

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	<i>11-142-00-3</i>
1. FROM (Agency or establishment)		DATE RECEIVED	<i>11-29-99</i>
TENNESSEE VALLEY AUTHORITY		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION BOARD OF DIRECTORS AND CHIEF ADMINISTRATIVE OFFICER		In accordance with the provision of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for may items that be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION		DATE	ARCHIVIST OF THE UNITED STATES
4. NAME OF PERSON WITH WHOM TO CONFER		<i>8-20-02</i>	<i>[Signature]</i>
VICKI CALLAHAN			
5. TELEPHONE			
423-751-6249			
6. AGENCY CERTIFICATION			
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed on the attached (<u>pages</u>) page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,			
<input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
11/23/99	GEORGIA S. GREENE <i>Georgia S. Greene</i>	ASSISTANT TVA ARCHIVIST	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>RECORDS OF THE CHIEF ADMINISTRATIVE OFFICER (CAO)</p> <p>The Chief Administrative Officer was appointed January 6, 1994. Previous to this position records were accumulated for the General Manager, Chief Operating Officer, and Senior Executive Officer. These records were approved by NARA Job No. NC1-142-81-23, Items 1A and 1B.</p> <p>The CAO's records date from January 6, 1994 and continuing. They are arranged by the subject numeric system until November 1, 1999. Beginning November 1, 1999, these records are being scanned into EDMS. There are approximately 15 cu. ft. of hard copies.</p> <p>DISPOSITION</p> <p>1. Paper Records beginning January 6, 1994</p> <p>PERMANENT. Transfer to the Knoxville Records Center within one year of the file break. Transfer to the National Archives, East Point, Georgia, 30 years from date of file break with a copy of the folder-label inventory and related retrieval system.</p> <p>2. Paper Records beginning November 1, 1999</p> <p>Destroy when electronic document is verified.</p> <p>3. Optical Disk Image beginning November 1, 1999</p> <p>PERMANENT. Convert to paper, microform, magnetic tape, 3480 class tape cartridge or any other medium that meets the standards specified in Subchapter B of 36 CFR Chapter XII before transfer to the National Archives' legal custody with related finding aids. Prior to transfer, NARA and TVA will determine the medium in which records will be transferred. Transfer to the National Archives, Center for Electronic Records Washington, D.C., 3 years from date of separation of the Chief Administrative Officer.</p>		

PERMANENT. Transfer to the National Archives 3 years after separation of the Chief Administrative Officer. At the time of transfer, NARA and TVA will determine the medium and format in which records will be transferred as well as their arrangement. Every effort will be made to transfer records electronically in accordance with the standards for permanent electronic records contained in 36 CFR 1228.270 or standards applicable at that time. If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform. TVA will also transfer any indexes or other records maintained for the management, search, and retrieval of files that are needed to ensure preservation of the official record in full and/or to permit ready access to files after they are accessioned by NARA.

cc: Agency, NR, NRC

*TVA concurs via e-mail Georgia Greene
5-20-02*

DISPOSITION (Continued)

4. **Electronic copies created on electronic mail and word processing systems excluding series covered by the General Records Schedule.**

Delete after recordkeeping copy has been produced or when no longer needed for revision or dissemination, whichever is later.