

REQUEST FOR RECORDS DISPOSITION AUTHORITY

LEAVE BLANK (NARA use only)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

JOB NUMBER *NI-142-06-1*

1. FROM (Agency or establishment)

DATE RECEIVED *3/3/06*

Tennessee Valley Authority

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
various Groups in TVA

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request, including amendments, is approved except for may items that be marked "disposition not approved" or "withdrawn" in column to.

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE

DATE *6/27/06* ARCHIVIST OF THE UNITED STATES

Kal Chatterjee

865-632-3622

WITHDRAWN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 (pages) 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,

is not required; is attached; or has been requested.

DATE *2/19/06*

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE

Mary H. Ragland *Mary H. Ragland*

Manager, Records Management & Systems

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	TVA STANDARD PROGRAMS AND PROCESSES (SPP), STANDARD DEPARTMENT PROCEDURES (SDP), AND WORK INSTRUCTIONS Please see the attached. <div style="text-align: center; font-size: 2em; transform: rotate(-30deg); opacity: 0.5;">WITHDRAWN</div>		

cc: Agency, NWML

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	<i>WITHDRAWN RB</i>		

TVA STANDARD PROGRAMS AND PROCESSES (SPP), STANDARD DEPARTMENT PROCEDURES (SDP), AND WORK INSTRUCTIONS/TECHNICAL INSTRUCTIONS

This records series includes various tiers of procedures.

One of these procedures is TVA Standard Programs and Processes (SPPs). SPPs can be written by any organization, but the application may be TVA-wide. These are administrative directions that affect more than one TVA organization. SPPs improve efficiency and effectiveness through standard, tested ways of carrying out work. SPPs also provide instructions that ensure that TVA stays in compliance with the wide range of laws, regulations, permits and licenses that govern TVA's operations. TVA-SPP documents are grouped by way of functional areas and are further identified with sequential numbering within each functional area. These are administrative in nature and provide descriptions of standard processes to be used. The process of developing any new SPP, revision or cancellation of any existing SPP involves a very well laid outline. Once approved, the record copy of all SPPs is stored electronically in the Electronic Document Management System (EDMS). beginning in 2004, the functional areas of SPPs involve thirty three different areas such as Policy and Management, Performance Planning, Regulatory Compliance, Supply Chain Management, Environment Management, Fuel management, etc.

Standard Department Procedures (SDPs) are next tier below. The procedures are specific to the organizations. These are also administrative in nature. Majority of SDPs are written to implement the broad based administrative directions of SPPs by providing more specifics geared to the organizations. Once approved, the record copy of all SDPs is stored electronically in the Electronic Document management System (EDMS).

Work Instructions or Technical Instructions are written to provide step-by-step instructions on how to accomplish the directions provided by any SPPs or SDPs. It may be limited to a specific work group in an organization.

DISPOSITION

A. Record copy

Permanent. Offer the record copy electronically to the National Archives when procedure or instruction is outdated or superceded.

TVA STANDARD PROGRAMS AND PROCESSES (SPP), STANDARD DEPARTMENT PROCEDURES (SDP), AND WORK INSTRUCTIONS/TECHNICAL INSTRUCTIONS (Contd.)

B. Other copies

Delete when superseded.

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 other records schedules. 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, person electronic mail directories, or other personal directories on hard disk or 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.