

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-142-03-1	
1. FROM (Agency or establishment)  Tennessee Valley Authority		DATE RECEIVED 10-7-2002	
2. MAJOR SUBDIVISION Chief Operating Officer		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION POWER RESOURCES & OPERATIONS PLANNING (PROP)		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request, including amendments, is approved except for may items that be marked "disposition not approved" or "withdrawn" in column to.	
4. NAME OF PERSON WITH WHOM TO CONFER Janice Beard	5. TELEPHONE (423) 751-2839	DATE 11/6/02	ARCHIVIST OF THE UNITED STATES WITHDRAWN
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) 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 September 2002	SIGNATURE OF AGENCY REPRESENTATIVE Georgia Greene <i>Georgia D. Greene</i>	TITLE 9/24/02 Manager, Records Management	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.8	<p><b>STANDARD PROGRAMS AND PROCESSES (SPP)</b></p> <p>This records series consists of procedures designed to satisfy the requirements of the TVA Environmental Management System (EMS) and related processes and procedures. It describes Power Resources and Operations Planning (PR&amp;OP) activities in support of the EMS.</p> <p><b>DISPOSITION</b></p> <p><del>Destroy older version two years after it is superceded or revised.</del> See attached page</p> <p><i>WITHDRAWN 11-6-2002</i></p> <p><i>cc Agency, NR</i></p>		

## STANDARD PROGRAMS AND PROCESSES (SPP) (Continued)

### DISPOSITION

- (1) Destroy older version two years after it is superseded or revised.
- (2) 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.