

REFERENCE: NARA NO. N1-142-99-12

SYNTERPRISE GROUP CORRESPONDENCE FILE

The Synterprise Group Vice President's correspondence file was started in August 1994 when the organization (then called TVA Services) was created. At first TVA Services' mission was to provide opportunities for 'at risk' employees to use their skills and capabilities to support the agency's core business and to generate revenue for TVA through the delivery of cost effective products and services. In January 1997, TVAS assumed the additional responsibility to coordinate TVA's external business activities.

In August 1997, TVAS changed its name, and became known as the Synterprise Group. The mission of the organization became to enhance the value TVA provides to its customers by providing the strategic direction and coordination of TVA's external businesses and by providing quality and cost-effective products and services to internal and external customers.

The Synterprise Group was phased out and disbanded on May 28, 1999.

The files document the mission and functions of the organization. It includes but not limited to the following categories:

- Ethanol project file
- International work
- Organizational business plans, policies, etc.
- New Business Development Review Team information
- Travel requests approvals (such as international travel)
- Employee meetings
- Presentations made by Vice President
- Personnel policies
- Team meetings

The records are filed using the subject numeric information retrieval system. There are about 9 cubic feet of records.

DISPOSITION

A. Correspondence File

PERMANENT. Transfer to the National Archives as a segment when the latest files are 10 years old.

REFERENCE: NARA NO. N1-142-99-12(continued)

2. **SYNTERPRISE GROUP CORRESPONDENCE FILE(Continued)**

B. Materials having no historical value

Remove during archival processing and destroy immediately.

C. Electronic Mail and Word Processing System Copies.

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.

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DISPOSITION

A. Correspondence File

PERMANENT. Transfer to the Knoxville Records Center immediately. Transfer to the National Archives as a segment when the latest files are 25 years old.

SYNERPRISE GROUP CORRESPONDENCE FILE(Continued)

B. Electronic Mail and Word Processing System Copies.

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.

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