

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

LEAVE BLANK

JOB NO.

*NI-142-90-6*

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

DATE RECEIVED

*3-9-90*

1. FROM (Agency or establishment)

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

TENNESSEE VALLEY AUTHORITY

2. MAJOR SUBDIVISION

HUMAN RESOURCES

3. MINOR SUBDIVISION

EQUAL OPPORTUNITY

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

*WFC* Ronald E. Brewer  
RONALD E. BREWER *by LEB*

615-751-2520

*7/19/91*

*[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 <i>3/07/90</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ronald E. Brewer by LEB</i>	D. TITLE TVA Archivist
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>See the attached description of the Correspondence Files for Equal Opportunity.</p> <p><b>All changes to this proposed schedule have been approved by:</b></p> <p><i>Fred W. Morris</i> <u>6/5/91</u> <i>Ronald E. Brewer</i> <u>6/14/91</u>                      NARA appraiser      date      Agency representative      date</p> <p><i>Copies sent to agency. NCF, NNA, HSN 7/23/91</i></p>		

## EQUAL OPPORTUNITY CORRESPONDENCE FILE

The earliest correspondence in this file is in 1954, when the responsibility for fair employment was provided for by the Division of Personnel (PER). In 1962 the responsibility included advising and assisting in the development, administration, and appraisal of policies, standards, and plans for equal employment opportunity. The Director of Personnel was designated TVA's Equal Employment Opportunity Officer in 1966 and the Assistant Director served as his principal deputy. PER provided leadership in the development and execution of plans and activities to implement TVA's policy of equal employment opportunity. Equal Employment Opportunity (EEO) officers were located in Knoxville, Chattanooga, and Muscle Shoals beginning in 1969 and assisted offices and divisions headquartered in those locations to carry out TVA's EEO action plans.

In 1970 EEO expanded and moved out of PER. It became a separate organization reporting directly to the General Manager. It counseled employees and applicants who believed they had been discriminated against because of race, color, religion, sex, or national origin and attempted to informally resolve the problems identified by them. The Director of EEO rendered final TVA decisions on complaints alleging discrimination and ordered corrective measures he considered necessary.

EEO's responsibilities were expanded in 1973 to include the development of procedures and activities to meet the requirements of Executive Order 11246. It served as TVA liaison with the Office of Federal Contract Compliance, Department of Labor, and with contract compliance officers in compliance agencies. It secured pre-award clearance on major supply contracts from the appropriate compliance agency; and with regard to construction contracts, advised contractors in planning for implementation of contract requirements and periodically performed compliance reviews.

In 1978 the responsibility was added to coordinate with TVA divisions the implementation of a comprehensive program to ensure compliance with Title VI of the Civil Rights Act of 1964 and TVA regulations published in Part 302 of Title 18 of the Code of Federal Regulations. TVA's Title VI program was intended to provide equal employment in all aspects of TVA assisted programs and activities. The staff served as principal advisor to offices and divisions on the effect of Title VI and acted as liaison for TVA with Government and minority organizations. The staff developed standards and criteria for program activities which involved TVA's Title VI effort including, but not limited to, delivery of services, compliance, and data collection, and acted as liaison with the Department of Justice. It coordinated Title VI activities with the Division of Law.

The organization's name was changed in 1983 to The Equal Opportunity Compliance Staff. It monitored and evaluated affirmative action program plan development and implementation for minorities, women, and handicapped employees and applicants to ensure adherence to external regulatory mandates and TVA policy. The staff also monitored and evaluated agency personnel policies and programs to determine whether they had an adverse impact against protected class groups.

In the TVA-wide reorganization of July 1988, the Equal Opportunity Compliance Staff (EOC) was renamed Equal Opportunity and was brought back into the Division of Personnel which was renamed Human Resources. The correspondence file for EOC was closed and its correspondence began being filed into the Human Resources Correspondence File. There are 78 cubic feet of these records dated from <sup>the file files</sup> ~~1984~~ to June 30, 1988. The records are filed using only the Equal Employment Opportunity portion of the TVA standard alpha-numeric information retrieval system. It lists many subcategories under the broad category of Equal Employment Opportunity.

DISPOSITION Transfer to Federal Records Center, East Point, GA in 2001.

A. ~~Program Records:~~ All files with file designation EEO. (Boxes 6-51)

~~Permanent. Transfer records to the Knoxville Records Center. Transfer to the Federal Records Center, East Point, Georgia, ten years from approval date of schedule.~~ Transfer to the National Archives in 2015.

B. All other records.

~~Destroy in 2015.~~

~~NARA will screen from files during archival processing and destroy.~~

C. File Plan

Transfer to the National Archives with corresponding records.