

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	<i>NI-142-99-2</i>
1 FROM (Agency or establishment) TENNESSEE VALLEY AUTHORITY		DATE RECEIVED	<i>3-9-99</i>
2 MAJOR SUBDIVISION TVA BOARD		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		In accordance with the provision of 44 U S C 3303a the disposition request, including amendments, is approved except for may items that be marked "disposition not approved" or "withdrawn" in column to	
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
VICKI CALLAHAN	423-751-6249	<i>12-28-01</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 on the attached (1) 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>3/4/99</i>	<i>Georgia S. Greene</i>	Assistant TVA Archivist	

7 ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1 & 2	<p>RECORDS OF THE CHAIRMAN OF THE BOARD AND RECORDS OF THE BOARD DIRECTORS</p> <p>This job was previously approved by NARA Job No NC1-142-81-27</p> <p>PLEASE SEE ATTACHED PAGES</p> <p><i>cc Agency NRC NR</i></p>		

Item 1.

RECORDS OF THE BOARD DIRECTORS

Refer to previous NARA job No. NC1-142-81-27. The records of the Board Directors represent the execution of TVA's programs and policies at its highest level. The records for the first two Board chairmen were combined with director Curtis for the period 1933-1957. Beginning with the records of Chairman Lilienthal in 1941, the Chairman's records have been maintained as a separate series. The Dewey Decimal System (adapted from the old War Department system) was used with these records until 1958. In January 1958, the files were set up by the Standard Alpha-Numeric System. In 1983, major revisions were made to the alpha-numeric system which is identified as TVA Alpha-Numeric System Revised. Correspondence was classified by the Subject-Numeric system beginning January 1991 in the Board, and Chairman's files. Beginning in March 1999, the Chairman's and Board Directors' correspondence is being scanned in the TVA Electronic Document Management System (EDMS) and being stored in the "TVA vault" If the Chairman and the Directors receive copies of the same correspondence only the original copy will be scanned to prevent duplication in the system. The hard copies scanned into the system will be maintained in date order (until they are approved for disposal). The records are replicated and the replication is maintained in a separate city.

DISPOSITION

Director's Records beginning March 1999

A. Paper records

Destroy when electronic document is verified.

B. Optical Disk Image

~~PERMANENT. Convert to paper, microform, magnetic tape, 3480 class tape cartridge or any other medium, ^{and format} that meets the standards specified in Subchapter B of 36 CFR Chapter X11 before transfer to the National Archives' legal custody with related finding aids. Prior to transfer, NARA and TVA will determine the medium, ^{and format} in which records will be transferred. Transfer to the National Archives, Center for Electronic Records, Washington, D.C., 3 years from date of separation of the director.~~

*Changes per V. Callahan, TVA
Via e-mail 3/7/00 4pm*

PERMANENT. Transfer to the National Archives 3 years after separation of Director. At the time of transfer, NARA and TVA will determine medium and format in which records will be transferred as well as their arrangement. Every effort will be made to transfer records electronically in accordance with the standards for permanent electronic records contained in 36 CFR 1228.270 or standards applicable at that time. If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform. TVA will also transfer any indexes or other records maintained for the management, search, and retrieval of files that are needed to ensure preservation of the official record in full and/or to permit ready access to files after they are accessioned by NARA.

Item 2.

RECORDS OF THE CHAIRMAN OF THE BOARD

Refer to previous NARA job No. NC1-142-81-27. The Chairman's File was established as part of the Board of Directors' File in 1936 and includes records dating back to 1933. The records for the first two Board Chairmen were combined with Director Curtis's records, with the exception of the records of A. E. Morgan which were removed and donated to Antioch College. Beginning with the records of Chairman Lilienthal in 1941, the Chairman's records have been maintained as a separate series. The records were coded by the Dewey Decimal System until 1958. In January 1958, the file was set up by the Standard Alpha-Numeric System. In 1983, major revisions were made to the alpha-numeric system which is identified as TVA Alpha-Numeric System Revised. The Chairman's File was broken at the end of 1983 when the new system was begun, and the records were transferred to the TVA Knoxville Records Center. Correspondence was classified by the revised system beginning January 1984. On January 1, 1991, the classification was changed from Alpha-Numeric to Subject Numeric system. Beginning March 1999, the Chairman's records are being scanned into the TVA Electronic Document Management System (EDMS) and being stored in the "TVA vault". If the Chairman and the Director's receive copies of the same correspondence only the original will be scanned to prevent duplication in the system. The hard copies scanned into the system will be maintained in date order (until they are approved for disposal). The records are replicated and the replication is maintained in a separate city.

DISPOSITION

Chairman's Records beginning March 1999.

A. Paper records

Destroy when electronic document is verified.

B. Optical Disk Image

~~PERMANENT. Convert to paper, microform, magnetic tape, 3480 class tape cartridge or any other medium that meets the standards specified in Subchapter B of 36 CFR Chapter X11 before transfer to the National Archives' legal custody with related finding aids. Prior to transfer, NARA and TVA will determine the medium in which records will be transferred. Transfer to the National Archives, Center for Electronic Records, Washington, D C., 25 years after expiration of term or termination of each Chairman.~~

PERMANENT. Transfer to the National Archives 25 years after separation of Chairman. At the time of transfer, NARA and TVA will determine medium and format in which records will be transferred as well as their arrangement. Every effort will be made to transfer records electronically in accordance with the standards for permanent electronic records contained in 36 CFR 1228.270 or standards applicable at that time. If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform. TVA will also transfer any indexes or other records maintained for the management, search, and retrieval of files that are needed to ensure preservation of the official record in full and/or to permit ready access to files after they are accessioned by NARA.