

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
TENNESSEE VALLEY AUTHORITY

2. MAJOR SUBDIVISION
FACILITIES SERVICES

3. MINOR SUBDIVISION
FACILITIES SERVICES

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

GEORGIA GREENE 615-751-3701

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-142-95-13

DATE RECEIVED
6-2-95

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE 2-26-96 ARCHIVIST OF THE UNITED STATES
John W. Carl

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 5/23/95 SIGNATURE OF AGENCY REPRESENTATIVE *Georgia S. Greene* TITLE ASSISTANT TVA ARCHIVIST

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	General Correspondence Files for Facilities Services Organizations (see attached)		

FEB 29 1996 MAH copy to: Agency, FNS
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ORGANIZATION HISTORY

On October 6, 1933, TVA established the Coordination Division to coordinate policy and operating programs of the corporation; analyze and appraise reports on proposed projects; exercise general supervision over expenditures and general office services including mail, messenger, telephone and telegraph, and files. At the same time, the Materials Division was established as a service organization to make all purchases of equipment and supplies; control warehousing storing and issuance of supplies and nonexpendable property; maintain perpetual inventories of materials and supplies, and accountability records of nonexpendable property. The Land Acquisition Division was also established at this same time.

On September 18, 1934, the above listed functions were realigned into two organizations: (1) the Coordination Division and (2) Management Services, which included the Materials Division and the Land Acquisition Division.

On September 1, 1937, the responsibilities formerly carried out by the Coordination Division were assumed by the General Manager. A Management Service Council consisting of the heads of the Management Services Departments, augmented at times by the participation of the heads of the Operating Departments, was responsible for the coordinated study of management service problems. The General Manager was Chairman of the Council and the Director of Personnel served as Secretary. The Materials Department, the Office Service Department, and the Land Acquisition Department reported to the Council. Also, on September 1, 1937, the Reservoir Property Management Department was established.

In 1941 the Office Planning Division was abolished from the Office Service Department, leaving only two operating divisions--Office Operations and Transportation.

On August 1, 1946, the departments of Office Services, Land Acquisition, and Materials were combined into the Department of Property and Supply. The Property and Supply Department advised and assisted in the development, administration, and appraisal of policies relating to the acquisition, transfer, and disposal of real and personal property; and to the provision of transportation and office services, and analysis of office methods.

In 1948 TVA adopted new organizational terminology, changing the term department to division, and the term division to branch. This created the Division of Property and Supply, and the Division of Reservoir Properties came under the Office of Manager of Reservoir and Community Relations. On June 1, 1951, the Office of Manager of Reservoir and Community Relations was eliminated and replaced by the Division of Property and Supply and the Division of Reservoir Properties.

On December 9, 1953, the Materials Branch of the Division of Property and Supply was abolished and the Division of Materials was established (now the Division of Purchasing).

ORGANIZATION HISTORY (continued)

On September 29, 1963, all of the duties described above were performed by either the Division of Purchasing, Division of Property and Supply, or the Division of Reservoir Properties. On January 4, 1976, the Division of Reservoir Properties located in Knoxville and the Division of Property and Supply, located in Chattanooga merged creating the Division of Property and Services, with the director's office located in Knoxville and the branch offices located in Chattanooga. All records controlled by the former Division of Property and Supply remained in Chattanooga in the division director's office and the branch offices.

In July 1984 the Office Service Branch was reorganized and was renamed Facilities and Services (in the Division of Property and Services in the Office of Corporate Services). The Branch Chief of Office Service Branch became the Manager of Facilities and Services (F&SVS). The responsibilities of F&SVS were distributed among two new branches: the Facilities Management Branch and Office Support Services Branch; three operating staffs, Supply and Equipment Staff, Office Information Systems Services and Telecommunications Staff; and one support staff, Management Services.

In 1988 the F&SVS Director's Office located in Knoxville was moved to Chattanooga. All records filed in the Knoxville office were consolidated with the existing records filed in the Chattanooga office. Effective October 1, 1988, the Division of Property and Services was reorganized. The functions were changed very little, but the name of the new organization became Facilities and Services. Also effective at this time the Office of Corporate Services was renamed Services.

Effective July 3, 1989, Services was reorganized to consist of four principal operations--Purchasing, Office Services, Facilities Services, and Transportation Services. The Corporate Architect and two support staffs--Business Operations and Human Resources--were also included in the new Services' organizational structure. The telecommunications and records management functions were transferred to Information Services.

Effective July 2, 1990, the Services organizational structure was eliminated and Facilities Services and Purchasing were placed under the direction of the Chief Operating Officer. Transportation Services, Business Operations, and the Corporate Architect's staff, as well as Office Product Services Section (which had been a part of the Office Services' organization) were transferred to Facilities Services. Most of Office Services (Library, Mail, Printing, and Support Services) were transferred to Information Services. Temporary Help Services and the Services Human Resources functions were transferred to Corporate Human Resources.

ORGANIZATION HISTORY (continued)

Effective January 8, 1991, Facilities Services and Purchasing became a part of the Finance & Administration organization. In January 1991, Facilities Services consisted of five principal groups or departments: Facilities Operations; Facilities Planning; Furniture, Equipment and Supplies; Operations Support; and Transportation Operations. In April 1991 some minor organizational changes were made. Transportation Operations and Furniture, Equipment and Supplies were consolidated to form Transportation and Equipment Services; and a new group called Customer Services was also created within Facilities Services.

In January 1992, the Facilities Planning Group was abolished, but some of the work functions were transferred from Facilities Services to a newly created TVA organization called Corporate Design and Development. In August 1992, the Information Support Services (ISS) group was transferred from Information Services to Facilities Services. And, in November 1992 the following functions were transferred to Facilities Services from Corporate Design and Development: Space Master Planning, Corporate Technical Services, and Project Design work for corporate facilities, Customer Group, and Resource Group. At the end of 1992, Facilities Services consisted of the following six organizational entities: Facilities Operations; Facilities Design and Construction; Transportation and Equipment Services; Environmental and Operations Support; Information Support Services; and Customer Development and Services.

Effective February 7, 1994 the Finance and Administration organization was eliminated.

Effective February 20, 1995, Facilities Services was divided into two organizations; Facilities Services and Administrative and Transportation Services. Facilities Services will consist of the following five organizational entities: Facilities Management, Lease and Field Properties Management, Asset Management, Valley Facilities Support and Environmental and Safety Services.

ORGANIZATION FUNCTION

Facilities Services plans and provides the following services to the agency:

- . Real estate acquisition and management
- . Space master planning
- . Facilities design and construction
- . Operation, maintenance, waste management, and custodial services for corporate facilities
- . Environmental compliance for TVA facilities
- . Panel systems, furniture, office equipment, and supplies
- . Conference and meeting services
- . Randolph-Sheppard Compliance for food services

In carrying out these responsibilities, Administrative and Transportation Services works with all TVA organizations, Federal and state agencies, and others as appropriate. In its contacts with the public, it promotes understanding of TVA programs and objectives.

I.1. GENERAL CORRESPONDENCE FILES FOR FACILITIES SERVICES ORGANIZATIONS

Program correspondence files created or received and maintained by the FAC SVS organizational units in the conduct of substantive, primary functions for which they are responsible. The correspondence files for the functions now performed by Facilities Services were included in the Property and Services file (N1-142-86-1) until July 2, 1989.

Beginning July 3, 1989, Facilities Services correspondence was maintained in the Services Central file. Effective July 2, 1990, the Services' organization was eliminated and the official file was closed.

DISPOSITION

- A. Records essential to the execution of the delegated program responsibilities, including policies and procedures.

Break file every 5 years and transfer to the appropriate TVA Records Center. Destroy in agency when program is discontinued.

- B. Records of minor, routine functions of the program not essential to the execution of the program responsibilities.

Destroy in agency when no longer needed for administrative purposes, not to exceed 5 years.

- ~~C. Administrative files accumulated by individual offices relating to internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records are routed for informational rather than record purposes; they are not required to complete other files of the organization; they do not contain records directly related to and essential to the organization's delegated program responsibilities nor policy and procedural records not filed as record elsewhere in the agency.~~

~~Destroy in agency when 2 years old or when no longer needed, whichever is sooner.~~

GRS 23, Item 1.