

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

LEAVE BLANK

JOB NO.

N1-14289-2

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

DATE RECEIVED

11/17/88

1. FROM (Agency or establishment)

Tennessee Valley Authority

2. MAJOR SUBDIVISION

Governmental and Public Affairs

3. MINOR SUBDIVISION

Washington Office

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

4. NAME OF PERSON WITH WHOM TO CONFER

Ronald E. Brewer

5. TELEPHONE EXT.

615/751-2520

DATE

5/29/90

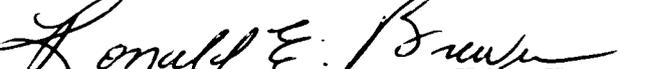
ARCHIVIST OF THE UNITED STATES

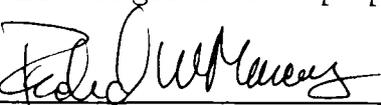
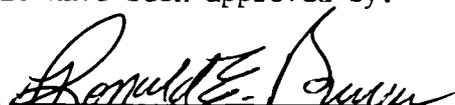
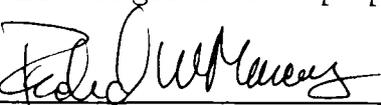
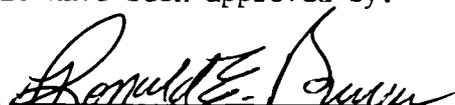
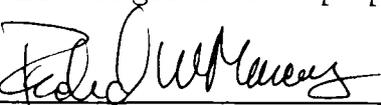
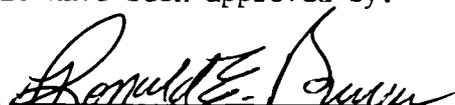


6. CERTIFICATE OF AGENCY REPRESENTATIVE

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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
11/4/88		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)								
	<p>See the attached Comprehensive Records Schedule for TVA's Washington Office.</p> <p>All changes to this proposed schedule have been approved by:</p> <table border="0" data-bbox="203 1512 1388 1680"> <tr> <td></td> <td>5/21/90</td> <td></td> <td>5/15/90</td> </tr> <tr> <td>NARA Appraiser</td> <td>date</td> <td>Agency representative</td> <td>date</td> </tr> </table>		5/21/90		5/15/90	NARA Appraiser	date	Agency representative	date		
	5/21/90		5/15/90								
NARA Appraiser	date	Agency representative	date								

COMPREHENSIVE RECORDS SCHEDULE  
GOVERNMENTAL AND PUBLIC AFFAIRS  
WASHINGTON OFFICE

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GOVERNMENTAL AND PUBLIC AFFAIRS  
WASHINGTON OFFICE

ORGANIZATION HISTORY AND FUNCTION

The Tennessee Valley Authority Act (TVA) was approved on May 18, 1933. In the summer of 1933, before the headquarters were established in the Tennessee Valley, most of TVA's activities were carried out in Washington. The first TVA office opened in Washington, D.C. on May 31, 1933. Staff was employed, conferences with other government agencies were held, and important decisions were made.

In November 1933, there were over sixty persons located in Washington even though the headquarters had already been established in the south. All three Board members had offices in Washington, and Chairman, A. E. Morgan had an individual staff. There was also a separate Information Unit and a branch of the Purchasing Division.

The following is a history of those who have served as Washington Representatives:

	<u>Effective Date</u>	<u>End of Term</u>
Marguerite Owen	December 15, 1933	October 31, 1966
Jacob D. Vreeland	July 16, 1967	July 31, 1973
Lawrence L. Calvert	August 1, 1973	January 6, 1979
Kenneth E. Gray	January 7, 1979	August 23, 1987
Willard Phillips, Jr.	August 24, 1987	--

The Washington Office appeared separately on the TVA organization charts on September 18, 1934, for the first time. It was listed under the Coordination Division (later the Office of the General Manager) in the same block with Knoxville and Chattanooga offices (Knoxville, Chattanooga, and Washington Offices (Assistant Coordinator).

The organization charts, through the chart dated August 1, 1946, (chart 9), do not list the Washington Office; however, the information on chart 9 states "The Office of the General Manager includes the Budget Staff, Information Staff, and Washington Staff, which aid the General Manager in expediting, coordinating, and disposing of current business, with particular reference to preparation of the budget and official reports, public information, and liaison with Congress and Federal agencies."

In September 1957 the organization chart listed the "Washington Staff" reporting directly to the General Manager. The chart of February 7, 1960, listed the "Washington Office " in the block "Office of the General Manager."

The following describes the responsibilities as documented in the TVA Organization Bulletins, Administrative Release System:

The Washington Office responsibilities include maintaining liaison between TVA and Congress, the Executive Office of the President, and Federal agencies in Washington. It supplies information directly or refers to appropriate TVA offices requests for information from the public and from foreign representatives and visitors. (Organization Bulletin, I General Manager, July 18, 1979.)

## ORGANIZATION HISTORY AND FUNCTION (continued)

The Washington Office maintains liaison between TVA and Congress, the Executive Office of the President, and Federal agencies in Washington. It supplies information directly to or refers to appropriate TVA offices requests for information from the public and from foreign representatives and visitors. (Organization Bulletin, I General Manager, December 17, 1979)

In a October 1984 reorganization, the Washington Office was removed from the Office of the General Manager and placed under the Office of Corporate Administration and Planning. In a 1987 reorganization, the Washington Office was removed from the Office of Corporate Administration and Planning and placed under the new Office of Governmental and Public Affairs. In a 1988 reorganization the Office of Governmental and Public Affairs changed to Governmental and Public Affairs. The Washington Office provides liaison, information, and other services to Congress, the Executive Office of the President, and Federal agencies in Washington, representatives of foreign governments with which TVA is conducting technical assistance programs, and various nongovernmental groups and individuals. It supplies information directly or refers to appropriate TVA office requests for information from Members of Congress from the Valley and elsewhere, the press, and the public. It tracks bills of interest to TVA, assists the Board and other TVA officials in testifying at congressional hearings, and represents TVA at meetings with Executive Branch and other officials when appropriate. It provides liaison between TVA and nongovernmental groups and individuals with an interest in TVA programs and activities. (Organization Bulletin, I Corporate Administration and Planning, Washington Office, October 31, 1984).

The number of employees in the Washington Office has varied from sixty employees in 1933; to four permanent employees and one temporary in 1975; to seven permanent and one hourly in 1978; and to fifteen permanent and two hourly in 1986.

From its inception in 1933 through organizational changes up to the current date, the purpose and functions of the Washington Office have basically remained the same--to provide liaison services and represent TVA in a broad realm of activities. The range of contacts extends much farther now than in the earlier years.

Because of the information included in the memorandums: "Report on the Reorganization of the Washington Office" dated January 5, 1953; Reorganization of the Washington Office dated January 6, 1953; and "Records removed from Washington Office Files" dated March 6, 1953, they have been made Appendix A to the schedule.

I. RECORD SERIES OF THE WASHINGTON OFFICE  
PART A - RECORD SERIES

I. RECORD SERIES OF THE WASHINGTON OFFICE

I.1. WASHINGTON OFFICE GENERAL CORRESPONDENCE FILES

The Washington Office General Correspondence Files contain correspondence documenting the organization's activities since TVA came into existence in 1933. Until TVA's regional offices were established, the Washington Office served as the headquarters for the agency. The file includes correspondence to and from Congresspersons, other Federal agencies, outside organizations, the White House, Valley constituents, state legislators, Valley TVA managers, TVA Board, and the General Manager, etc., concerning activities, programs, and legislation which may affect, impact, or of interest to TVA and its programs.

The correspondence of a substantive nature documenting the operation of the Washington Office such as organization charts and related correspondence; public relations records; policy and procedural material related to the Washington Office; correspondence prepared for the Washington Office Representative's signature; correspondence with the White House; and correspondence, not related to legislation, with Congresspersons will be maintained in the Washington Office for five years.

However, informational copies (primarily duplicate copies distributed for information) of records maintained in official files of other TVA organizations such as Chairman's File, General Manager's File, major office files, and division files have short-term value.

The file has been classified by two TVA standard information retrieval systems:

1933 to 1978 - TVA standard decimal system

1979 to date and continuing - TVA standard alpha-numeric system

I. RECORD SERIES OF THE WASHINGTON OFFICE  
PART A - RECORD SERIES

I. RECORD SERIES OF THE WASHINGTON OFFICE

I.1. WASHINGTON OFFICE GENERAL CORRESPONDENCE FILES (continued)

DISPOSITION

- A. Correspondence dated 1933 <sup>through</sup> to 1978. (Marguerite Owen was the Washington Representative during TVA's formative years, 1934 to 1965, and because of the perceived value of this segment of records, a permanent retention is given to these records.) The approximate accumulation is 121 cubic feet.

Permanent. Transfer to the National Archives, Atlanta Branch, with a copy of the information retrieval system, upon approval of this schedule.

- B. Correspondence dated 1979 <sup>through</sup> to 1982. Approximate accumulation is 45 cubic feet.

Permanent. Transfer to the National Archives, Atlanta Branch, with a copy of the information retrieval system 10 years from date of file break (1992).

- C. Correspondence dated 1983 <sup>through</sup> to 1987

Permanent. Break file annually. Retain 5 complete years of correspondence in the Washington Office. Transfer earliest year of correspondence to the Knoxville Records Center each year. Transfer to the National Archives, Atlanta Branch, in ~~5-year blocks 15 years after file break of oldest record.~~ 1998.

- D. Correspondence dated 1988 and continuing

Permanent. Break file annually. Retain 5 complete years of correspondence in the Washington Office. Transfer earliest year of correspondence to the Knoxville Records Center each year. Transfer to the National Archives, Atlanta Branch, in 5-year blocks 15 years after file break of oldest year.

- E. Informational Copies

Destroy in Washington Office annually when 5 years old prior to transfer of permanent records to Knoxville Records Center.

I. RECORD SERIES OF THE WASHINGTON OFFICE

I.2. LEGISLATIVE FILES

The Washington Office legislative files include records documenting TVA's proposed budget and apportionment record. The records are accumulated in the course of formulating the TVA budget for submission to the Office of Management and Budget (OMB), Congress, and ultimately the President of the United States for approval. The file includes legislation that may affect TVA and its programs. Legislative records are maintained in the "Legislative File" and the "Washington Office Correspondence File." In the Legislative File they are filed numerically by Congress number, then by Senate Bill Number and/or House Bill Number. Related correspondence is filed with the corresponding bill. Two calendar years comprise one Congress and includes a 1st Session and a 2nd Session.

DISPOSITION

A. Records of the following:

- 1933 to 1974 (73rd Congress, 1st Session - 93rd Congress, 2nd Session) (Also referred to as Marguerite Owen's Red Boxes)
- 1955 to 1960 (84th Congress, 1st Session - 86th Congress, 2nd Session) (These records were transferred to the Office of the General Counsel in June 1979 to be held for review. They were inadvertently incorporated into the Law Library and put into bound volumes.)
- 1975 to 1978 (94th Congress, 1st Session - 95th Congress, 2nd Session)
- 1979 to 1982 (96th Congress, 1st Session - 97th Congress, 2nd Session)
- 1983 and continuing (98th Congress, 1st Session)

Permanent. Break file at conclusion of each Congress. Retain two previous Congresses (4 years) in the Washington Office. Transfer earliest Congress (2 years) to Knoxville Records Center 4 years from date of file break. Transfer each Congress' records to the National Archives, Atlanta Branch, 10 years from completion of Congress or date of file break.

I. RECORD SERIES OF THE WASHINGTON OFFICE  
PART A - RECORD SERIES

I. RECORD SERIES OF THE WASHINGTON OFFICE

I.2. LEGISLATIVE FILES (continued)

DISPOSITION (continued)

- B. Appropriations Legislation. These records include documentation concerning appropriations legislative activity and its impact on TVA's budget program. Prior to 1979, appropriations legislation was interfiled in the Legislative Files. About 12 cu. ft. to date.

Permanent. Break file annually. Transfer to Knoxville Records Center 5 years from date of file break. Transfer to National Archives, Atlanta Branch, 10 years from date of file break. 120 cubic feet.

- C. Legislative Files Coded by the TVA Standard Decimal System. Correspondence coded by the TVA standard decimal system using the classification code "032" thru "032.2" and maintained in the Washington Office General Correspondence File (1931-1979). 73rd Congress (1933) to the 95th Congress (1978).

These records will be scheduled under Item 1, Washington Office General Correspondence File, of the Comprehensive Records Schedule.

- D. Legislative Files Coded by the TVA Standard Alpha-Numeric System. Correspondence coded by the TVA standard alpha-numeric system using the classification code "011" thru "011 B 1" and maintained in the Washington Office General Correspondence File (1980 to date). 96th Congress (1979) to the 99th Congress (1986) and continuing.

These records will be scheduled under Item 1, Washington Office General Correspondence File, of the Comprehensive Records Schedule.

I. RECORD SERIES OF THE WASHINGTON OFFICE  
PART A - RECORD SERIES

I. RECORD SERIES OF THE WASHINGTON OFFICE

I.3. TESTIMONY FILE

TVA managers often testify in hearings before a Congressional committee or subcommittee. The testimony may be required or it may be voluntary. The subjects may not always be related to TVA's programs but may require TVA's expertise or knowledge of a specific subject. Final testimonies are prepared in the Washington Office and are typescript testimonies.

The testimonies dating 1933 to 1978 were filed in the Legislative Files with the appropriate legislation. Beginning 1979 the testimonies have been filed in a separate testimony file. They are filed by Congress, alphabetically by committee, then chronologically by date. The estimated annual accumulation is 10 cu. ft.

DISPOSITION

Permanent. Break file biannually by Congress. Transfer to Knoxville Records Center 4 years from date of file break. Transfer to the National Archives, Atlanta Branch, in 4-year blocks when ~~oldest~~ material is 14 years after the completion of Congress. <sub>newest</sub> 10

I.4. INTERNATIONAL ACTIVITIES FILE

Records documenting TVA's technical assistance activities with foreign nations and countries. TVA skills and talent are matched with the needs for assistance. These arrangements may be made through another government agency. These activities are not handled through one control point in TVA.

DISPOSITION

~~A. General Correspondence File. Correspondence, including original letters, articles, and publications. Incoming and outgoing correspondence within TVA; between TVA and Federal agencies and Private Sector organizations, international agencies and organizations; and in particular the Agency for International Development (AID). Filed alphabetically by subject. Estimated annual accumulation 1 cu. ft.~~

~~Permanent. Break file annually. Transfer to the Knoxville Records Center when 5 years old. Transfer to the National Archives, Atlanta Branch, when 10 years old.~~

I. RECORD SERIES OF THE WASHINGTON OFFICE  
PART A - RECORD SERIES

I. RECORD SERIES OF THE WASHINGTON OFFICE

I.4. INTERNATIONAL ACTIVITIES FILE (continued)

DISPOSITION (continued)

B. International Contracts File. Memorandums of Understanding and contracts (short-term) with foreign countries. Also includes umbrella agreement with the Agency for the International Development (AID). Contracts and agreements are made with other Federal agencies, foreign organizations, and Private Sector Organizations for TVA assistance. Filed chronologically by date of contract. The Estimated annual accumulation is 1 cu. ft.

Permanent. Transfer completed contracts to the National Archives, Atlanta Branch, 5 years from date of completion.

C. Security Classified Records. Classified information deemed "limited access." Includes State Department classified cables, confidential memoranda, and background information for program activities. These records are filed alphabetically by foreign country in a locked file cabinet.

Destroy by shredding when no longer needed for administrative purposes.

D. International Travel File. Documentation related to international travel. Passports and visas from foreign embassies are required any time a TVA employee travels outside the United States. Included in this series are correspondence concerning travel arrangements, National Security Council notification of travel, etc.

Destroy by shredding when no longer needed for administrative purposes.

I.5. TREASURY ADVANCE LETTER

Signed originals and extra copies of Treasury advances are maintained in the Washington Office until delivery to the U.S. Department of Treasury, Federal Financing Bank (FFB). When the signed original is completed, a file copy is filed in the Washington Office general correspondence file.

DISPOSITION

Scheduled under Item I.1 of this schedule.

~~\*2. Reference file containing printed material on countries travelled to by TVA employees.~~

~~Destroy when no longer needed for reference or when superseded.~~

I. RECORD SERIES OF THE WASHINGTON OFFICE

I.6. WASHINGTON OFFICE CASH FUND EXPENDITURES

~~The Washington Office is allowed to maintain a specific amount of cash on hand to cover various expenses. These records document in detail how the money is used. Filed chronologically by date of transaction.~~

DISPOSITION

~~Destroy 6 years and 3 months after period covered by account.~~

(GRS 6, Item 1a)