

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

LEAVE BLANK

JOB NO

*N1-142-89-9*

DATE RECEIVED

*2/2/89*

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

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

1. FROM (Agency or establishment)

Tennessee Valley Authority

2. MAJOR SUBDIVISION

Resource Development

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Ronald E. Brewer

TELEPHONE EXT

615/751-2520

DATE

*2/1/89*

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

*1-23-89*

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 GRS OR SUPERSEDED JOB CITATION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 descriptions of the following items that will be part of the Comprehensive Records Schedule for Resource Development:

- Correspondence File for the Manager's Office of the Office of Natural Resources and Economic Development
- Correspondence File for the Division of Land and Economic Resources

All changes to this proposed schedule have been approved by:

*Richard Williams* 5/21/90  
NARA appraiser date

*Ronald E. Brewer* 5/14/90  
Agency representative date

1. CORRESPONDENCE FILE FOR THE MANAGER'S OFFICE OF THE OFFICE OF NATURAL RESOURCES AND ECONOMIC DEVELOPMENT

The Office of Natural Resources (ONR) and the Office of Economic and Community Development (OECD) merged effective October 1, 1983, to become the Office of Natural Resources and Economic Development (ONRED). The correspondence file for ONR is scheduled by NARA Job number N1-142-88-6, Item 1, and OECD's correspondence file is scheduled by NARA Job number NC1-142-85-5, Item 1. During the period July 1983 through July 1988, the manager's office was responsible for planning, coordinating, and directing the activities of ONRED and delegated the responsibility to the directors of the Division of Air and Water Resources, Division of Land and Economic Resources, Division of Services and Field Operations, Environmental Quality, Industrial Development, Land Between the Lakes, and other staff as needed. Each of these divisions or staffs maintained an official file, and these files will be scheduled at a later date. Effective with the August 1, 1988 reorganization, the ONRED Manager's file was cut off and a new file was begun for the Senior Vice President of Resource Development which will be scheduled at a later date.

This series includes general correspondence of programs and housekeeping records related to programs such as local flood protection; navigation development; water resource conservation; water resource development; water resource management; biological vector and aquatic plant control; waste management; air quality preservation and improvement; forest, wildlife, and aquatic resource conservation; recreational development; environmental education; historical and archeological resource conservation; industrial development; environmental compliance; Land Between the Lakes; and other related programs.

The approximate volume of program and procedure records is 150 cubic feet.

DISPOSITION

A. Program and procedure records

Permanent. Transfer to the National Archives in 2003. Screen out and destroy housekeeping records before transfer to the Knoxville Records Center 5 years from the file cutoff (1993).

B. Administrative and housekeeping files

General information included in coded files. (Does not include policy or procedural records.) May include information of minor, routine functions of the program not essential to the execution of the program responsibilities and other housekeeping records routed for informational rather than record purposes.

Destroy in agency when no longer needed for administrative purposes not to exceed 5 years.

2. CORRESPONDENCE FILE OF THE DIVISION OF LAND AND ECONOMIC RESOURCES

The Division of Land and Forest Resources and the Division of Economic and Community Development merged in April 1984 to create the Division of Land and Economic Resources (L&ER) in the Office of Natural Resources and Economic Development (ONRED). The Division of Land and Forest Resources correspondence file is scheduled by NARA job numbers NC1-142-83-17, Item 1, and NC1-142-85-3, Item 1, and the Division of Economic and Community Development correspondence file will be scheduled at a later date. An official file was maintained for L&ER from April 1984 till July 31, 1988, when the file was cut off because of the August 1, 1988 reorganization when ONRED became Resource Development. Effective August 1, 1988, the programs that reported to L&ER were split, with anything regarding economic development going to Resource Development's Business Operations, Valley Resource Center; and anything regarding land going to Resource Development's River Basin Operations, Land Resources. The records for these programs under their new organizations will be scheduled at a later date.

This series consists of general correspondence of program and housekeeping records related to programs such as forestry, wildlife, recreation, and commercial navigation resources, land management and land reclamation programs, archeological and historic resources, skills development, economic development and analysis, tourism development, hazardous and nonhazardous waste management, and other related programs.

The approximate volume of program and procedure records is 175 cubic feet.

DISPOSITION

A. Program and procedure records

(Classified by NARA CR, CS, EN, ENE, EDM, FCP, FLD, FOM, RCI, RCR - 101)

Permanent. Transfer to the National Archives in 2004. Screen out and destroy housekeeping records before transfer to the Knoxville Records Center 5 years from the file cutoff (1993).

B. Administrative and housekeeping records. General file information included in coded files. Does not include policy or procedural records. May include information of minor, routine functions of the program not essential to the execution of the program responsibilities and other housekeeping records routed for informational rather than record purposes.

Destroy in agency when no longer needed for administrative purposes not to exceed 5 years after the file breaks

(Classification by NARA CR, CS, EN, ENE, EDM, FCP, FLD, FOM, RCI, RCR - 101)