

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	<i>NI-142-99-8</i>
1 FROM (Agency or establishment)  TENNESSEE VALLEY AUTHORITY		DATE RECEIVED	<i>6-7-99</i>
2 MAJOR SUBDIVISION CUSTOMER SERVICES & MARKETING		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION ECONOMIC DEVELOPMENT		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request, including amendments, is approved except for may items that be marked "disposition not approved" or "withdrawn" in column to	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  VICKI CALLAHAN	5 TELEPHONE  423-751-6249	DATE <i>1-30-01</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 on the attached <u>1</u> 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 5/26/99	SIGNATURE OF AGENCY REPRESENTATIVE <i>Georgia D. Green</i>		TITLE 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 GRS OR SUPERSEDED JOB CITATION	10.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	CD-ROM - QUALITY COMMUNITIES - "TEAMWORK, VISION, PLANNING AND ACTION FOR YOUR COMMUNITY"  See attached description		
2	ECONOMIC EDGE  See attached description		

*Copy to: agency, NR, NRC 2/15/01 clb*

1 CD-ROM - QUALITY COMMUNITIES - "TEAMWORK, VISION, PLANNING AND ACTION FOR YOUR COMMUNITY"

This CD-ROM and accompanying material serve as a "how-to" guide for participants in TVA's Quality Communities program. TVA designed the program to help communities develop a strategic plan to promote economic development. It focuses on teamwork, leadership and public involvement. The American Economic Development Council, the nation's leading organization of economic-development professionals, awarded an Honorable Mention award to TVA's Economic Development organization in the 1999 Promotional Materials Awards Competition for this CD-ROM.

DISPOSITION

A Record Copy

Destroy when 10 years old.

B. Duplicates

Destroy when no longer needed or when superseded.

2. ECONOMIC EDGE

This publication was the Economic Development guide of the Tennessee Valley Authority and was first distributed in October 1995. The guide, a four-color, semiannual publication targeted businesses, economic development organizations and other key business audiences, including the CEO's of Fortune 1000 companies. The objective of Economic Edge was to attract business and industry to the Valley, create high-value jobs, and promote TVA as the energy-supplier of choice. The EDGE contained information on economic forecasts, workforce data, financial assistance and site selection, informing decision makers of the advantages of locating or relocating their businesses in the Tennessee Valley

The initial circulation was 40,000 per issue or 80,000 annually. TVA also distributed the EDGE at trade shows, exhibits, and international conferences. The final issue was in the Spring of 1999. There is approximately 30 cu ft. of these records.

DISPOSITION

A. PERMANENT

Transfer two copies NARA upon approval of schedule.

B Background material.

Destroy in 2005

C. Duplicates

Destroy when no longer needed for reference.

- D** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.
- a** Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.
- Destroy/delete within 180 days after the recordkeeping copy has been produced
- b.** Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.
- Destroy/delete when dissemination, revision, or updating is completed.

1. **CD-ROM - QUALITY COMMUNITIES - "TEAMWORK, VISION, PLANNING AND ACTION FOR YOUR COMMUNITY"**

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**DISPOSITION**

A. Record Copy

PERMANENT. Transfer to the National Archives when 10 years old.

B. Duplicates

Destroy when no longer needed or when superseded.

2. **ECONOMIC EDGE**

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**DISPOSITION**

A. PERMANENT. Transfer to Knoxville Records Center. Transfer to NARA in 2009.

B. Records determined during archival processing to lack archival value.

Destroy immediately.

C. Duplicates

Destroy when no longer needed for reference.

E. **Electronic copies created on electronic mail and word processing systems**

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