



**REFERENCE: NARA NO. N1-142-01-1**

1. **CORRESPONDENCE FILE FOR OFFICE OF MINORITY RESOURCES, 1990-1994**

The Office of Minority Resources created by then Chairman of the Board, Marvin Runyon was comprised of three staffs, Equal Opportunity Compliance, Minority Economic Development, and Diversity Development. The Minority Economic Development had two offices under it, Office of Small Disadvantaged Business Utilization and Community Relations.

The Equal Opportunity Compliance (EOC) staff was responsible providing counseling services to employees and applicants and administering the EEO complaint procedure. Diversity Development was responsible for strengthening workforce by creating an environment where all employees performed at their fullest potential.

The Office of Small Disadvantaged Business Utilization was responsible assisting small, disadvantaged, minority, and women-owned businesses.

This records series contains correspondence for the Vice President of the Office of Minority Resources who reported to the TVA Board of Directors. The File which is arranged by date includes correspondence on minority and woman's procurement access plan, procurement contracts, procurement conference for minority and woman's business owners, etc..

The dates of the 1.0 c.f. file range from December 1990 to September 1994.

Effective February of 1994 the Office was renamed Education, Training and Diversity (ET&D) with additional offices under it.

**DISPOSITION**

A. Record copy

PERMANENT. Transfer to the Archives upon approval of the schedule.

B. All other unrelated records.

Remove during archival processing and destroy immediately.

**REFERENCE: NARA NO. N1-142-01-1(continued)**

1. CORRESPONDENCE FILE FOR OFFICE OF MINORITY RESOURCES, 1990-1994(Continued)

C. Electronic Mail and Word Processing System Copies.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.

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DISPOSITION

A. Paper copy

PERMANENT. Transfer to the Archives upon approval of the schedule.

B. Electronic copies created on electronic mail and word processing systems

Delete after recordkeeping copy has been produced unless needed longer for revision or dissemination.