

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	NI-142-99-9
1 FROM (Agency or establishment) TENNESSEE VALLEY AUTHORITY		DATE RECEIVED	6-7-99
2 MAJOR SUBDIVISION 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request, including amendments, is approved except for may items that be marked "disposition not approved" or "withdrawn" in column to	
4 NAME OF PERSON WITH WHOM TO CONFER VICKI CALLAHAN	5 TELEPHONE 423-751-6249	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN
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 5-29-99	SIGNATURE OF AGENCY REPRESENTATIVE <i>Georgia S. Greene</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 GRS OR SUPERSEDED JOB CITATION	10.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)
6	See the attached page for schedule of Referrals formerly covered by NARA job No NC1-142-81-27, item 1 as part of the Board's Correspondence File		WITHDRAWN

JUL -2 1999 *MAK*  
*Withdrawn*      *Copy to Agency*

I. BOARD OF DIRECTORS AND CHIEF ADMINISTRATIVE OFFICER  
PART A - RECORDS SERIES

5-28-99

1.6 **REFERRALS**

These records are inquiries received by the Board's office from Congress and others. Referrals have been filed in hard copy in the Board's coded Correspondence File. The referral was coded and filed by the subject matter. Beginning in April 1999 the referrals were entered into the Correspond tracking system. Each referral is given a CTS Number. Documents are imaged for electronic storage, routing and retrieval. Electronic folders are set up for corresponding person's name, the correspondence action and the document prepared in response. The system uses workflow, has approval routing, and also has a comments section. Once the response is approved, it is forwarded to the sender through the U.S. mail or directly from CORRESPOND via fax or e-mail. Once completed the referral file will be transferred to the EDMS Vault by the Board's office. This was formerly approved under NARA job No. NC1-142-81-27, item 1, as part of the Board's Correspondence File.

**DISPOSITION**

A. Paper records

WITHDRAWN

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., when 30 years old.

WITHDRAWN