

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

2 Sep 81/44

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

1. FROM (AGENCY OR ESTABLISHMENT)
Tennessee Valley Authority

2. MAJOR SUBDIVISION
Board of Directors

3. MINOR SUBDIVISION

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

5. TEL EXT
FTS 857-3351

LEAVE BLANK

JOB NO
NCI-142-81-27

DATE RECEIVED
September 3, 1981

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

SIGNATURE OF THE ARCHIVIST IS NOT REQUIRED FOR APPROVAL OF PERMANENT RETENTION OF RECORDS

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 7 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 <u>6-15-81</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ronald E. Brewer</i>	E. TITLE <u>Assistant TVA Archivist</u>
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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><u>Records of the TVA Board of Directors</u></p> <p>Under the TVA Act, the Board of Directors is vested with all the powers of the Corporation. The Board establishes general policies and programs; reviews and appraises progress and results; approves projects and specific items which are of major importance, involve important external relations, or otherwise require Board approval; approves the annual budget; and establishes the basic organization through which programs and policies are executed.</p> <p>The TVA Directors are appointed by the President of the United States for a nine-year term. The President also designates the Director who will serve as Chairman of the Board which is also a nine-year term. If a term is vacated before it expires, a new appointee will serve the remainder of the term. Directors may also be appointed to additional terms by the President.</p>		

to 4nc, 4ncn, agency, & NNB- 10/16/81

Closed Out: 10-20-81: KTD

Copy to NNB, 4NCN & 4NC

Mass Data Charge Worksheet Not Required

11 items

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
2 7

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	<p>The records contain information on administrative and program concerns such as:</p> <ol style="list-style-type: none"> 1. Federal laws and legislation; Legal Matters 2. Finance and accounting 3. Personnel 4. Organization and administration of TVA 5. Provision of services within TVA 6. Procurement of supplies and equipment 7. Transportation of persons, supplies and equipment and animals by land, by water and by air including rates and routings, agreements and schedules 8. Acquisition and disposition of land, relocation of land owners, forestry and soil erosion, TVA buildings, TVA plants and systems, and reservations 9. Medical care, health and prevention of disease, sanitation, veterinary sanitation, safety and first aid 10. Waters and waterway development, including streams in the Tennessee River system, dams and damsites, navigation, flood and water control, and bridges 11. Hydraulic and hydrographic, climatological, meteorological and geologic studies, measurements and data 12. Recreational use of waters 13. Social and economic problems in the Tennessee Valley area including population studies, family surveys; employment and unemployment statistics; regional planning; industrial planning; and training and education in trades, engineering, agriculture, and handicrafts 14. Welfare and relief for the Valley including subsistence homesteads and child welfare 15. Industries and industrial development including power program and policies of TVA, production of power, transmission and distribution of power, sale and consumption of power, power studies and surveys including water power, power costs and rates, and rural electrification 16. Production, sale and distribution of fertilizer 17. Correspondence with various Valley area cooperatives such as: Land O' the Sky Mutual Association, Inc., Southern Highlanders, Inc., etc. <p>The files include:</p> <ol style="list-style-type: none"> (3) letters from the President and his Cabinet, other Federal agencies, congressmen, outside companies and organizations, Tennessee Valley residents, and the general public; 		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
3 7

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	<p>2) Memoranda created within the corporation documenting administrative recommendations and decisions and various program operations and functions conducted within the organization.</p> <p>3) Periodic progress reports made to the President and other Federal agencies concerning all components of the Corporation; reports of special studies and projects being undertaken within the Corporation; and various informational reports received from other Federal agencies and outside companies.</p> <p>4) Informational publications received from other Federal agencies, outside organizations and companies and publications developed and printed within TVA documenting various program operations.</p> <p>Dr. A. E. Morgan was the first Chairman of the TVA Board of Directors and served in this position from May 26, 1933 to March 23, 1938. Dr. Morgan was relieved of his position by President Franklin D. Roosevelt and Director H. A. Morgan was appointed by the President to serve as Chairman.</p> <p>At some point, Dr. A. E. Morgan removed a large volume of the records created during his chairmanship and later offered them to Antioch College, Yellow Springs, Ohio. Some of Dr. Morgan's records are duplicated in D. E. Lilienthal's and H. A. Morgan's files. We do not know to what extent this duplication exists. Plans are to microfilm the records and offer the hard copy to the Branch Archives. TVA is to receive a copy of the microfilm.</p> <p>D. E. Lilienthal's records were microfilmed in 1979 and the paper records accessioned into the Branch Archives by SF 258 dated May 1, 1979, NARS Job Number NC3-142-79-8.</p> <p><u>Other than these two segments, all of the Board files are currently located in either the Knoxville Records Staging Area or the Administrative Files in the TVA Towers.</u></p> <p>We assume that what we actually have of A. E. Morgan's records are filed in the Curtis-Morgan-Morgan series. Harry A. Curtis succeeded Dr. Harcourt A. Morgan as Director. His records were interfiled with Dr. Morgan's directorship records. Material in the H. A. Morgan series was stamped "Chairman's File" as was some material in the Curtis-Morgan-Morgan series. Therefore, we interfiled the H. A. Morgan series with the Curtis-Morgan-Morgan series</p>		

These records were accessioned during Summer, 1981

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
4 7

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	<p>to create one records series. This action provides a more complete file for research.</p> <p>Lilienthal's records collected during his time as Chairman were segregated from the Chairman's File for the micro-filming project for Princeton University.</p> <p>Beginning with Clapp-Vogel⁽¹⁹⁴⁶⁾ to date, the Chairman's records have been maintained as one file series--Chairman's File. Current plans are to break the Chairman's File effective June 22, 1981, when the new Chairman is appointed. The Director's Files, however, may consist of segments of records accumulated by one, two, or three Directors depending on the volume of the file when the Director left office.</p> <p>The Chairman's File was established in 1936 and includes records dating back to 1933. Copies of material filed in the Chairman's File may also be filed in each of the Director's Files. However, a document by document review would be necessary to determine the actual duplication.</p> <p>The Dewey Decimal System (adapted from the old War Department system) was used as standard in TVA from 1933 to 1940. From 1940 to 1943 the Departmental System (later called Divisional System) was standard. In 1943 the TVA Standard Alpha-Numeric File Classification System was developed. The Chairman's File and Directors' Files were coded by the Decimal System until 1958. In January 1958 the files were set up by the TVA Standard Alpha-Numeric System and are still coded by that system.</p> <p>The records series are organized in three segments:</p> <p>Σ. Alphabetic name file In the Dewey Decimal System the alphabetic name file (proper name) was classified 095 and then by the first alphabetic letter of the proper name. In the TVA Alpha-Numeric System the classification was dropped and only the alphabetic letter used. The alphabetic name file is filed in the beginning of the correspondence file and serves as a much-used finding aid.</p> <p>3 General Correspondence File The main segment of the file consists of correspondence and miscellaneous materials usually classified by subject according to the TVA information retrieval system used.</p>		

arrangement

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
5 7

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	<p>Volume File (VF) The Volume File consists of bound reports, publications, booklets, and books. These documents are usually not filed in the folder with the correspondence transmitting them. They are coded by the same classification code as the correspondence file. A notation is made on the transmittal correspondence or a cross reference index prepared indicating the volume's location.</p> <p>Because these records represent the execution of TVA's programs and policies at its highest administrative level, a permanent retention period is requested. (Nonrecord material in the <u>Director's</u> files beginning with Smith-Wagner-Hays-Welch records series-to-date can be destroyed when two fiscal years old.)</p> <p>The following disposition is requested:</p> <p>A. Curtis-Morgan-Morgan, 1933-1957 Contains records created and received by Arthur E. Morgan (Chairman from 5-26-33 to 3-23-38), Harcourt A. Morgan (Director from 6-3-33 to 3-23-38, and from 9-15-41 to 5-18-48; Chairman from 3-23-38 to 9-15-41), and Harry A. Curtis (Director from 5-4-48 to 5-18-57). Arranged by subject according to the TVA Decimal system. 96 cu. ft.</p> <p><u>Permanent.</u> Offer to GSA/NARS, Archives Branch, immediately ^{upon approval of this SF 115} with a copy of related retrieval system.</p> <p>B. Paty-Pope, 1939-1957 Contains records created and received by James P. Pope (Director from 1-5-39 to 5-18-51) and Raymond R. Paty (Director from 6-27-52 to 8-7-57). Arranged by subject according to the TVA Decimal system. 65 cu. ft.</p> <p><u>Permanent.</u> Offer to GSA/NARS, Archives Branch, immediately ^{upon approval of this SF 115} with a copy of related retrieval system.</p> <p>C. Smith-Wagner-Hays-Welch, 1957-1972 Contains records created and received by Frank J. Welch (Director from 11-25-57 to 2-20-59), Brooks Hays (Director from 4-23-59 to 2-27-61), A. J. Wagner (Director from 2-20-61 to 6-23-62), and Frank E. Smith (Director from 6-25-62 to 5-18-72) during their terms as Directors. Arranged by subject according to TVA Alpha-Numeric system. 79 cu. ft.</p>		

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	<p><u>Permanent.</u> Offer to GSA/NARS, Archives Branch immediately ^{upon approval of this SF-115} with a copy of related retrieval system.</p>		
D.	<p>Jones-McBride, 1957-1975 Contains records created and received by A. R. Jones (Director from 9-19-57 to 5-18-66) and Don McBride (Director from 5-8-66 to 5-18-75) during their terms as Directors. Arranged by subject according to TVA Alpha-Numeric system. 87 cu. ft.</p>		
	<p><u>Permanent.</u> Offer to GSA/NARS, Archives Branch immediately ^{upon approval of this SF-115} with a copy of related retrieval system.</p>		
E.	<p>William L. Jenkins, 1972-1978 Contains records created and received by William L. Jenkins (Director from 7-25-72 to 5-5-78) during his term as Director. Arranged by subject according to TVA Alpha-Numeric system. 45 cu. ft.</p>		
	<p><u>Permanent.</u> Offer to GSA/NARS, Archives Branch immediately ^{upon approval of this SF-115} with a copy of related retrieval system.</p>		
F.	<p>S. David Freeman-Richard N. Freeman, 1977-to date Contains records created and received by S. David Freeman (Director from 7-19-77 to 5-19-78, and 5-18-81 to date) and Richard N. Freeman (Director from 10-4-78 to date) during their terms as Directors. Arranged by subject according to TVA Alpha-Numeric system. Approximately 75 cu. ft. <i>to date.</i></p>		
	<p><u>Permanent.</u> Transfer to Knoxville Records Staging Area immediately after expiration of the term or termination of the last Director in the records series. Offer to GSA/NARS, Archives Branch, three years from date of file break with a copy of related retrieval system.</p>		
G.	<p>Robert N. Clement, 1979-1981 Contains records created and received by Robert N. Clement (Director from 8-2-79 to 5-18-81) during his term as Director. Arranged by subject according to TVA Alpha-Numeric system. 35 cu. ft.</p>		
	<p><u>Permanent.</u> Transfer to Knoxville Records Staging Area immediately after expiration of term. Offer to GSA/NARS, Archives Branch, three years from date of file break with a copy of related retrieval system.</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
7 7

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	<p>H. Future Directors' records.</p> <p><u>Permanent.</u> Transfer to Knoxville Records Staging Area immediately after expiration of term or termination of Director. Offer to GSA/NARS, Archives Branch, three years from date of file break with a copy of related retrieval system.</p> <p>I. Chairman's File, 1946-1957 Contains records created and received by Gordon R. Clapp (Chairman from 10-28-46 to 5-18-54) and Herbert D. Vogel (Chairman from 8-2-54 to 6-30-62) during Clapp's term as Chairman and part of Vogel's term as Chairman through 1957. Arranged by subject according to the TVA Alpha-Numeric system. 64 cu. ft.</p> <p><u>Permanent.</u> Offer to GSA/NARS, Archives Branch, 25 years from date of file break with a copy of related retrieval system.</p> <p>J. Chairman's File, 1958-June 22, 1981 Contains records created and received by Herbert D. Vogel (Chairman from 8-2-54 to 6-30-62), A. J. Wagner (Chairman from 6-23-62 to 5-18-78), S. David Freeman (Chairman from 5-19-78 to 6-22-81) during their terms as Chairman. Arranged by subject according to TVA Alpha-Numeric system. 300 cu. ft.</p> <p><u>Permanent.</u> Transfer to Knoxville Records Staging Area immediately after file break. Offer to GSA/NARS, Archives Branch, 25 years from date of file break with a copy of related retrieval system.</p> <p>K. Chairman's File, June 22, 1981-to date and continuing Contains records created and received by Charles H. Dean, Jr. (Chairman from 6-22-81 to date) and future Chairman until next file breaks. Arranged by subject according to TVA Alpha-Numeric system.</p> <p><u>Permanent.</u> Transfer to Knoxville Records Staging Area immediately after file break. Offer to GSA/NARS, Archives Branch, 25 years from date of file break with a copy of related retrieval system.</p>		