manager named above. Individuals should provide their full name, State of residence, and the calendar year(s) of participation in the program.

**RECORD ACCESS PROCEDURE:**

Individuals on whom records are maintained have been provided copies of all information in that record. However, requests for access may be directed to the system manager named above.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information about them maintained in this system should direct their request to the system manager named above.

**RECORD SOURCE CATEGORIES:**

The individual to whom the record pertains provides the information to State forestry personnel. The information is evaluated by TVA and returned to the State forestry personnel who utilize the information in evaluated form to assist the landowner.

**TVA-29****SYSTEM NAME:**

Energy Program Participant Records—TVA.

**SYSTEM LOCATION:**

TVA Customer Resources, P.O. Box 292409, Nashville, TN 37229-2409.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Individuals participating in the energy right program and energy saturation surveys.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Customer name, address, account number, meter number, telephone number, characteristics of their dwelling, including type of heating and cooling systems and number and kind of appliances; and other characteristics of study participants relevant to patterns of residential electrical use.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Tennessee Valley Authority Act of 1933, 16 U.S.C. 831-831ee.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

To power distributors participating in the program.

To the appropriate agency, whether Federal, State, or local, in connection with its oversight review responsibilities or authorized law enforcement activities.

To appropriate agencies, entities, and persons when (1) TVA suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (2) TVA has determined that as a result of the suspected or

confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by TVA or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities and persons is reasonably necessary to assist in connection with TVA's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:****STORAGE:**

Records are maintained in automated data storage devices and in file folders and locked file cabinets.

**RETRIEVABILITY:**

Records are indexed and retrieved by name and address.

**SAFEGUARDS:**

Access to and use of these records is limited to those persons whose official duties require such access. All filing systems are locked when unattended.

**RETENTION AND DISPOSAL:**

Records are retained in accordance with established TVA records retention schedules.

**SYSTEM MANAGER(S) AND ADDRESS:**

Manager, Residential Products and Services, Customer Resources, TVA, P.O. Box 292409, Nashville, TN 37229-2409.

**NOTIFICATION PROCEDURE:**

Individuals about whom information is maintained in this system of records are aware of that fact through participation in the program. However, inquiries may be addressed to the system manager named above. Request should include the individual's full name and address.

**RECORD ACCESS PROCEDURES:**

Requests for access may be directed to the system manager named above.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information about them maintained in this system should direct their request to the system manager named above.

**RECORDS SOURCE CATEGORIES:**

The information in this system is solicited from the individual to whom the record pertains.

**TVA-31****SYSTEM NAME:**

OIG Investigative Records—TVA.

**SYSTEM LOCATION:**

Office of the Inspector General, TVA, Knoxville, TN 37902-1499. Duplicate copies of certain documents may also be located in the files of other offices and divisions.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Individuals and entities who are or have been the subjects of investigations by the Office of the Inspector General (OIG), or who provide information in connection with such investigations, including but not limited to: Employees; former employees; current or former contractors and subcontractors and their employees; consultants; and other individuals and entities which have or are seeking to obtain business or other relations with TVA.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Information relating to investigations, including information provided by known or anonymous complainants; information provided by the subjects of investigations; information provided by individuals or entities with whom the subjects are associated (e.g., coworkers, business associates, relatives); information provided by Federal, State, or local investigatory, law enforcement, or other Government or non-Government agencies; information provided by witnesses and confidential sources; information from public source materials; information from commercial data bases or information resources; investigative notes; summaries of telephone calls; correspondence; investigative reports or prosecutive referrals; and information about referrals for criminal prosecutions, civil proceedings, and administrative actions taken with respect to the subjects.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Tennessee Valley Authority Act of 1933, 16 U.S.C. 831-831ee; Executive Order 10450; Executive Order 11222; Hatch Act, 5 U.S.C. 7324-7327; 28 U.S.C. 535; Proposed Plan for the Creation, Structure, Authority, and Function of the Office of Inspector General, Tennessee Valley Authority, approved by the TVA Board of Directors on October 18, 1985; TVA Code XIII INSPECTOR GENERAL, approved by the TVA Board of Directors on February 19, 1987; Inspector General Act Amendments of 1988, Pub. L. 100-504, 102 Stat. 2515, and 2000 amendments to the Inspector General Act, Pub. L. 106-422, 114 Stat. 1872.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

To refer, where there is an indication of a violation of statute, regulation, order, or similar requirement, whether criminal, civil, or regulatory in nature, to the appropriate entity, including Federal, State, or local agencies or other entities charged with enforcement, investigative, or oversight responsibility.

To provide information to a Federal, State, or local entity (1) in connection with the hiring or retention of an individual, the letting of a contract, or issuance of a license, grant, or other benefit by the requesting entity to the extent that the information is relevant to a decision on such matters, or (2) in connection with any other matter properly within the jurisdiction of such other entity and related to its prosecutive, investigatory, regulatory, administrative, or other responsibilities.

To the appropriate entity, whether Federal, State, or local, in connection with its oversight or review responsibilities or authorized law enforcement activities.

To respond to a request from a Member of Congress regarding an individual, or to report to a Member on the results of investigations, audits, or other activities of OIG.

To the parties or complainants, their representatives, and impartial referees, examiners, administrative judges, or other decision makers in proceedings under the TVA grievance adjustment procedures, Equal Employment Opportunity procedures, Merit Systems Protection Board, or similar procedures.

To the subjects of an investigation and their representatives in the course of a TVA investigation of misconduct; to any other person or entity that has or may have information relevant to the investigation to the extent necessary to assist in the conduct of the investigation, such as to request information.

In litigation to which TVA is a party or in which TVA provides legal representation for a party by TVA attorneys or otherwise, for use for any purpose including the presentation of evidence and disclosure in the course of discovery. In all other litigation, to respond to process issued under color of authority of a court of competent jurisdiction.

To a consultant, private firm, or individual who contracts or subcontracts with TVA, to the extent necessary to the performance of the contract.

To request information from a Federal, State, or local agency

maintaining civil, criminal, or other relevant or potentially relevant information; and to request information from private individuals or entities, if necessary, to acquire information pertinent to the hiring, retention, or promotion of an employee; the issuance of a security clearance; the conduct of a background or other investigation; or other matter within the purposes of this system of records.

To the public when: (1) The matter under investigation has become public knowledge, or (2) when the Inspector General determines that such disclosure is necessary (a) to preserve confidence in the integrity of the OIG investigative process, or (b) to demonstrate the accountability of TVA officers, or employees, or other individuals covered by this system; unless the Inspector General determines that disclosure of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

To the news media and public when there exists a legitimate public interest (e.g., to provide information on events in the criminal process, such as indictments), or when necessary for protection from imminent threat to life or property.

To members of the President's Council on Integrity and Efficiency, for the preparation of reports to the President and Congress on the activities of the Inspectors General.

To members of the President's Council on Integrity and Efficiency, the Department of Justice, the Federal Bureau of Investigation, or the U.S. Marshals Service, as necessary, for the purpose of conducting qualitative assessment reviews of the investigative operations of TVA OIG to ensure that adequate internal safeguards and management procedures are maintained.

To appropriate agencies, entities, and persons when (1) TVA suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (2) TVA has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by TVA or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities and persons is reasonably necessary to assist in connection with TVA's efforts to respond to the suspected or confirmed compromise

and prevent, minimize, or remedy such harm.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:****STORAGE:**

Records are maintained on automated data storage devices, hard-copy printouts, and in file folders.

**RETRIEVABILITY:**

Records are indexed and retrieved by individual name or case file number.

**SAFEGUARDS:**

Access to and use of records is limited to authorized staff in OIG and to other authorized officials and employees of TVA on a need-to-know basis as determined by OIG management. Security will be provided by physical, administrative, and computer system safeguards. Files will be kept in secured facilities not accessible to unauthorized individuals.

**RETENTION AND DISPOSAL:**

Records are maintained in accordance with established TVA record retention schedules.

**SYSTEM MANAGER(S) AND ADDRESS:**

Inspector General, TVA, Knoxville, TN 37902-1499.

**NOTIFICATION PROCEDURE:**

This system of records is exempt from this requirement pursuant to 5 U.S.C. 552a(k)(2) and TVA regulations at 18 CFR 1301.24.

**RECORD ACCESS PROCEDURES:**

This system of records is exempt from this requirement pursuant to 5 U.S.C. 552a(k)(2) and TVA regulations at 18 CFR 1301.24.

**CONTESTING RECORD PROCEDURES:**

This system of records is exempt from this requirement pursuant to 5 U.S.C. 552a(k)(2) and TVA regulations at 18 CFR 1301.24.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

This system is exempt from subsections (c)(3); (d); (e)(1); (e)(4)(G); (e)(4)(H); (e)(4)(I); and (f) of 5 U.S.C. 552a (section 3 of the Privacy Act of 1974) pursuant to 5 U.S.C. 552a(k)(2) and TVA regulations at 18 CFR 1301.24.

**TVA-32****SYSTEM NAME:**

Call Detail Records—TVA.

**SYSTEM LOCATION:**

Data Center, TVA, Chattanooga, TN 37402-2801.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

TVA employees, contractor personnel, and other individuals who make telephone calls from or charge telephone calls to TVA telephones.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Records relating to use of TVA telephones; records relating to long distance telephone calls charged to TVA; records relating to cellular telephone calls charged to TVA; records indicating assignment of telephone numbers and authorization numbers; records relating to locations of TVA telephones.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Tennessee Valley Authority Act of 1933, 16 U.S.C. 831–831ee.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

To respond to a request from a Member of Congress regarding an individual.

To provide to the appropriate entity, whether Federal, State, or local, in connection with its oversight review responsibilities or authorized law enforcement activities.

In litigation to which TVA is a party or in which TVA provides legal representation for a party by TVA attorneys or otherwise, for use for any purpose including the presentation of evidence and disclosure in the course of discovery. In all other litigation, to respond to process issued under color of authority of a court of competent jurisdiction.

To refer, where there is an indication of a violation of statute, regulation, order, or similar requirement, whether criminal, civil, or regulatory in nature, to the appropriate entity, including Federal, State, or local agencies, or other entities charged with enforcement, investigative, or oversight responsibility.

To provide information to a Federal agency, in response to its request, in connection with the hiring or retention of an individual, the letting of a contract, or issuance of a license, grant, or other benefit by the requesting agency to the extent that the information is relevant to the requesting agency's decision on that matter.

To the parties or complainants, their representatives, and impartial referees, examiners, administrative judges, or other decision makers in proceedings under the TVA grievance adjustment procedures, Equal Employment Opportunity procedures, Merit Systems Protection Board, or similar procedures.

To a telecommunications company as well as to other TVA contractors providing telecommunications support to permit servicing the account.

To TVA contractors engaged at TVA's direction in investigations of abuse of TVA telephone service or other related issues.

To TVA contractors and contractor personnel to determine individual responsibility for telephone calls.

To TVA contractors in connection with amounts due TVA for telecommunications services provided to them.

To appropriate agencies, entities, and persons when (1) TVA suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (2) TVA has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by TVA or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities and persons is reasonably necessary to assist in connection with TVA's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:****STORAGE:**

Records are maintained in file folders and on automated data storage devices.

**RETRIEVABILITY:**

Records are retrieved by name, authorization number, or telephone number.

**SAFEGUARDS:**

Access to and use of these records is limited to persons whose official duties require such access. Files are kept in secured facilities. Automated data is secured through physical and system-based safeguards.

**RETENTION AND DISPOSAL:**

These records are retained in accordance with established TVA records retention schedules.

**SYSTEM MANAGER(S) AND ADDRESS:**

Manager, IS Infrastructure Support, TVA, Chattanooga, TN 37402–2801.

**NOTIFICATION PROCEDURE:**

Individuals wishing to learn if information on them is maintained in

this system of records should address inquiries to the system manager named above. Requests should include the individual's full name, employing division, job title, and official TVA telephone number and authorization number.

**RECORD ACCESS PROCEDURES:**

Individuals seeking to gain access to information about them in this system of records should contact the system manager named above. Requests should include the individual's full name, employing division, job title, and official TVA telephone number and authorization number.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information about them maintained in this system should direct their request to the system manager named above.

**RECORD SOURCE CATEGORIES:**

TVA Telecommunication Control System; telecommunications companies with which TVA contracts for telephone service; telephone and authorization number assignment records; results of administrative inquiries relating to assignment of responsibility for placement of specific long distance calls.

**TVA–34****SYSTEM NAME:**

Project/Tract Files—TVA.

**SYSTEM LOCATION:**

Realty Services, TVA, Chattanooga, TN 37402–2801, and secured off-site storage facility.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Individuals or business entities from/to whom TVA is in the process of or has (1) acquired, transferred, or sold land or landrights, (2) made payment for construction, maintenance, or other damage to real property, or (3) made payment for relocation assistance. A project/tract file may name more than one individual and/or business entity involved in a transaction. (The system records that pertain to individuals and reflect personal information are subject to the Privacy Act. Noncovered records include public information and records on corporations and other business entities.)

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Maps, property descriptions, appraisal reports, and title documents on real property; reports on contracts and transaction progress; contracts and options; records of investigations,

claims, and/or payments related to land transactions, damage restitution, and relocation assistance; related correspondence and reports.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Tennessee Valley Authority Act of 1933, 16 U.S.C. 831–831ee; Pub. L. 87–852, 76 Stat. 1129; Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

To respond to a request from a Member of Congress regarding an individual.

To lienholders as necessary to secure subordinations or releases of liens or to protect lienholders rights.

To county clerk and register of deeds offices to document and put on record the title acquired by TVA.

To landowners, prospective landowners, claimants, or trespassers to establish or cure titles, to resolve encroachments, to resolve boundary disputes, or to resolve questions about easement rights or the application of Section 26a of the TVA Act 16 U.S.C. 831y–1.

To contractors to secure appraisals and title abstracts.

To request information from a Federal, State, or local agency or from private individuals, as necessary, to obtain information relevant to a TVA decision to acquire or dispose of property or to pay claims or make payments related to land transactions, damage restitution, and relocation assistance.

To refer, where there is an indication of a violation of statute, regulation, order, or similar requirement, whether criminal, civil, or regulatory in nature, to the appropriate entity, including Federal, State, or local agencies, or other entities charged with enforcement, investigative, or oversight responsibility.

To provide information to a Federal agency, in response to its request, in connection with the hiring or retention of an individual, the letting of a contract, or issuance of a license, grant, or other benefit by the requesting agency to the extent that the information is relevant to the requesting agency's decision on that matter.

In litigation to which TVA is a party or in which TVA provides legal representation for a party by TVA attorneys or otherwise, for use for any purpose including the presentation of evidence and disclosure in the course of discovery. In all other litigation, to

respond to process issued under color of authority of a court of competent jurisdiction.

To provide to the appropriate entity, whether Federal, State, or local, in connection with its oversight review responsibilities or authorized law enforcement activities.

To report any required information to Federal, State, and local taxing authorities as required by law.

To genealogical researchers, relevant portions of maps, descriptions, appraisals, and title documents on real property, after 20 years, to establish historical records.

To archaeological researchers, relevant portions of maps, descriptions, appraisals, and title documents on real property, after 20 years, to reconstruct historical settings.

To respond to a request from a Member of Congress regarding the status of a matter relating to a specific project or tract.

To appropriate agencies, entities, and persons when (1) TVA suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (2) TVA has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by TVA or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities and persons is reasonably necessary to assist in connection with TVA's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Records are maintained on registers, aperture cards, microfilm, in file folders, and/or on automated data storage devices.

**RETRIEVABILITY:**

Records are primarily indexed by tract number and project symbol. Records may also be retrieved by cross-index reference to individual and business entity names.

**SAFEGUARDS:**

Access to and use of these records is limited to persons whose official duties require such access. Files are kept in secured facilities. Remote access

facilities are secured through physical and system-based safeguards.

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with established TVA record retention schedules.

**SYSTEM MANAGER(S) AND ADDRESS:**

Manager, Realty Services, TVA, 1101 Market Street, SP 3L, Chattanooga, TN 37402–2801.

**NOTIFICATION PROCEDURE:**

Individuals wishing to know whether information about them is maintained in this system of records should address inquiries to the system manager named above. Requests should include the individual's full name and, to the extent known, any project/tract identifying information such as the project name, tract number, address, or related data.

**RECORD ACCESS PROCEDURES:**

Individuals seeking to gain access to information about them in this system of records should contact the system manager named above. Requests should include the individual's full name, and to the extent known, any project/tract identifying information such as project name, tract number, address, or related data. Access will be granted only to individually segregable personal information about the requester and to segregable nonpersonal information in accordance with TVA regulations on release of records relating to negotiations in progress involving contracts or agreements for the acquisition or disposal of real or personal property by TVA prior to the conclusion of such negotiations.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information about them maintained in this system should direct their requests to the system manager named above.

**RECORD SOURCE CATEGORIES:**

Public records and directories, landowners, tenants, and other individuals and business entities (including financial institutions) having an interest in or knowledge related to land ownership, appraisal, or title history; TVA personnel and contractors including independent appraisers and commercial title companies.

**TVA–36**

**SYSTEM NAME:**

Section 26a Permit Application Records—TVA.

**SYSTEM LOCATION:**

For applications involving private facilities located on TVA reservoirs, such as boathouses, piers, docks, launching ramps, marine railways, beaches, utilities, and ground improvements, the records are maintained in the following locations:

Manager, Holston-Cherokee-Douglas Watershed Team, TVA, (Cherokee, Douglas, and Nolichucky Reservoirs)—3726 E. Morris Boulevard, Morristown, TN 37813-1270; (Boone, Fort Patrick Henry, Bristol Project, South Holston, Watauga, and Wilber Reservoirs)—106 Tri-Cities Business Park Drive, Gray, TN 37615.

Manager, Watts Bar-Clinch Watershed Team, TVA, (Great Falls, Melton Hill, Norris, and Watts Bar Reservoirs)—260 Interchange Park Dr., Lenoir City, TN 37772-5664.

Manager, Little Tennessee Watershed Team, TVA, (Fontana, Fort Loudoun, and Tellico Reservoirs)—260 Interchange Park Dr., Lenoir City, TN 37772-5664.

Manager, Chickamauga-Hiwassee Watershed Team, TVA, (Chickamauga and Nickajack Reservoirs)—1101 Market St., Chattanooga, TN 37402-2801; (Apalachia, Blue Ridge, Chatuge, Hiwassee, Ocoees, and Nottely Reservoirs)—221 Old Ranger Rd., Murphy, NC 28906.

Manager, Guntersville-Tims Ford Watershed Team, TVA, (Guntersville, Normandy, and Tims Ford Reservoirs)—3696 Alabama Highway 69, Guntersville, AL 35976-7196.

Manager, Pickwick-Wheeler Watershed Team, TVA, (Bear Creek, Cedar Creek, Little Bear Creek, Project, Pickwick, Upper Bear Creek, Wheeler, and Wilson Reservoirs)—P.O. Box 1010, Muscle Shoals, AL 35662-1010.

Manager, Kentucky Watershed Team, TVA, (Beech River Project, Kentucky Reservoir)—2835-A East Wood Street, Paris, TN 38242-5948.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

This system includes individuals who have filed a Section 26a application for approval of construction of such structures as boat ramps, docks, bridges, and dams located along, across, or in the Tennessee River and its tributaries. Also included in this system may be individuals whose structures do not have Section 26a permits, or whose approved structures have deteriorated so as to pose a threat to navigation, flood control, public lands or reservations.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Section 26a permit applications made by individuals, businesses and

industries, utilities, and Federal, State, county and city Government agencies.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Tennessee Valley Authority Act of 1933, 16 U.S.C. 831-831ee.

**PURPOSE(S):**

Section 26a of the Tennessee Valley Authority Act of 1933, as amended, requires that TVA review and approve plans for the construction, operation, and maintenance of any dam, appurtenant works, or other obstruction affecting navigation, flood control, or public lands or reservations across, along, or in the Tennessee River or any of its tributaries. The information collected is used to assess the impact of the proposed project on the statutory TVA programs and the environment and determine if the project can be approved. Rules on the application for review and approval of such plans are published in 18 CFR part 1304, Approval of Construction in the Tennessee River System and Regulation of Structures.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

To State or other Federal agencies for use in program evaluation, providing assistance to program participants, or engaged at TVA's direction in providing support services to the program, to the extent necessary to the performance of those services.

To TVA consultants, contractors, subcontractors or individuals who contract or subcontract with TVA, who are engaged in studies and evaluation of TVA's administration or other matters involving its Section 26a program or who are providing support services to the program, to the extent necessary to the performance of the contract.

To provide information to a Federal, State, or local entity in response to its request, in connection with the letting of a contract, or issuance of a license, grant, or other benefit by the requesting entity to the extent that the information is relevant and necessary to the requesting agency's decision on such matters.

To respond to a request from a Member of Congress regarding the status of a specific application.

In litigation to which TVA is a party or in which TVA provides legal representation for a party by TVA attorneys or otherwise, for use for any purpose including the presentation of evidence and disclosure in the course of discovery. In all other litigation, to respond to process issued under color of authority of a court of competent jurisdiction.

To refer, where there is an indication of a violation of statute, regulation, order, or similar requirement, whether criminal, civil, or regulatory in nature, to the appropriate entity, including Federal, State, or local agencies or other entities charged with enforcement, investigative, or oversight responsibility.

To appropriate agencies, entities, and persons when (1) TVA suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (2) TVA has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by TVA or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities and persons is reasonably necessary to assist in connection with TVA's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:****STORAGE:**

Records are maintained on automated data storage devices, on microfilm, and in hard copy files.

**RETRIEVABILITY:**

Records may be retrieved by personal identifier (name of applicant), land tract number, or Section 26a application number, stream location, reservoir, county, or subdivision. Records in field offices are interfiled with land tract records and are retrieved by land tract number.

**SAFEGUARDS:**

Access to and use of these records are limited through physical, administrative, and computer system safeguards to those persons whose official duties require such access.

**RETENTION AND DISPOSAL:**

Records are maintained in accordance with established TVA records retention schedules.

**SYSTEM MANAGER(S) AND ADDRESS:**

Vice President, Environmental Stewardship and Policy, TVA, 400 West Summit Hill Drive, Knoxville, TN 37902-1499.



**NOTIFICATION PROCEDURE:**

Individuals seeking to learn if information on them is maintained in this system of records should address inquiries to the system manager named above. Requests should include the individual's full name. A land tract number, Section 26a permit application number, stream location or legal property description is not required but may expedite TVA's response.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about them in this system of records should contact the system manager named above.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information about them maintained in this system should direct their request to the system manager named above.

**RECORD SOURCE CATEGORIES:**

Information in this system is solicited from the individual to whom the record pertains. Information may also be obtained from other Federal, State, county or city Government agencies; public records and directories; landowners, tenants, and other individuals and business entities, including financial institutions, having an interest in or knowledge related to land ownership, appraisal, or title history; and TVA personnel and contractors including independent appraisers and commercial title companies.

**TVA-37****SYSTEM NAME:**

U.S. TVA Police Records—TVA.

**SYSTEM LOCATION:**

U.S. TVA Police, TVA, 400 West Summit Hill Drive, WT-2D, Knoxville, Tennessee 37902-1499. Duplicate copies of certain documents may also be located in the field offices of the various U.S. TVA Police Districts.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

A. Individuals who relate in any manner to official U.S. TVA Police investigations into incidents or events occurring within the jurisdiction of TVA, including but not limited to suspects, victims, witnesses, close relatives, medical personnel, and associates who have relevant information to an investigation.

B. Individuals who are the subject of unsolicited information or who offer unsolicited information, and law enforcement personnel who request

assistance and/or make inquiries concerning records.

C. Individuals including, but not limited to, current or former employees; current or former contractor and subcontractor personnel; visitors and other individuals that have or are seeking to obtain business or other relations with TVA; individuals who have requested and/or have been granted access to TVA buildings or property, or secured areas within a building or property.

D. Individuals who are the subject of research studies including, but not limited to, crime profiles, scholarly journals, and news media references.

E. Individuals who respond to emergency situations at TVA.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Information related to case investigation reports on all forms of incidents or events, visitor and employee registers, TVA forms authorizing access for individuals into TVA buildings or secured areas within a building, and historical information on an individual's building access or denial of access; U.S. TVA Police Uniform Incident Reports (UIRs) on incidents or events; visitor and employee registers, TVA forms, or permits authorizing access for individuals into TVA buildings, property, or secured areas within buildings or property, and historical information on an individual's access or denial of access within buildings or property; the U.S. TVA Police confrontational data base; emergency personnel information data bases; permit applications under the Archaeological Resources Protection Act (ARPA); risk, security, emergency preparedness, and fire protection assessments conducted by the U.S. TVA Police on facilities, property, or officials; research studies, scholarly journal articles, textbooks, training materials, and news media references of interest to U.S. TVA Police personnel; an index of all detected trends, patterns, profiles and methods of operation of known and unknown criminals whose records are maintained in the system; an index of the names, address, and contact telephone numbers of professional individuals and organizations who are in a position to furnish assistance to the U.S. TVA Police; an index of public record sources for historical, statistical, geographic, and demographic data; and an alphabetical name index of all individuals whose records are maintained in the system.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Tennessee Valley Authority Act of 1933, 16 U.S.C. 831-831ee; 5 U.S.C. 552a; and 28 U.S.C. 534.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

To the appropriate official agency, whether Federal, State, or local, where there is an indication of a violation or potential violation of law, whether criminal, civil, or regulatory in nature.

In litigation where TVA is a party or in which TVA provides legal representation for a party by TVA attorneys or otherwise, for use for any purpose including the presentation of evidence and disclosure in the course of discovery. In all other litigation, information may be disclosed to respond to process issued under color of authority of a court of competent jurisdiction.

To provide information to a Federal, State, or local entity in connection with the hiring or retention of an employee, the letting of a contract, or issuance of a license, grant, or other benefit by the requesting agency to the extent that the information is relevant and necessary to the requesting agency's decision on that matter, or in connection with any other matter properly within the jurisdiction of such other agency and related to its responsibilities to prosecute, investigate, regulate, and administrate, or other responsibilities.

To any Federal, State, local or foreign Government agency directly engaged in the criminal justice process where access is directly related to a law enforcement function of the recipient agency in connection with the tracking, identification, and apprehension of persons believed to be engaged in criminal activity.

To an organization or individual in both the public or private sector pursuant to an appropriate legal proceeding or if deemed necessary, to elicit information or cooperation from the recipient for use by TVA in the performance of an authorized activity.

To an organization or individual in the public or private sector where there is reason to believe the recipient is or could become the target of a particular criminal activity or conspiracy and to the extent the information is relevant to the protection of life or property.

To the news media and general public where there exists a legitimate public interest such as obtaining public or media assistance in the tracking, identifying, and apprehending of persons believed to be engaged in repeated acts of criminal behavior; notifying the public and/or media of

arrests; protecting the public from imminent threat to life or property where necessary; and disseminating information to the public and/or media to obtain cooperation with research, evaluation, and statistical programs.

To the parties or complainants, their representatives, and impartial referees, examiners, administrative judges, or other decision makers in proceedings under the TVA grievance adjustment procedures, Equal Employment Opportunity procedures, Merit Systems Protection Board, or similar procedures.

To appropriately respond to congressional inquiries on behalf of constituents.

To appropriate agencies, entities, and persons when (1) TVA suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (2) TVA has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interest, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by TVA or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities and persons is reasonably necessary to assist in connection with TVA's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Records are stored manually in locked file cabinets, either in hard copy or on microfilm at the U.S. TVA Police offices in Knoxville, TN. The active main files are maintained in hard copy form and some inactive records are maintained on microfilm. In addition, some of the information is stored in computerized data storage devices at the U.S. TVA Police offices in Knoxville, TN. Investigative information which is maintained in computerized form may be stored in memory, on disk storage, on computer tape, or on computer printed listings.

**RETRIEVABILITY:**

On-line computer access to U.S. TVA Police files is achieved by using the following search descriptors:

A. The names of individuals, their birth dates, physical descriptions, social security numbers, and other identification numbers, such as Uniform Incident Report numbers.

B. As previously described, summary variables contained on Uniform Incident Reports submitted to the U.S. TVA Police.

C. Key word citations to research studies, scholarly journals, textbooks, training materials, and news media references.

**SAFEGUARDS:**

Records are maintained in restricted areas and are accessed only by U.S. TVA Police employees. Security is provided by a comprehensive program of physical, administrative, personnel, and computer system safeguards. Access to and use of records is limited to authorized U.S. TVA Police personnel and to other authorized officials and employees of TVA on a need-to-know basis. Sensitive or classified information in electronic form is encrypted prior to transmission to ensure confidentiality, security, and to prevent interception and interpretation.

**RETENTION AND DISPOSAL:**

Records are disposed of in accordance with established TVA records retention schedules. U.S. TVA Police will conduct periodic reviews to determine if these records are historical and should be placed in permanent files after established retention periods and administrative needs of the U.S. TVA Police have elapsed. As deemed necessary, certain records may be subject to restricted examinations by 44 U.S.C. 2104.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, U.S. TVA Police, TVA, 400 West Summit Hill Drive, WT-2D, Knoxville, TN 37902-1499.

**NOTIFICATION PROCEDURE:**

This system of records is exempt from this requirement pursuant to 5 U.S.C. 552a(j)(2) and (k)(2) and TVA regulations at 18 CFR 1301.24.

**RECORD ACCESS PROCEDURES:**

This system of records is exempt from this requirement pursuant to 5 U.S.C. 552a(j)(2) and (k)(2) and TVA regulations at 18 CFR 1301.24.

**CONTESTING RECORD PROCEDURES:**

This system of records is exempt from this requirement pursuant to 5 U.S.C. 552a(j)(2) and (k)(2) and TVA regulations at 18 CFR 1301.24.

**RECORD SOURCE CATEGORIES:**

This system of records is exempt from this requirement pursuant to 5 U.S.C. 552a(j)(2) and (k)(2) and TVA regulations at 18 CFR 1301.24.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

This system is exempt from subsections (c)(3); (d); (e)(1); (e)(4)(G), (H), and (I); and (f) of 5 U.S.C. 552a (section 3 of the Privacy Act of 1974) pursuant to 5 U.S.C. 552a(k)(2) and TVA regulations at 18 CFR 1301.24. This system of records is exempt from subsections (c)(3); (d); (e)(1); (e)(2); (e)(3); (e)(4)(G), (H), and (I); (e)(5); (e)(8); and (g) pursuant to 5 U.S.C. 552(j)(2) and TVA regulations at 18 CFR 1301.24.)

**TVA-38**

**SYSTEM NAME:**

Wholesale, Retail, and Emergency Data System—TVA.

**SYSTEM LOCATION:**

Customer Resources, Nashville, TN 37229-2409, and Customer Service Centers.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

TVA wholesale and retail customers' key personnel and governing bodies.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Name, address, telephone number, emergency numbers, interests, key dates, associates, immediate family members, and credentials of TVA's wholesale and retail customers and their officers and other personnel.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Tennessee Valley Authority Act of 1933, 16 U.S.C. 831-831ee.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

To the appropriate agency, whether Federal, State, or local, in connection with its oversight review responsibilities or authorized law enforcement activities.

In litigation to which TVA is a party or in which TVA provides legal representation for a party by TVA attorneys or otherwise, for use for any purpose including the presentation of evidence and disclosure in the course of discovery. In all other litigation, to respond to process issued under color of authority of a court of competent jurisdiction.

To respond to a referral from a Member of Congress.

To contact customer personnel during system emergencies.

To appropriate agencies, entities, and persons when (1) TVA suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (2) TVA has determined

that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by TVA or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities and persons is reasonably necessary to assist in connection with TVA's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Records are maintained on automated data storage devices. Hard copies of power distributor managers' key information are given to TVA staff working with distributor managers.

**RETRIEVABILITY:**

Records are organized by wholesale and retail customer name and indexed by individual's name.

**SAFEGUARDS:**

Access to and use of these records is limited to persons whose official duties require such access. Files are kept in a secured database. Access requires a login ID and password.

**RETENTION AND DISPOSAL:**

Records are maintained in accordance with established TVA records retention schedules.

**SYSTEM MANAGER(S) AND ADDRESS:**

Manager, Customer Service Support, TVA, P.O. Box 292409, Nashville, TN 37229-2409.

**NOTIFICATION PROCEDURE:**

Individuals seeking to learn if information on them is maintained in this system of records should address inquiries to the system manager named

above. Requests should include the individual's full name and employer.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about them in this system of records should contact the system manager named above.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information about them maintained in this system should direct their request to the system manager named above.

**RECORD SOURCE CATEGORIES:**

The information for this system is obtained from TVA's wholesale and retail customers and their personnel.

**E. Wayne Robertson,**

*Vice President, Information Services.*

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