

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**  
(See Instructions on reverse)

*New No 3 Per 8014*

*AK*

LEAVE BLANK	
JOB NO	
<i>NCI-142-81-5</i>	
DATE RECEIVED	
<i>December 5, 1980</i>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>3-23-81</i> Date	<i>Robert J. Wann</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 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.

C. DATE 11-26-80	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
	<p>Employee Suggestion System Records</p> <p>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.</p> <p>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&amp;S Suggestion System Committee was terminated.</p> <p>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.</p> <p><i>to 4 NC, MBR, &amp; agency - 3/26/81</i></p>		<i>2 items</i>

*Closed Out: 4-9-81: K.T.J.*

**Request for Records Disposition Authority - Continuation**

JOB NO

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2 of 2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>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.</p> <p>The Suggestion System Committee file covers the period 1945 - <sup>1976</sup><del>1996</del>. Accumulation is 5 cubic feet. This series is filed by numeric, alpha-numeric, and subject-numeric systems.</p> <p>Disposition:</p> <p>a) Suggestion System Committee File: <i>Destroy in agency</i> <del>Offer to NARS when no longer needed in TVA for administrative or reference purposes.</del> <i>RB 2/17/81 CR</i></p> <p>b) <sup>All</sup> Other files: <i>in agency</i> Destroy <i>in agency</i> when no longer needed for administrative, reference, or operational purposes, not to exceed 10 years <i>after date of suggestion.</i></p>		