**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1 FROM (Agency or establishment)  
TENNESSEE VALLEY AUTHORITY

2 MAJOR SUBDIVISION  
CUSTOMER SERVICES & MARKETING

3 MINOR SUBDIVISION  
ECONOMIC DEVELOPMENT

4 NAME OF PERSON WITH WHOM TO CONFER  
5 TELEPHONE  
VICKI CALLAHAN  
423-751-6249

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 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, ☐ is not required; ☐ is attached, or ☐ has been requested

DATE  
5/26/99  
SIGNATURE OF AGENCY REPRESENTATIVE  
ASSISTANT TVA ARCHIVIST  
TITL E

7. ITEM NO.  
8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  
9. GRS OR SUPERSEDED JOB CITATION  
10. ACTION TAKEN (NARA USE ONLY)

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| 1 | CD-ROM - QUALITY COMMUNITIES - "TEAMWORK, VISION, PLANNING AND ACTION FOR YOUR COMMUNITY"  
See attached description |  |  |
| 2 | ECONOMIC EDGE  
See attached description |  |  |
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   Destroy when no longer needed or when superseded.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.
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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.

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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.

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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.