**REQUEST FOR RECORD 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

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.

<table>
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<th>C. DATE</th>
<th>D. SIGNATURE OF AGENCY REPRESENTATIVE</th>
<th>E. TITLE</th>
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<tbody>
<tr>
<td>6-30-76</td>
<td>Ronald E. Brewer</td>
<td>Assistant TVA Archivist</td>
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| 7. ITEM NO. | 8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
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<td><strong>OFFICE OF POWER</strong></td>
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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

The minutes of the cooperative conferences in the Office of Power are prepared to provide management and the employees current information on their conference.

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.

Therefore, we request the following retention periods:

1(a). Record copy (Manager's Files) - Destroy when five years old.

1(b). All Other Copies - Destroy at option of the receiving office. Retain no longer than two years.

**STANDARD FORM 115**  
Revised April, 1975  
Prescribed by General Services Administration  
FPMR (41 CFR) 101-114