## 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** 
   HUMAN RESOURCES

3. **MINOR SUBDIVISION**

4. **NAME OF PERSON WITH WHOM TO CONFER** 
   Kal Chatterjee

5. **TELEPHONE** 
   615-632-3622

6. **DATE RECEIVED** 
   9-05-95

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### LEAVE BLANK (NARA use only)

**JOB NUMBER**

N[1-14] 95-19

**DATE**

9-05-95

**ARCHIVIST OF THE UNITED STATES**

7. **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**

8/10/95

**SIGNATURE OF AGENCY REPRESENTATIVE** 
Georgia S. Reed  
TVA ARCHIVIST

**TITLE**

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### 7. ITEM NO.

### 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

1. **TVA PRINCIPLES AND PRACTICES**
   (Please see the attached page)
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.