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 Management Services

3. MINOR SUBDIVISION
   Division of Property and Services

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

5. TEL EXT.
   FTS 857-3351

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 2 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>
<thead>
<tr>
<th>C. DATE</th>
<th>D. SIGNATURE OF AGENCY REPRESENTATIVE</th>
<th>E. TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-26-80</td>
<td>Ronald E. Brewer</td>
<td>Assistant TVA Archivist</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. ITEM NO</th>
<th>8. DESCRIPTION OF ITEM</th>
<th>9. SAMPLE OR JOB NO.</th>
<th>10. ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Employee Suggestion System Records</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   The employee suggestion system program was established within the old Department of Property and Supply in 1945. This was the first such formal channel in TVA for the handling of employee suggestions. The suggestions relate to ways in which TVA employees can accomplish their work better, quicker, cheaper, or safer.

   The Division of Property and Supply (formerly Department of Property and Supply) was merged with another TVA division into a new organization—Division of Property and Services in 1976. At that time the P&S Suggestion System Committee was terminated.

   The official records which were maintained by the Secretary of the suggestion committee are used for administrative and reference purposes in the Division of Property and Service.

   Submitted 3/23/81
   Closed Out: 4-9-81: (T:).

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11 4
Copies of the suggestions which cover ways for improving operations of specific types of equipment are used in the branches, section, and units for implementation purposes for as long as the equipment is in operation—10 years or less.

The Suggestion System Committee file covers the period 1945—Accumulation is 5 cubic feet. This series is filed by numeric, alpha-numeric, and subject-numeric systems.

Disposition:

a) Suggestion System Committee File: Destroy in agency

b) All Other files:

Destroy, when no longer needed for administrative, reference, or operational purposes, not to exceed 10 years after date of suggestion.