

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-142-98-2</i>	
1 FROM (Agency or establishment) TENNESSEE VALLEY AUTHORITY		DATE RECEIVED <i>10-15-97</i>	
2 MAJOR SUBDIVISION RESOURCE GROUP		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION ENGINEERING SERVICES		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>5-10-00</i>	<i>John W. Paul</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	
9/30/97	<i>Georgia S. Greene</i> Georgia S. Greene	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7 ITEM NO	8 DESCRIPTION OF ITEM PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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	See attached schedule for the ENGINEERING SERVICES CORRESPONDENCE FILES		

*Agency, NR, NRC*

Approved by  
V. Callahan, TVA  
See e-mail dated  
3/6/00 8:08am  
S. Elter

A. Eastern Region correspondence file, Knoxville, October 1988 – May 1993

1. Files codes ADP, C&C, O&M, SE and AIR for Eastern Region, Central Region, Western Region and the Norris Engineering Lab.

PERMANENT. File cutoff May 1993, records transferred to the Knoxville Records Center. Transfer to the National Archives 10 years from file break (2003).

- 2 All other file codes for Eastern Region, Central Region, Western Region and the Norris Engineering lab .

Destroy in 2003 unless needed longer for reference (not to exceed the life of the organization)

B Eastern Region correspondence file (including Western Region), Knoxville, June 1993 and continuing

1. Files codes ADP, C&C, O&M, SE and AIR

PERMANENT: Break file every 5 years, transfer to the Knoxville Records Center. Transfer to the National Archives 10 years from the file break

2. All other file codes

Break file every 5 years, transfer to the Knoxville Records Center. Destroy 10 years from file break unless needed longer for reference (not to exceed the life of the organization).

C. Engineering Lab correspondence file, Norris, June 1993 and continuing.

1. Files codes ADP, C&C, O&M, SE and AIR

PERMANENT. Break file every 5 years, transfer to the Knoxville Records Center. Transfer to the National Archives 10 years from the file break

2. All other file codes

Break file every 5 years, transfer to the Knoxville Records Center. Destroy 10 years from file break unless needed longer for reference (not to exceed the life of the organization).

D Central Region correspondence file, Chattanooga , August 1993 and continuing.

- 1 Files codes ADP, C&C, O&M, SE and AIR

PERMANENT. Break file every 5 years, transfer to the Chattanooga Records Center Transfer to the National Archives 10 years from the file break.

2. All other file codes

Break file every 5 years, transfer to the Chattanooga Records Center. Destroy 10 years from file break unless needed longer for reference (not to exceed the life of the organization).

- E Western Region correspondence file, Muscle Shoals, work file only, June 1993 and continuing.

Destroy when no longer needed for reference, not to exceed the life of the organization

- F. Electronic copies created on electronic mail and word processing systems

Delete after recordkeeping copy has been produced unless needed longer for revision or dissemination.