

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

LEAVE BLANK

JOB NO.

*N1-142-89-14*

DATE RECEIVED

*5/5/89*

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

Business Operations

4. NAME OF PERSON WITH WHOM TO CONFER

*vice*  
Ronald E. Brewer

5. TELEPHONE EXT.

615/751-2520

DATE

*4/25/90*

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

*4/24/89*

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 GRS OR SUPERSEDED JOB CITATION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 two items for addition to the Comprehensive Records Schedule for Resource Development.

1. Project Authorizations
2. Master Budget File

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

*[Signature]*  
NARA appraiser

*4/12/90*  
date

*Ronald E. Brewer*  
Agency representative

*4/5/90*  
date

EXECUTIVE VICE PRESIDENT AND CHIEF OPERATING OFFICER  
PART A - RECORD SERIES

I.1. PROJECT AUTHORIZATIONS (Formerly Activity Authorizations)

This file of project authorizations and related papers covers a wide range of activities and provides a history of projects in TVA. Advance approval by means of a project authorization was required to undertake any specific activity which had determinable time limits if any of the following conditions existed:

1. Estimated cost of the activity was \$100,000 or more.
2. Estimated credit in retirement of an asset was \$100,000 or more
3. Contractual payments of \$25,000 or more were to be made by TVA for research, investigative, demonstration, or development activities.
4. Novel or important program, policy, or fiscal considerations were involved.
5. Approval by means of a project authorization was specified in reservations of TVA Codes.

Specific advance approval of any such activity was required even though the activity was anticipated under a broad program authorized by the Board of Directors or by an approved budget plan.

The project authorization describes the nature and objectives of the activity and states its estimated duration and cost; in retirement of an asset, estimated credits are shown. Where work with other agencies was involved, responsibilities to be carried by them and by TVA are defined. Project authorizations were initiated by the organization primarily responsible for the completion of the project. A project authorization provided the information that the General Manager or the Board needed for deciding whether a proposed activity or project should be undertaken.

Emphasis was placed upon those factors which were relevant to the decision to construct the project or perform the activity in the proposed manner and at the proposed time. The description portrays the project in terms of its broad function using only the broadest type of generally understood technical descriptions. Technical details of size, capacity, or other dimensions of equipment to be installed were omitted.

The project authorizations contained in this file were reviewed and signed by a member of the Budget Staff, the Division of Law, and the Division of Finance. They also reflect approval by the General Manager by his signature, or Board approval as recorded by the Assistant Secretary.

The creation of these records was discontinued in June 1984. There are 18 cubic feet stored in the Knoxville Records Center and 8 cubic feet stored in the Muscle Shoals Records Center. These records date from 1946 through 1984. The custodian of these records was the Budget Staff in the Office of the General Manager, which was renamed the Office of Planning and Budget, in the Office of the General Manager, in 1979. In July 1988, the Office of Planning and Budget was dissolved. At that time Resource Development, Business Operations assumed responsibility of these records.

**DISPOSITION:**

Permanent. Transfer to the National Archives upon approval of this schedule.

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VIII.1. MASTER BUDGET DOCUMENT FILE

This record series consists of TVA Budget Programs submitted to the Bureau of the Budget, now the Office of Management and Budget (OMB); TVA Budget Programs submitted to the Congress; Estimates and Justifications; Summaries of Expenditures and Income; Changes in Budget Estimates; Summaries of Expenditures; Release Estimates and Justifications; and Initial Releases. This series also consists of organizations' work plans and cost estimates which are consolidated into TVA's master budget.

Executive Order No. All requires that TVA's annual budget be submitted to the President and the Office of Management and Budget. Since 1933 the responsibility for these records has been as follows:

1937	Chief Budget Officer, Office of the General Manager
1948	Budget Staff, Office of the General Manager
1979	Office of Planning and Budget, Office of the General Manager
1986	Office of Planning and Budget, Office of Corporate Administration and Planning
1988	Resource Development, Business Operations

In July 1988 the Office of Planning and Budget was dissolved and the responsibility for submitting the budget to OMB and Congress was transferred to Resource Development, Business Operations.

Budget figures have been used for the purpose of securing Congressional appropriations. These records have administrative and legal value.

There are 88 cubic feet of Budget Programs for FY 1934 through FY 1978 in the Muscle Shoals Records Center and 11 cubic feet of Budget Programs for FY 1979 through FY 1986 located in the Knoxville Records Center.

DISPOSITION:

Permanent.

~~(a) 1933-1986. Transfer to the National Archives in 2010.~~

~~(b) 1987 - Break File at close of each budget year. Transfer to the Knoxville Records Center as appropriate. Transfer in five year blocks when 25 years old to the National Archives.~~

- (a) 1933-1947: TRANSFER UPON APPROVAL OF THIS SCHEDULE TO NARA,  
(b) 1948-1978: TRANSFER UPON APPROVAL OF THIS SCHEDULE TO NARA.  
(c) 1979-1985: TRANSFER TO NARA IN THE YEAR 2000.  
(d) 1986-1987: TRANSFER TO NARA IN THE YEAR 2002.  
(e) 1988 - : TRANSFER TO THE KNOXVILLE RECORDS CENTER AS APPROPRIATE. TRANSFER <sup>TO NARA</sup> IN 5 YEAR BLOCKS WHEN NEWEST RECORD IS 15 YEARS OLD.