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|---|--|---|---|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br><i>(See Instructions on reverse)</i>  |  | <b>LEAVE BLANK (NARA use only)</b>  |   |
| TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>WASHINGTON, DC 20408   |  | JOB NUMBER<br><i>NI-142-95-19</i>   | DATE RECEIVED<br><i>9-05-95</i>                       |
| 1. FROM (Agency or establishment)<br>TENNESSEE VALLEY AUTHORITY   |  | NOTIFICATION TO AGENCY<br><br>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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 |   |
| 2. MAJOR SUBDIVISION<br>HUMAN RESOURCES   |  |   |   |
| 3. MINOR SUBDIVISION  |  |   |   |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br><br>Kal Chatterjee   | 5. TELEPHONE<br><br>615-632-3622                               | DATE<br><i>8-6-96</i>   | ARCHIVIST OF THE UNITED STATES<br><i>John W. Paul</i> |
| 6. AGENCY CERTIFICATION<br>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,<br><br><input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. |  |   |   |
| DATE<br><i>8/10/95</i>  | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Georgia S. Greene</i> | TITLE<br>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 GRS OR SUPERSEDED JOB CITATION   | 10.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.  | TVA PRINCIPLES AND PRACTICES<br>(Please see the attached page) |   |   |

AUG - 7 1996 *MMW copy to: Agency, 4NS*  
*NSC*

## **TVA PRINCIPLES & PRACTICES**

Principles & Practices was developed in April 1994 to provide systematic direction to TVA employees through written instructions. These instructions are intended to provide a code of procedures which establish order in the work place. This manual is a streamlined version of the two volume GENERAL RELEASES MANUAL (NC1-142-78-8) which was eliminated in 1992. More than 80 percent of the rules and regulations contained in those binders have been eliminated, and the others have been rewritten into more easily understood guidelines, and have been incorporated in this manual.

This manual contains two sections. The Principles section presents TVA's strategic goals, success sharing goals, and commitments and the Practices section provides general guidelines on how to conduct TVA business and explains TVA's position on particular issues, such as use of TVA business credit cards. While the Practices section focuses more on our daily business, the Principles section outlines TVA's broader direction for the future.

This manual is designed in a way so that new information can be inserted as procedures and policies change.

### **DISPOSITION**

#### **A. Paper Records**

##### **1. Original set**

PERMANENT. Transfer to the National Archives with the superseded pages when 25 years old (in year 2020).

##### **2. All other copies**

Destroy in agency when superseded.