

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: N1-142-99-012**

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

### Description:

N1-142-10-001 crosswalk states that this entire schedule was superseded by N1-142-10-001, item 5d.

Date Reported: 07/28/2022

N1-142-99-012

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

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

1. FROM (Agency or establishment)  
TENNESSEE VALLEY AUTHORITY

2. MAJOR SUBDIVISION  
SYNTERPRISE GROUP

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE
KAL CHATTERJEE	423-632-3622

LEAVE BLANK (NARA use only)

JOB NUMBER  
*N1-142-99-12*

DATE RECEIVED  
*9/13/1999*

**NOTIFICATION TO AGENCY**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE	ARCHIVIST OF THE UNITED STATES
<i>2-23-01</i>	<i>John W. Paul</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 x 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
<i>7-15-99</i>	<i>Georgia S. Greene</i>	<i>Assistant TVA Archivist</i>

7. ITEM NO.	8. DESCRIPTION OF ITEM PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	SYNTERPRISE GROUP CORRESPONDENCE FILE  (PLEASE SEE THE ATTACHED)		
	<i>Agency NR NRC</i>		

**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.