



CORRESPONDENCE FILE FOR ET&D, 1994--

It contains files documenting the activities of Education, Training and Diversity (ET&D). Effective 1994 ET&D assumed the functions of Office of Minority with added new responsibilities. The mission of ET&D is to create a high performing, diverse workforce when all employees receive continuous learning opportunities and contribute their skills and talents. The correspondences file mainly includes the file of Senior Vice President of ET&D. Below are the offices under ET&D:

Equal Opportunity Compliance:

It sets EEO policy, responsible for EEO related counseling, mediation, and investigation, analysis, and compliance.

TVA University:

Coordinates TVA's education and training program both internal and external.

Quality Resources:

Developed long range planning and program on Quality. This organization was disbanded in September 1999.

Diversity Development

Includes diversity management oversight programs and monitoring TVA's affirmative employment program.

The correspondence file reflects the activities that ET&D is responsible for. The file from Senior Vice President Office is being scanned into the TVA Electronic Document Management System from 1994. Files of other offices are being scanned in the Electronic Document Management System from October, 2000.

Hardcopy files are arranged by date.

DISPOSITION

A. Paper Copy of Senior Vice President's Office

Destroy when scanned copy is verified

B. Electronic Copy of Senior Vice President's Office

PERMANENT. Transfer to NARA when newest records are 15 years old. At the time of transfer, NARA and TVA will determine 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 the time. If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper. 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.

C. Paper Copy of other offices, 1994-2000

Destroy when fifteen years old.

CORRESPONDENCE FILE FOR ET&D, 1994 – (Continued)

DISPOSITION (Continued)

D. Paper Copy of Other Offices, 2000 --

Destroy when scanned copy is verified

E. Electronic Copy of Other Offices

Destroy when fifteen years old.

F. 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.

- (1). 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.

- (2). 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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*Revised by  
agency on  
11/7/02  
tes*

**Equal Opportunity Compliance:**

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**TVA University:**

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B. Electronic Copy of Senior Vice President's Office

PERMANENT. Transfer to NARA when newest records are 15 years old.

C. Paper Copy of other offices, 1994-2000

PERMANENT. Transfer to Knoxville Records Center. Transfer to NARA when newest records are 15 years old.

CORRESPONDENCE FILE FOR ET&D, 1994 - (Continued)

DISPOSITION(Continued)

*Revised by  
agency on 11/7/02  
tcs*

D. Paper Copy of Other Offices, 2000 --

Destroy when scanned copy is verified

E. Electronic Copy of Other Offices

PERMANENT. Transfer to NARA when newest records are 15 years old.

F. 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.

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TVA DIVERSITY COUNCIL

The Council started in 1994. From late 1998 to 2000 the Council did not meet. The revamped Council met in December 2000 and plans to meet quarterly. The Diversity Council serves as an agency-wide forum through which members can provide leadership and support to TVA and its organizations in implementing TVA's "Managing Diversity" initiatives.

NARA  
approval  
not  
needed

To achieve this purpose, this Council:

- Assists TVA in the development and implementation of an integrated effort within TVA to increase awareness of "managing diversity"
- Serves as leaders throughout TVA to model "managing diversity" behavior and influence the culture to promote, respect, and value differences
- Provides a central forum for the identification of diversity issues and propose resolutions
- Shares ideas, experiences, and initiatives that will promote understanding and managing differences
- Assists TVA in becoming the employer of choice by supporting the creation of an environment that allows growth and development of all employees and allows each employee to claim ownership of the "managing diversity" process

The records series contains statement of purpose, meeting minutes, handouts for members.

DISPOSITION

A. ~~Record Copy~~

~~Destroy when 6 years old.~~

A. Records relating to establishment, organization, membership, and policy of internal committees:  
destroy 2 years after termination of committee.

B. Records created by committees:

(1) Agenda, minutes, final reports and related records documenting accomplishments:  
destroy when 3 years old.

(2) All other committee records:  
destroy when 3 years old.

(GRS 16, Item 8)

TVA DIVERSITY COUNCIL (Continued)

DISPOSITION (Continued)

*NARA approval  
not needed*

B. Electronic Mail and Word Processing System Copies.

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*(GRS 16, Item 15)*

TRAINING MATERIALS

It includes records used in planning, preparing, writing, arranging, and conducting training programs in TVA. Course materials developed by TVAU and other in TVA for TVA employees are included. The courses are arranged by subject, alphabetically by course title. Shown below is an example of the classes offered:

- TVA: A New Business Era
- TVA learning Tours
- TVA: Business Finance
- Plant and Technical Training at TVA's fossil, hydro, and nuclear power plants and in its transmission system.
- Executive and Management Education
- Leadership Development
- Professional Certification and Licenses

It also includes correspondence, work files, reference materials, training aids, videos, facilitator guides, and participant guides produced for offering classes.

DISPOSITION

~~A. Correspondence, work files, reference materials, training aids, and related files produced for offering classes~~

~~Destroy when 5 years old or 5 years after completion of a specific training program.~~

~~(GRS 1, Item 29.a.(1))~~

*NARA approval not needed*

B. Course materials developed by TVAU and other TVA organizations

Record Copy: *Destroy when 5 years old or 5 years after completion of training program, whichever is applicable.*

~~PERMANENT. Break file after course or after material is superseded. Transfer to NARA in 5-year blocks when newest material is 15 years old.~~

*modified by agency on 11/7/02 tes*

~~C. Courses offered by TVAU but course materials acquired from vendors~~

~~Destroy 5 years after completion of a specific training program.~~

~~(GRS 1 Item 29 a.(1))~~

*NARA approval not needed*



TRAINING MATERIALS (Continued)

D. Training related documentation in electronic media includes text, graphics, photographs, layouts, overheads for class preparation. Files are stored in graphics and editing section on hard drives, in network server and other portable media. Arranged alphabetically by name. Files are updated continually. These are the same files as above except in electronic form.

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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.

~~(GRS 1, Item 43.)~~