

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-142-91-17

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

DATE RECEIVED

9/17/91

1. FROM (Agency or establishment)

TENNESSEE VALLEY AUTHORITY

2. MAJOR SUBDIVISION

CHIEF QUALITY OFFICER

3. MINOR SUBDIVISION

QUALITY RESOURCES

4. NAME OF PERSON WITH WHOM TO CONFER

RONA D E. BREWER

5. TELEPHONE EXT.

615 751-2520

DATE

5/26/93

ARCHIVIST OF THE UNITED STATES

Acting

Raymond A. Moley

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 1 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.

WHM  
A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
9/10/91	<i>Ronald E. Brewer</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	See attached item for the Quality Resources Project File		

Copies sent to Agency, NSR, HNS 6/7/93

1. QUALITY RESOURCES PROJECT FILE

This series contains the project files of Quality Resources (QR) (formerly Corporate Industrial Engineering). This function began in TVA in 1974. The records dated 1974 through 1988 were coded to an alpha numeric system (Example: OS-88-01, Review of the Contract Distribution Process in the Division of Purchasing), and the records dated 1989 and continuing are coded to a numeric system (Example: 89-15, Analysis of SQN Modification Request Process Flow). The total volume in 1991 is 40 cubic feet. The approximate annual accumulation is 2.5 cubic feet.

The mission of QR includes both operational and professional elements. Operationally, the QR mission is to assist TVA in identifying and accomplishing performance improvement. The scope of the QR mission was broadened in May 1991 to include activities related to the TVA Quality Improvement Initiative. Professionally, the QR mission is to provide functional and technical direction to the practice of industrial engineering in TVA. Although all TVA organizations are expected to improve their performance, QR is the only TVA organization exclusively devoted to helping other organizations improve their performance in all areas, and is solely devoted to providing the full range of industrial engineering and quality improvement services.

The QR mission is accomplished by striving to meet three top-level goals in the areas of process design, integration of activities, and management of selected technology. The top level goals are:

1. Process Review and Design - Help managers review and design processes that will continually improve the value of TVA's products and services.
2. Integration - Serve as a catalyst to facilitate the integration of TVA functions across organizational boundaries to improve quality and customer service.
3. Technology Management - Adapt and develop new quality management technology for improving TVA operations.

DISPOSITION

Move files for closed projects to the closed projects file. Transfer closed projects files to the Knoxville Records Center 5 years after the date the project closed. Destroy each project file 20 years after close of the project.