



1. CORRESPONDENCE FILE FOR THE OFFICE OF CORPORATE SERVICES (OCS),  
MANAGER'S OFFICE

In 1983 the Office of Management Services, was dissolved and the Office of Corporate Services (OCS) was put into place. This series consisted of general correspondence files created or received and maintained in connection with the substantive, primary responsibilities of the OCS Manager's Office for the period 1983 through 1986. The organizations reporting to the OCS Manager were Public Safety Service, Division of Management Systems, Division of Property and Services, Division of Purchasing, Division of Medical Services, and Division of Occupational Health and Safety. Although copies of many of these records can be found in lower organizational level files, this was the official file for the OCS Manager's Office. The records are coded to the TVA Alpha-Numeric System, Revised. The total accumulation is 9 cubic feet.

DISPOSITION

Destroy when no longer needed for reference or administrative purposes, not to exceed 10 years after the 1986 file break.

2. CORRESPONDENCE FILE FOR THE SERVICES, VICE PRESIDENT'S OFFICE

At the beginning of 1987 the files for the OCS Manager's Office was changed to the TVA Subject-Numeric filing classification system and in July 1988, the organizational name was changed to Services, Vice President's Office. The record series consists of program correspondence files created or received and maintained by the Services' Vice President's Office in the conduct of substantive, primary functions for which it was responsible during the period from 1987 to June 1990. Although copies of many of these records can be found in lower organizational level files, this was the official file for the Vice President's Office. The major functions of the Services' organization for various periods of time were: 1987 through June 1989 - Public Safety Service, Division of Information Services, Facilities and Services, Purchasing, Medical Services, and Occupational Health and Safety. In June 1990, Public Safety Service, Medical Services, and Occupational Health and Safety functions were transferred from Services to Corporate Human Resources and Records Management and Tele-communications programs were moved to the new Information Services organization; and effective June 27, 1989, Services was reorganized to consist of the following four principal operations: Purchasing, Office Services, Transportation Services, and Facilities Services. Effective July 1, 1990, the Services organization was dissolved, and Purchasing and Facilities Services began reporting to the Chief Operating Officer. The Transportation Services and Corporate Architect's functions were moved under the Facilities Services' organization and most of Office Support Services was transferred to the Information Services' organization.

2. CORRESPONDENCE FILE FOR THE SERVICES, VICE PRESIDENT'S OFFICE (continued)

Files also included in the Services' Vice President's Office were (1) records of minor, routine functions not essential to the execution of program responsibilities (2) administrative files relating to the administration or housekeeping activities of the organization, rather than the functions for which the organization existed, and (3) case files relating to TVA Inspector General (OIG) investigations and audit reports. The total accumulation is 29 cubic feet.

DISPOSITION

Destroy when no longer needed for reference or administrative purposes, not to exceed 10 years after the 1990 file break.

19340