

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATON (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-142-97-26</i>	
1 FROM (Agency or establishment) TENNESSEE VALLEY AUTHORITY		DATE RECEIVED <i>9-2-97</i>	
2 MAJOR SUBDIVISION RESOURCE GROUP		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION TVA RESOURCE MANAGEMENT		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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
VICKI CALLAHAN	423 751-6249	<i>11-5-99</i>	<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 TWO 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>8/27/97</i>	<i>Georgia S. Greene</i>	ASSISTANT TVA ARCHIVIST	
7 ITEM NO	8 DESCRIPTION OF ITEM PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	TVA RESOURCE MANAGEMENT (TVARM) CORRESPONDENCE RECORDS January 1996 and continuing		

Copies: Agency, NR + NRC

TVA RESOURCE MANAGEMENT (TVARM) CORRESPONDENCE RECORDS, January 1966 and continuing

TVA Resource Management was created in January 1996 under the direction of Senior Manager, John Shipp. In the beginning TVARM was known as TVA Environmental (TVAE). TVAE began as a Business Team under the direction of one Manager and team members that were selected from the Resource Group line organizations. In October 1996, TVA Environmental became TVA Resource Management (TVARM). TVARM consists of a Senior Manager reporting directly to the Executive Vice President of Resource Group, two positions reporting directly to the Senior Manager, a Manager of Project Development and Manager of Operations. The Manager of Project Development is responsible for sales and project development for TVARM. Five Project Development Managers and the Bid and Proposal Center staff will report to this position. The Manager of Operations will be responsible for all projects conducted by the business. Operationally, project managers and project management support staff will report to this position.

TVARM supports TVA's goals of being customer driven, employee sensitive, environmentally responsible, and growth oriented. TVARM offers TVA the opportunity to package resource management services and technology development with TVA's core products and services, as well as other products and services offered by TVA in the future.

TVARM has carefully mapped a process for generating leads, screening opportunities, and pursuing contracts. Like most professional services organizations, it will generate leads through a combination of personal contacts, referrals, public bid announcements, advertisements, trade shows, involvement in public speaking and training, and even cold calls. It will carefully screen leads according to criteria for profitability and other business advantages. In developing proposals and managing projects, it will follow a disciplined team process that responds to customer needs, matches scope of work to pricing, keeps costs under control, and provides feedback for the purpose of making future improvements.

TVARM Project Development Managers (PDMs) serve on the TVA Resource Management Business Team which actively markets capabilities of the business. PDMs develop relationships with existing and potential clients, locate leads, make introductions to line organization seller/doers and other technical staff, gather market intelligence, assist in developing marketing strategy, communicate potential opportunities to the Business Capture Team, help link potential projects with available labor pools, assist in developing proposals, maintain contact with the client during the course of projects to ensure client satisfaction, and help close the deal

The Bid and Proposal Center (BPC) includes a manager, an information systems/graphics specialist, a clerical/communications assistant/graphics, a proposal coordinator/competitive-intelligence specialist, and a cost engineer. The BPC will operate TVARM's overall bid and proposal development system, using various elements and tools in an integrated fashion, to prepare proposals which will help capture new business for TVARM. The BPC will also help organize and support ad hoc, cross-functional teams established to develop each individual proposal.

This series includes program, administrative, and housekeeping records related to contracts, referrals, public bid announcements, training, internal and external business proposals, business development plans, budget and accounting, clients, and environmental issues. The official file for this series of records is located in Muscle Shoals, Alabama TVA Resource Management records are coded to the Resource Group Standard Subject-Numeric Classification Manual. The approximate volume is four cubic feet The estimated annual accumulation is 1 5 cubic feet.

DISPOSITION

Break file every 5 years and transfer to off site storage Twenty years after file break, destroy non TVA site or facility records and transfer remaining files to NARA

a.
b.

I TVA RESOURCE MANAGEMENT (TVARM) CORRESPONDENCE RECORDS
January 1996 and continuing

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DISPOSITION

- A TVA Resource Management Correspondence Records, 1996 and continuing
PERMANENT. Break file every 5 years, and transfer to the TVA Muscle Shoals Records Center. Transfer to NARA 20 years from file break
- B. Records determined during archival processing to lack sufficient archival value to warrant permanent retention
Destroy immediately.