

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-142-97-8</i>	
1 FROM (Agency or establishment) TENNESSEE VALLEY AUTHORITY		DATE RECEIVED <i>10-29-97</i>	
2 MAJOR SUBDIVISION COMMUNICATIONS		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Kal Chatterjee	423-632-3622	<i>5-1-99</i>	<i>John W. Cal</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 X 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,			
<input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
<i>10-23-97</i>	<i>Georgia S. Greene by vfc</i>	<i>Assistant TVA Archivist</i>	
7 ITEM NO	8 DESCRIPTION OF ITEM PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	TVA ORIENTATION AND BRIEFING BOOKS (Please see attached)		

MAY 11 1999
MNR

*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)