

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-142-95-3	DATE RECEIVED 10-17-94
1. FROM (Agency or establishment) TENNESSEE VALLEY AUTHORITY		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION CORPORATE RELATIONS & DEVELOPMENT		In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Kal Chatterjee	5. TELEPHONE 615-632-3622	DATE 5-17-94	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

6. AGENCY CERTIFICATION  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached \_\_\_\_\_ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE OCT 6 1994	SIGNATURE OF AGENCY REPRESENTATIVE <i>Georgia S. Greene</i>	TITLE MANAGER, RECORDS ADMINISTRATION
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	Correspondence File of Corporate Relations & Dev. (CR&D), Executive Vice President, 1989-1991. Continuation of the correspondence file (NARA Job No. N1-142-89-21, Item 1).  (See attached)		
2.	Pictures and Biographies file of Board members and senior executives  (See attached)		

I.1 VICE PRESIDENT OF COMMUNICATIONS' CORRESPONDENCE FILE (January 1989 to July 1991)

The Vice President of Communications, a newly created position was established in 1989. The responsibilities of this position comprise of managing the following groups: Corporate Communications; Creative Services and Advertising; Media Relations; Plant Community Relations; Regional Communications; and the Washington Office. The activities of these groups include meeting communications needs of TVA employees, key external audiences, and TVA's principal business partners; setting standards of excellence for TVA's communications, and building support for its operations through opinion research, advertising, special events, teleproductions and graphic design; and enhancing understanding and acceptance of TVA's business goals. These are accomplished by being visible, accessible, and credible in disseminating information to Valley, national, and trade media, and by building customer confidence in TVA's ability to manage nuclear, hydro, fossil and hydro plants in a safe manner. Other activities include promoting understanding and support for TVA's business operations by strengthening its relations with top state government officials and with major industry groups and engendering support among the Valley delegation, and the Congress. The correspondence file reflects the activities associated with these responsibilities.

This correspondence is filed chronologically and separated by month, and has never been coded into an official file. Since this segment was never integrated into an official file, it is necessary to schedule it separately.

There are ten cubic feet of these records. They date from January 1989 to July 1991, and they are located in the Knoxville Records Center. These records are a continuation of the Correspondence Files for Communications (NARA Job No. N1-142-89-21, item 1).

The Communications' Executive Vice President's correspondence from July 1991 to 1993 was filed in the official file of Employee Worklife.

DISPOSITION

PERMANENT. Transfer to the National Archives in January 1997.

1. PICTURES AND BIOGRAPHIES OF BOARD MEMBERS AND SENIOR EXECUTIVES

This file contains pictures of TVA's current Board members, and senior executives that are used to release to outside TVA, such as news media or various news magazines when they publish articles related to TVA. The pictures are also used for internal articles, and for Public Safety. The pictures are filed alphabetically by name of the person or by project. They are primarily black and white. These are either 5"x7" or 8"x10" in size. Two notebooks and a folder contain slides of the same photographs. The pictures are taken when a new board member or senior executive takes oath or is selected. A one-page biography is maintained as an immediate source of information for about the executive. The biographies are filed alphabetically by name.

Present volume is 2 cu. ft. and the expected growth depends on the turnover of the executives and/or Board members.

DISPOSITION

Destroy when updated or when executive separates from the agency.