

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

LEAVE BLANK

JOB NO.

*NI-142-90-20*

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

DATE RECEIVED

*9-14-90*

1. FROM (Agency or establishment)

Tennessee Valley Authority

2. MAJOR SUBDIVISION

Resource Development

3. MINOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

*vfe*  
Ronald E. Brewer

5. TELEPHONE EXT.

615-751-2520

DATE

*1/31/92*

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

*9/5/90*

*Ronald E. Brewer by SES*

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 GRS OR SUPERSEDED JOB CITATION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 description for Office of Planning and Budget Correspondence Files

All changes to this proposed schedule have been approved by:

*Paul Williams*      *1/24/92*      *Ronald E. Brewer*      *12/23/91*  
NARA appraiser      date      Agency representative      date

*Copies sent to Agency, NNA, 4NN 2/19/92*

## OFFICE OF PLANNING AND BUDGET CORRESPONDENCE FILES

The Office of Planning and Budget, designed, developed, and administered TVA's corporate planning and budgeting system which included strategic, tactical, and cost-performance reporting components. The office was instrumental in developing the agency's corporate policies and strategic plans. The office reviewed budget proposals submitted by line offices, analyzed program and funding requirements, and advised the General Manager and Board on funding impact and priorities of office requests. The office developed reporting systems and methods whereby management at all levels was apprised on a timely basis of the operational and financial performance of the organizations and programs of TVA.

Prior to 1983, when the office was expanded, the Office of Planning and Budget was called the Budget Staff under the General Manager. It handled relationships with the Office of Management and Budget and to committees of the Congress. The Office of Planning and Budget was abolished in 1988 and the function of preparing and presenting the budget before Congress was transferred to Resource Development. *THESE RECORDS WILL BE SCHEDULED IN THE RESOURCE GROUP CRS.*

The correspondence files were filed using the alpha-numeric information retrieval system until 1982. In 1982 the files were converted to the subject-numeric information retrieval system. There are three segments of the file as follows: 1933-1957, 57 cubic feet; 1958-1981, 51 cubic feet, which are located in the Chattanooga Records Center; and 1982-1988, 36 cubic feet, which are located in the Muscle Shoals Records Center.

### DISPOSITION

- A. Correspondence selected by NARA for its ~~evidential and informational~~ value in documenting the ~~program of the Office of Planning and Budget.~~  
*BUDGET DEVELOPMENT AND PLANNING FUNCTIONS.*

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

- B. All other records.

~~Screen from files during archival processing, and destroy.~~  
*DESTROY*