

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC 1-142-76-28	
DATE RECEIVED AUG 9 1976	
NOTIFICATION TO AGENCY <small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</small>	
<i>12-21-76</i> Date	<i>James B. Rhoads</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
Tennessee Valley Authority

2. MAJOR SUBDIVISION
Division of Environmental Planning

3. MINOR SUBDIVISION
Central Services Staff

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.

C. DATE 7-15-76	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ronald E. Brewer</i>	E. TITLE Assistant TVA Archivist
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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
1.	<p align="center"><u>DIVISION OF ENVIRONMENTAL PLANNING</u> <u>CENTRAL SERVICES STAFF</u></p> <p><u>Administrative and Management Records</u></p> <p>These records comprise a segment of a correspondence file maintained by the Division of Health and Safety from 1941 to 1968. These records are filed by the Dewey decimal system. In 1968 the organization became the Office of Health and Environmental Science and the file was broken off. A new file was started using the TVA standard file classification system.</p> <p>The file has been reviewed and material covered by our 2-year temporary list was destroyed leaving <u>18.2 cubic feet</u> of records. The records series listed below were retained and the following retention period requested:</p> <p>1. Administrative and Management Records - Destroy when TVA abolished. <i>Permanent offer to NARS immediately upon approval of schedule.</i></p>		<i>1 item</i>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>1(a). Correspondence on the organization and reorganization of the division from 1941 to 1968. This information includes administrative codes, policies procedures and regulations that were delegated to and by the division.</p> <p>1(b). Correspondence on the development of a health and safety bulletin for TVA employees.</p> <p>1(c). Correspondence on the development of a film on the malaria control program. This responsibility was assigned to the division because of its expertise in this program area.</p> <p>1(d). Minutes of meetings that were held with other TVA divisions to discuss Health and Safety program activities and their relation to the other divisions.</p> <p>1(e). Correspondence on laws and legal matters that were directly related to the Health and Safety program during this era.</p> <p>1(f). Papers prepared by the division director and section heads. Some of these papers were presented as speeches at conferences; some have been published. These papers cover program areas related to health and safety.</p> <p>1(g). Correspondence about the contributions to science that developed from work accomplished during this period.</p> <p>1(h). Correspondence covering program areas of health and safety used as input to the TVA annual reports.</p> <p>1(i). Correspondence containing information in the health and safety area used as input to special reports made by other divisions that included specific items of the program.</p> <p>1(j). Correspondence regarding the responsibilities of the division in case of and during war.</p>		