

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NCl-142-85-5	DATE RECEIVED 2-05-85
1 FROM (Agency or establishment) <u>Tennessee Valley Authority</u>		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
2 MAJOR SUBDIVISION <u>Office of Natural Resources & Economic Development</u>			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER <u>Ronald E. Brewer</u>	5 TELEPHONE EXT FTS 858-2520	DATE 11-8-85	ARCHIVIST OF THE UNITED STATES <i>Frank A. Bank</i>
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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence is attached, or is unnecessary.

B. DATE 1-10-85	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ronald E. Brewer</i>	D. TITLE Assistant TVA Archivist
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p style="text-align: center;"><u>Records Relating to the Economic and Community Development Program</u></p> <p>This SF 115 is submitted for the purpose of notifying NARS that the records previously scheduled for disposition for the Office of Economic and Community Development under NARS Job No. NCl-142-83-16 (OECD Comprehensive Records Schedule) are now under the jurisdiction of the newly created Office of Natural Resources and Economic Development (ONRED) and that the authorized dispositions for those records will be applied by the new office.</p> <p>The Office of Natural Resources and Economic Development was created by the merging of the Office of Natural Resources and the Office of Economic and Community Development, effective October 1, 1983. The merger was the result of TVA Board decision to forge a more integrated approach to achieve the conservation and economic development objectives of the respective offices, to streamline operations, and to increase efficiency.</p> <p>All changes to this proposed schedule have been approved by:</p> <p><i>Paul M. ...</i> NARA appraiser 5/6/85 date <i>Ronald E. Brewer</i> Agency representative 8/1/85 date</p>	NCl-142-83-16	

Records Relating to Economic and Community Development

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Correspondence File of the Office of Economic and Community Development (1979-1984)</u> General correspondence of program and housekeeping records related to programs such as Floodplain Management, Skills Development, Enterprise Development, Crafts Enterprise Development, Engineering Assistance, Economic Development and Analysis, Tourism Development, Community Development, Navigation Development, and other related programs created from 1979 - March 1984.	<u>Permanent.</u> Offer to NARA in May 1999. (Screen out and destroy housekeeping records before sending to NARS.) (NC1-142-83-16 Sec. 1; Part 1, Item 1)
2.	<u>Budget Plans for Economic and Community Development</u> Work copies of Economic and Community Development Program budget plans for budget and financial services, 1979 to present.	Destroy in agency when 10 years old. (NC1-142-83-16 Sec. 1; Part 2, Item 1)
3.	<u>Contract File</u> Work copies of contracts with universities, cities, states, CETA, personal service and others, project agreement, workplans, and other related materials maintained for budget and financial services, 1976 to present.	Destroy in agency at option after expiration of contract and audit, not to exceed 6 years. (NC1-142-83-16 Sec. 1; Part 2, Item 2)
4.	<u>Photographic Plates</u> Original plates for printing OECD Newsletter "Update".	Destroy when no longer needed. (GRS 21/11) Use CRS 21:11 for disposition. (NC1-142-83-16 Sec. 1; Part 3, Item 1)

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5.	<u>OECD Newsletter, "Update"</u> Monthly publication of items of interest about employees and general informational items.	Destroy in agency when no longer needed. (NC1-142-83-16 Sec. 1; Part 3, Item 2)
6.	<u>Correspondence File of the Office of Tributary Area Development (1961-1979)</u> General correspondence of program and housekeeping records related to tributary area programs and projects as part of TVA's interest in comprehensive, unified resource development activities designed to advance economic growth in subareas of the Tennessee Valley region from 1961-April 1979.	<u>Permanent.</u> Screen out and destroy records relating to housekeeping matters and offer remainder to NARA in 1994. (NC1-142-83-16 Sec. II; Item 1)
7.	<u>Photos of OTAD Field Activities</u> Field activity photos including rural fire programs, solid waste program, floodplain management, relocation. etc., 1961-1978.	<u>Permanent.</u> Offer to NARA ^{National Archives - Atlanta} (Atlanta Regional Archives Branch) in 1993. (NC1-142-83-16 Sec. II; Item 2)
8.	<u>Slides and Photographs of OTAD project activities</u> Photographs of project activities including meetings of citizen groups, watershed meetings, relocation program, etc., 1961-1979.	<u>Permanent.</u> Offer to NARA ^{National Archives - Atlanta} (Atlanta Regional Archives Branch) in 1994. (NC1-142-83-16 Sec. II; Item 3)
9.	<u>OTAD Newsletter and Annual Report</u> Newsletters and annual reports providing periodic summaries of the activities and accomplishments of the tributary organizations, 1961-1979.	<u>Permanent.</u> Offer to NARA in 1994. (NC1-142-83-16 Sec. II; Item 4)
10.	<u>Correspondence File of Division of Navigation Development and Regional Studies (1968-1979)</u> Administrative and program records	<u>Permanent.</u> Screen out and

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10.	(continued) relating to the delegated responsibilities of ND&RS including navigational use and development, minority economic development, regional planning and development opportunities, economic and community development, social development, and related studies and research created from 1968-April 1979.	destroy records for house-keeping functions and offer remainder to NARA in 1994. (NC1-142-83-16 Sec. III; Item 1)
11.	<u>Correspondence File of Human Resource Development Staff (1975-1979)</u>	<u>Permanent.</u> Screen out and destroy records related to housekeeping functions and offer remainder to NARA in 1994. (NC1-142-83-16 Sec. IV, Item 1)
12.	<u>Correspondence File of Health Resource Development Staff (1969-1979)</u>	<u>Permanent.</u> Screen out and destroy records related to housekeeping functions and offer remainder to NARS in 1994. (NC1-142-83-16 Sec. V, Item 1)
13.	<u>Potential Industries File</u>	
	a. Correspondence, notes on telephone conversations, newspaper clippings between TVA and industries expressing interest in locating in the Tennessee Valley. (filed in OECD Administrative File)	See Item 1 of this schedule for disposition. (NC1-142-83-16 Sec. VI, Item 1(A))
	b. Data base containing much of the data in the hard copy file.	Destroy individual data elements when no longer needed for administrative purposes. (NC1-142-83-16 Sec. VI, Item 1(B))

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14.	<u>General correspondence file of the Floodplain Management Branch (1953-1979)</u>	<u>Permanent.</u> Offer to NARA in 1994. (NC1-142-83-16 Sec. VII; Item 1)
15.	<u>Comprehensive Employment and Training Act (CETA) Personnel</u>	Destroy when 5 years old, provided audit is finalized. (NC1-142-83-16 Sec. VIII; Part 1, Item 2)
16.	<u>Slides and Scripts - Tourism</u>	<u>Permanent.</u> Break file every 10 years; offer to NARA 15 years from file break or when program is discontinued. (NC1-142-83-16 Sec. IX; Part 1, Item 1)
17.	<u>Data for Various Economic Studies</u>	Destroy 10 years after program is discontinued. (NC1-142-83-16 Sec. IX; Part 2, Item 1)
18.	<u>Industrial and Market Research</u>	Destroy 10 years after evaluation is completed. (NC1-142-83-16 Sec. IX; Part 3, Item 1)

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19.	<u>Market Statistics and Labor Data</u> Industrial and market statistics and labor data compiled from employment security data for internal use. Created from 1972 to present and maintained on microfiche.	Destroy 10 years after evaluation is completed. (NC1-142-83-16 Sec. IX; Part 3, Item 2)
20.	<u>Economic Analysis and Evaluation Data for Various Geographical Areas of the TVA Valley</u> Data regarding population, employment, industrial growth, production, distribution, and management of resources in the TVA Valley used for recruitment of firms for locating in the area. Data compiled from questionnaires and surveys. a. Questionnaires, surveys and computer printouts. b. Magnetic tape.	Destroy 11 years after evaluation and analysis is complete (NC1-142-83-16 Sec. IX; Part 3, Item 3) Destroy when project is discontinued. (NC1-142-83-16 Sec. IX; Part 3, Item 3)
21.	<u>Community Information System for Townlift (CIST)</u> Data documenting the effects of Townlift program including location of towns, counties, Townlift Committees, budgets for projects, money spent on projects, distribution of earnings by major industrial category, population estimates, and various other related data beginning in 1963 and used in developmental planning. Includes printouts, computer cards, questionnaires, and reports (other than final report filed in item 1 of this schedule.)	Destroy when 10 years old or when program is discontinued. (NC1-142-83-16 Sec. X; Part 1, Item 1)
22.	<u>Survey Materials on the Impact of Major TVA Construction Projects on Adjacent Communities</u> Raw data obtained in surveys of construction sites, 1967-1976, or impacts on communities adjacent to the projects due to the movement of construction work forces into an area. Information	

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22.	includes name of employee, man number, age, job title, type of appointment, last place of residence, family size, school age children, etc.	Destroy 10 years after completion of final report. (NC1-142-83-16 Sec. X; Part 2, Item 1)
	a. Computer cards and printouts.	
	b. Final report and questionnaires (filed in OECD Administrative File).	See Item 1 of this schedule for disposition. (NC1-142-83-16 Sec. X, Part 2, Item 1)
23.	<u>Environmental Impact Material on TVA Projects</u>	Use TVA Schedule I, Item 2b for disposition. (NC1-142-83-16 Sec. X; Part 2, Item 2) <i>Destroy in agency when no longer need for administrative purposes.</i>
	Work file of reference material used in environmental impact statement on uranium mining, Atmospheric Fluidized Bed Combustion demonstration plant, Clinch River Breeder Reactor Study done for TVA by Energy Impact Association, and hazardous waste projects as it relates to TVA portion of the environmental statement, 1972-1981.	