

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-142-88-14

DATE RECEIVED

4/28/88

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

TO: **GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (Agency or establishment)

TENNESSEE VALLEY AUTHORITY

2. MAJOR SUBDIVISION

OFFICE OF CORPORATE SERVICES

3. MINOR SUBDIVISION

DIVISION OF PROPERTY AND SERVICES

4. NAME OF PERSON WITH WHOM TO CONFER

RONALD E. BREWER

5. TELEPHONE EXT.

615-751-2520

DATE

2/14/89

ARCHIVIST OF THE UNITED STATES

*[Signature]*

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of \_\_\_\_\_ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE

198 4-21-88

C. SIGNATURE OF AGENCY REPRESENTATIVE

*Ronald E. Brewer*

D. TITLE

ASSISTANT TVA ARCHIVIST

7. ITEM NO.

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

See the attached description of the Correspondence Files of the defunct Division of Reservoir Properties (DRP) dating from 1937 to 1976. Also included are copies of the Correspondence files of the Division of Property and Services which were interfiled with the DRP files for the period from January 4, 1976, through 1979.

All changes made to this proposed schedule have been approved by:

*Richard Wherry*  
NARA representative

12/17/88  
date

*Ronald E. Brewer*  
Agency representative

12/19/88  
date

*Copy sent to agency  
TVA, 4/20/88*

CORRESPONDENCE OF THE DIVISION OF RESERVOIR PROPERTIES

This record series consists of correspondence which accumulated from 1937 through 1975 relating to the responsibilities and activities of the Division of Reservoir Properties (DRP). Since no clean file break was established when the Division of Reservoir Properties merged with the Division of Property and Supply to become the Division of Property and Services (P&SVS) on January 4, 1976, the file operator interfiled the correspondence of the new P&SVS with the intact DRP files until 1979. This was done particularly with the policy and procedure records, and the files are maintained as intact files. P&SVS maintained duplicate files in their Knoxville and Chattanooga offices, and the copies of P&SVS correspondence that were interfiled with this DRP series were the copies from the Knoxville office. The official copies of P&SVS correspondence files for the period 1976 to 1979 were in Chattanooga and are scheduled by NARA Job No. N1-142-86-1, Items 1 a and b.

The DRP records document the policies and recommendations relating to TVA's interests in recreating resource development, the administration of TVA properties, operation and upkeep of dam reservations, provisions of employee housing and related facilities of efficiency and economy. These records are part of a continuing series which is carried on in P&SVS.

This record series includes the following:

|   | <u>Inclusive Dates</u>     | <u>Volume</u>            |
|---|----------------------------|--------------------------|
| 1. DRP - Reports  | 1938 - 1959                | 1 cu. ft.                |
| 2. DRP - general correspondence   | 1937 - 1965<br>1966 - 1969 | 31 cu. ft.<br>43 cu. ft. |
| 3. DRP - Program and Procedures Correspondence<br>(Includes copies of P&SVS correspondence for period 1976 to 1979) | 1940 - 1979                | 33 cu. ft.               |
| 4. DRP - E. Dist. Morristown, TN - Correspondence   | 1937 - 1967                | 13 cu. ft.               |
| 5. DRP and Reservoir Properties Department -<br>Annual Reports  | 1946 - 1955                | 3 cu. ft.                |
| 6. Black and White Photographs (8 x 10 & smaller)<br>used in DRP Annual Reports                                     | 1946 - 1955                | 1 cu. ft.                |
|   | TOTAL                      | 125 cu. ft.              |

Background

Prior to July 1937, the functions of the Reservoir Property Management Department were performed by the Reservoir Clearance Division, Engineering and Construction Department, under Engineering Construction and Operating Services. The Division of Reservoir Properties was formed on July 1, 1937, as the Reservoir Property Management Department. It reported to the General Manager and was responsible for the execution of policies relating to the proper management and operation of all real estate entrusted to TVA, excluding real estate which was allocated to other departments for management and operation. It managed and operated all construction camps, towns, villages, and reservations of TVA; assisted in the readjustment of population displaced by necessary purchase of land; administered and operated lands of TVA, including recommendations concerning the disposal of properties which were no longer necessary to the holdings of TVA.

On August 1, 1946, the word "Management" was dropped from the Reservoir Property Management Department's name. It became the Reservoir Properties Department. The Department was changed to a division on February 2, 1948, when it was placed under the Office of Manager of Reservoir and Community Relations. On June 1, 1951, the Office was dissolved and the Division of Reservoir Properties returned to reporting to the General Manager.

On January 4, 1976, the Division of Reservoir Properties merged with the Division of Property and Supply to become the Division of Property and Services. The Division of Property and Services' responsibilities are to develop, recommend, and carry out plans, policies, and activities related to acquisition, transfer, and disposal of real property; administration of TVA lands not managed by program divisions; operation and upkeep of dam reservation; site planning and landscape architectural services; and property protection at appropriate TVA properties. It provides specialized services on TVA lands and reservations for other programs when in the interest of efficiency and economy. It formulates, recommends, administers, and evaluates policies related to the provisions of computing and systems development services; transportation services; coordination of nonmilitary defense measures, employee housing assistance, office services, and analysis of office systems; and develops related standards and procedures and advises and assists in their application and use.

#### DISPOSITION

~~Permanent:--Transfer to the National Archives immediately upon approval of this schedule.~~

- a) PERMANENT: ~~Transfer to the National Archives immediately upon approval of schedule.~~
- b) Records removed during archival processing because they are considered to lack sufficient archival value to warrant permanent retention: Destroy immediately.