

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

Tennessee Valley Authority

2. MAJOR SUBDIVISION

Office of Power

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Ronald E. Brewer

5. TEL EXT

615-755-3351

LEAVE BLANK	
JOB NO	NC 1-142-76-27
DATE RECEIVED	AUG 9 1976
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<u>11-29-76</u> Date	<i>[Signature]</i> Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
6-30-76	<i>Ronald E. Brewer</i>	Assistant TVA Archivist

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p align="center"><u>OFFICE OF POWER</u></p> <p><u>Minutes and Correspondence Regarding Union/Management Meetings of the Power Managers Office and Staffs, Division of Power Utilization, Chattanooga Regional, and Central Joint Cooperative Conferences</u></p> <p>The minutes of the cooperative conferences in the Office of Power are prepared to provide management and the employees current information on their conference.</p> <p>These records are filed in Power Manager's Files by the decimal system and they should be retained for reference for five years after which they should be destroyed.</p> <p>Therefore, we request the following retention periods:</p> <p>1(a). Record copy (Manager's Files) - Destroy when five years old.</p> <p>1(b). All Other Copies - Destroy at option of the receiving office. Retain no longer than two years.</p>		

*Copy to Agency 12-7-76 AD
Copy to 4MC 12-7-76 AD*