**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

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

1. FROM (Agency or establishment)  
TENNESSEE VALLEY AUTHORITY

2. MAJOR SUBDIVISION  
COMMUNICATIONS

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
Kal Chatterjee

5. TELEPHONE  
423-632-3622

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

7. DATE  
10-23-97

8. SIGNATURE OF AGENCY REPRESENTATIVE  
George S. Greene

9. TITLE  
Assistant TVA Archivist

10. ITEM NO  
1

11. DESCRIPTION OF ITEM PROPOSED DISPOSITION  
TVA ORIENTATION AND BRIEFING BOOKS  
(Please see attached)

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STANDARD FORM 115 (REV 3-91)  
PREVIOUS EDITION NOT USABLE

MAY 11, 1999

Copy to Agency NR
1 TVA ORIENTATION AND BRIEFING BOOKS

The records series is collection of miscellaneous materials assembled together for newly appointed Board members, chairman, or any senior executives. The purpose of providing these materials is to make them oriented with the existing TVA programs, policies, power distributors relations with TVA, power plants activities, employee activities, etc.

The materials are kept in notebooks and arranged by month. The materials that are typically included in the notebooks are pamphlets, itineraries by week, day, hour, travel directions, maps, floor plans, news clips, prepared speeches, talking points notes, flow charts, miscellaneous memos, biographical data, TVA customer lists, various background materials, various congressional information, various distributors information, various TVA business plans, programs summaries, and various TVA related information materials.

DISPOSITION

Permanent Transfer to NARA when the newest materials are 10 years old
(Ex. Transfer 7/93 to 12/93 materials in 12/2003)