

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-142-90-18

DATE RECEIVED

7/9/90

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

Office of General Counsel

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

RF
Ronald E. Brewer

5. TELEPHONE EXT.

615-751-2520

DATE

7-27-91

ARCHIVIST OF THE UNITED STATES

WITHDRAWN

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

7/2/90

C. SIGNATURE OF AGENCY REPRESENTATIVE

Ronald E. Brewer

D. TITLE

TVA Archivist

7. ITEM NO.

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

See Attached Description of State Legislative Files

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

WITHDRAWN

DRAFT

STATE LEGISLATION FILE

The Office of the General Counsel (OGC) maintains a State Legislation File which includes each piece of State legislation for the State of Tennessee and only bills of potential interest to TVA for the other six Valley States.

During the two-year session of each Valley State legislature, those bills on which the OGC takes no action are retained for research purposes.

When some type of action is taken by the OGC for bills introduced during an ongoing two-year legislative session (e.g., preparation or receipt of memorandum or correspondence; preparation of white paper; handwritten notes) with regard to a piece of State legislation, a "bill file" is created. The bill file consists of a copy of the originally introduced bill, any subsequent versions or amendments, and all formal and informal documents associated with it, including legal opinions/advice rendered by OGC. During the ongoing two-year legislative session, the bill files are labeled "active State legislation" in the Legislative Files area. At the conclusion of each two-year legislative session, the bill files for the two-year legislative session that preceded the session that has concluded are transferred to Records Storage. The approximate biennial accumulation is 2 cu. ft. Approximately 54 cubic feet is now stored in the Knoxville Records Center.

The legislative group receives both commercially produced lists of introduced bills and legislative tracking reports for the Valley States, as well as such lists and tracking reports produced at TVA's request from the Commerce Clearing House on the Electronic Legislative Search System, an automated database.

DISPOSITION

A. State legislation on which no action is taken:

Destroy two years after the conclusion of the two-year legislative session in which the bill was introduced.

B. Bill files on State legislation on which some action by OGC is taken (including OGC legal opinions/advice regarding the impact of State legislation on TVA):

1. Legislation enacted:

Transfer to the Knoxville Records Center two years after the conclusion of each two-year legislative session (when earliest record is four years old). Destroy when agency is dissolved.

2. Legislation not enacted:

Transfer to the Knoxville Records Center two years after the conclusion of each two-year legislative session (when earliest record is four years old). Destroy when earliest record is 10 years old.

DISPOSITION (Continued)

- C. Commercially produced bills lists, legislative tracking reports, computer-generated bill lists and tracking reports:

Destroy two years after the conclusion of the two-year legislative session to which they relate. (When the earliest record to which they relate is four years old).

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