

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-142-99-4</i>	
1 FROM (Agency or establishment) TENNESSEE VALLEY AUTHORITY		DATE RECEIVED <i>1-4-99</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 KAL CHATTERJEE	5 TELEPHONE 423-632-3622	DATE <i>10-22-98</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 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>12-9-98</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Georgia S. Greene</i>		TITLE
7 ITEM NO	8 DESCRIPTION OF ITEM PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	INSIDE TVA PLEASE SEE THE ATTACHED		

Copy to agency, NR, NRC 11/2/99 cbc

INSIDE TVA

Inside TVA is a tabloid newspaper prepared by Employee Communications in Communications and distributed to TVA employees on a biweekly basis in a hard copy format. It is also on the internal homepage InsideNet.

Information in the newspaper is in an article format and contains news of interest to employees and retirees. It also is a way of communicating detailed information. The newspaper reports on TVA goals, values, projects, issues, policies, programs and people.

This biweekly, two-color, eight-page tabloid newspaper is the only communications tool that reaches all of TVA's employees and retirees.

The content of Inside TVA is designed to support TVA's strategic communication initiatives, to give employees news they need in their work, and to report job-related successes and features of interest. While coverage that supports strategic communication initiatives is planned several issues ahead, desktop publishing helps provide the flexibility needed to include breaking news late in the production cycle. Topics for coverage are identified through comprehensive employee communication plans, through a network of contacts with TVA employees and managers, and through frequent unsolicited suggestions from employees and managers. Specific objectives are set for each issue of the paper.

Inside TVA is the principal communications link between TVA and its employees and retirees. A mailing list also includes key members of Congress, other national and regional political and opinion leaders, and the 159 distributors of TVA power.

A "trial issue" was published in November 1979, with a second issue following in January 1980. Issue No. 3 was dated Feb. 2, 1980, and the regular biweekly publication began with Issue No. 4, dated Feb. 26, 1980.

Inside TVA was preceded by the color magazine "Perspective," which was published four times a year, and the black-and-white magazine "TVA Today," which was published eight times a year (on the months when "Perspective" was not published).

Communications and the Corporate Library have bound volumes of all 19 years of Inside TVA. The electronic version is available on the InsideNet only for the issues done in 1998.

DISPOSITION

A. Paper Copy

Permanent. Transfer to the National Archives in 10-year blocks when the newest records in the block are 30 years old. (1980-1990, transfer in CY 2020)

B. Electronic version of records created by the word processing application

Delete when file copy is generated.