

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATON (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-142-97-19</i>	
1 FROM (Agency or establishment) TENNESSEE VALLEY AUTHORITY		DATE RECEIVED <i>10-29-97</i>	
2 MAJOR SUBDIVISION COMMUNICATIONS		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Kal Chatterjee	5 TELEPHONE 423-632-3622	DATE <i>6-29-99</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 <i>10-23-97</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Georgia S. Greene by wife</i>	TITLE <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7 ITEM NO	8 DESCRIPTION OF ITEM PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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	CORPORATE CONTRIBUTIONS FILE (Please see attached)		

JUL 22 1999
mmr *Copy to: Agency NR NR'C*

CORPORATE CONTRIBUTIONS FILE

The corporate contribution program was established to support the communities and customers in the Tennessee Valley region and to integrate the contribution with TVA's business interests and strategic goals. The goals are to be customer driven, environmentally responsible, growth oriented, and employee sensitive.

The Corporate Contributions file is maintained in hard copy with a database for tracking.

DISPOSITION

A Correspondence File

Temporary Destroy when 3 years old, or when no longer needed, whichever is sooner

B Subject File

Records documenting policies, procedures, and accomplishments of the Corporate Contributions program. Includes program procedure notebooks, reports, brochures, memos to and from TVA Board and Vice Presidents, videotapes and slides of TVA participation in Corporate Contributions Program, cumulative budget statements.

Permanent Transfer to NARA in 5 year blocks when newest record is 5 year old (ex 1992-1996 transfers in 2001)

C Administrative File

Fiscal year budget approval files and other routine and facilitative records used in carrying out day to day program activities.

Temporary Destroy when 5 years old, or when no longer needed, whichever is sooner

D Database

^{Control}
~~Tracking and Contacting~~ system documenting requests, approvals, disbursement of funds, maintaining addresses

Temporary Destroy or delete when 2 years old, or 2 years after the date of last entry, whichever is applicable
~~(GRS 20, item no 3 b (1))~~ GRS 23, item 8

I.1. CORPORATE CONTRIBUTIONS FILE

The Corporate Contribution Program was established to support the communities and customers in the Tennessee Valley region and to integrate the contribution with TVA's business interests and strategic goals. The goals are to be customer driven, environmentally responsible, growth oriented, and employee sensitive.

The guidelines of the program are established by a committee of six members and the Board of Directors. All contribution requests are referred to the committee for consideration. The committee reviews funding requests from across the valley on the basis of alignment with TVA's goals, the opportunity to enhance external support, and the need to support TVA groups and individuals who volunteer their time on boards and in the community. The Public Relations group in Communications provides administrative support for the committee.

Contributions are generally limited to non-profit organizations. TVA sets the budget level annually and the fund is divided into several categories such as General Contributions, Corporate Tables, Chamber of Commerce, Employee/Family Events, Corporate Sponsorships, Partners in Education, and Discretionary Funds.

All contribution actions proposed by the committee are submitted to the Senior Vice President, Communications, for approval. Approved contributions are processed for payment by Public Relations. Reports are prepared listing all approved contributions and the status of the budget.

All files are arranged by the fiscal year and filed by the subject-numeric system. The present volume is approximately 15 cubic feet.

Types of records include letters of request for funds or assistance, invoices, notes from verbal (phone) requests, receipts, requests to process payment (check requests), copies of checks/check stubs, refusal letters, thank you letters, letters which accompany funds/assistance granted, newsclippings, pamphlets/booklets, video tapes, biosketches, maps, photos, drawings, menus, etc.

The Corporate Contributions File data base is maintained to keep track of financial records of the Corporate Contributions fund. Information of each contribution request, requests that are funded, and requests that are rejected are input into the system. It also maintains addresses and contacts.

Periodic reports are generated showing the budget, amount dispersed, and remaining balance.