

REQUEST FOR RECORDS DISPOSAL 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
Division of Property and Services

3. MINOR SUBDIVISION
Office Service Branch

4. NAME OF PERSON WITH WHOM TO CONFER
Ronald E. Brewer

5. TEL. EXT.
**FTS
854-3351**

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JOB NO
NC1 142 78 8

DATE RECEIVED
AUG 15 1978

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

4-24-79 *James B. Rhoads*
Date 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 1 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 7-5-78 | D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ronald E. Brewer</i> | E. TITLE Assistant TVA Archivist |
|--------------------------|--|--|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|---|--|------------------|
| | ADMINISTRATIVE RELEASES AND ANNOUNCEMENTS | | |
| 1. | TVA maintains a master record of all administrative releases and announcements developed within the agency that establish <u>policies, procedures, and lines of authority</u> . The administrative releases deal primarily with policies, procedures, and authority vested in each major office, division, branch, section, and unit. The announcements are used to identify changes in responsibilities, procedures, policies, office relocations, etc. This file or record series is the only complete history of these procedures and documents the growth of TVA since the agency was established in 1933. Therefore, we are requesting these records to be scheduled as follows: | GRS 16/1a (submit SP-115) GRS 16/13a (submit SP-115) 7 items | |

- a. Paper records
- 1) Original set (Office Service Branch)--Destroy in agency when no longer needed for administrative purposes (providing that filmed copy has been offered to NARS)
 - 2) All other copies--Destroy in agency when superseded.
- b. Microfilm Copy of original set (Office Service Branch)
- 1) Silver original and 1 duplicate copy--PERMANENT. Offer to NARS upon filming and verification of film. The agency certifies that filming will be done in accordance with 41 CFR 11.504. (Arr. on film numerically by number assigned to each organization. 10 rolls of 16mm film on hand; ca. 1 roll/5 years accumulation)
 - 2) All other copies--Destroy in agency when no longer needed for administrative purposes.
- c. Index to releases
- 1) Paper records--Destroy in agency with related paper releases
 - 2) Microfilm copy--
 - a) Silver original and 1 duplicate copy--PERMANENT. Offer to NARS with related microfilm copy of releases
 - b) All other copies--Destroy in agency when no longer needed for administrative purposes.
- RTB
3/7/79
change discussed with & approved by TVA (Brewer) per telecon, 3/8/79. R/S 4-9-79
- to agency, 4AC, 4NCN - 4/25/79 NWS 4/30/79