

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NCL-142-85-9

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

DATE RECEIVED

6-5-85

1. FROM (Agency or establishment)

Tennessee Valley Authority

2. MAJOR SUBDIVISION

Board of Directors & General Manager

3. MINOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4. NAME OF PERSON WITH WHOM TO CONFER

Ronald E. Brewer

5. TELEPHONE EXT.

858-2520 (FTS)

DATE

1-27-86

ARCHIVIST OF THE UNITED STATES

Frank A. Burke

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 16 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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
05-28-85	<i>Ronald E. Brewer</i>	Assistant TVA Archivist

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	See Attached Schedule		

Board of Directors

The Tennessee Valley Authority is an independent corporate agency of the Federal Government created by Act of Congress on May 18, 1933. It is directed by a three-member, full-time Board. All Board members are appointed by the President, subject to Senate confirmation. Appointments run for nine years, except the original unequal periods set up to stagger the terms, or for the remainder of an unexpired nine-year term of a vacancy. If a term is vacated before it expires, a new appointee will serve the remainder of the term. The Chairman of the Board is designated by the President. Directors may be appointed to additional terms by the President. The Board is responsible to the President and to Congress.

Under the TVA Act, the Board of Directors is vested with all 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.

General Manager

The General Manager is the principal TVA administrative officer. The General Manager serves as liaison between the Board and the offices and divisions in handling of matters of Board concern, and is responsible for coordinating the execution of programs, policies, and decisions which the Board of Directors approves or adopts. The General Manager brings before the Board matters which require its consideration or approval; assists the Board in presenting the TVA budget to the Office of Management and Budget and to Congress; affirms to the Board the adequacy of staff coordination and contribution in matters presented for its consideration, including judgments relating to broad public consequences, social and economic effects, and planning and program direction; interprets the Board's instructions to the offices and divisions; originates or approves administrative controls to ensure integrated execution of the total TVA program; and reports to the Board on overall efficiency, effectiveness, and economy of TVA operations.

The General Manager assigns duties and makes delegations to the TVA offices, divisions, and staffs in their execution of programs and policies which the Board of Directors adopts, subject to such controls as it may establish. The General Manager reviews and approves major TVA management methods, major organization changes within offices and divisions, and major staff appointments, and recommends to the Board basic changes in the TVA organization. The General Manager is responsible for ensuring that appropriate matters are presented in coordinated form to the Board at the proper time and that the Board has pertinent related information; and provides for the formal definition and communication of TVA programs, policies, procedures, and continuing delegations of authority and responsibility.

Description of Records

A detailed listing of the types of information contained in the TVA Board of Directors and the General Manager files follows.

The records contain information on administrative and program concerns such as:

Federal laws and legislation; Legal Matters

Finance and accounting

Personnel

Organization and administration of TVA

Provision of services within TVA

Procurement of supplies and equipment

Transportation of persons, supplies and equipment and animals by land, by water and by air including rates and routings, agreements and schedules

Acquisition and disposition of land, relocation of land owners, forestry and soil erosion, TVA buildings, TVA plants and systems, and reservations

Medical care, health and prevention of disease, sanitation, veterinary sanitation, safety and first aid

Waters and waterway development, including streams in the Tennessee River system, dams and damsites, navigation, flood and water control, and bridges

Hydraulic and hydrographic, climatological, meteorological and geologic studies, measurements and data

Recreational use of waters

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

Welfare and relief for the Valley including subsistence homesteads and child welfare

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

Production, sale and distribution of fertilizer

Correspondence with various Valley area cooperatives such as: Land O' the Sky Mutual Association, Inc., Southern Highlanders, Inc., etc.

The files include:

Letters from the Executive Branch, other Federal agencies, Congressmen, outside companies and organizations, Tennessee Valley residents, and the general public.

Memoranda created within the corporation documenting administrative recommendations and decisions and various program operations and functions conducted within the organization.

Periodic progress reports made to the Executive Branch 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.

Informational publications received from other Federal agencies, outside organizations and companies and publications developed and printed within TVA documenting various program operations.

ITEM
NO.

1 Records of the Board of Directors

A history of each appointee to the TVA Board of Directors follows. This documents the date of each appointment and the tenure of each appointee's term. An asterisk (*) preceding name denotes those who have served as Chairman of the Board.

*Arthur E. Morgan - Appointed as Chairman on May 26, 1933. Senate confirmation on May 30, 1933. Removed by Presidential action on March 23, 1938.

*Harcourt A. Morgan - Appointed on June 3, 1933. Senate confirmation on June 10, 1933. Designated Chairman on March 23, 1938. Reappointed. Senate confirmation on May 8, 1939. Relinquished Chairmanship on September 15, 1941. Term expired on May 18, 1948.

*David E. Lilienthal - Appointed on June 3, 1933. Senate confirmation on June 10, 1933. Reappointed. Senate confirmation on May 18, 1936. Designated Chairman on September 15, 1941. Reappointed. Senate confirmation on May 21, 1945. Resigned on October 28, 1946, to become Atomic Energy Commission Chairman.

James P. Pope - Appointed on January 5, 1939. Senate confirmation on January 12, 1939. Reappointed. Senate confirmation on May 12, 1942. Term expired on May 18, 1951.

Succeeded A. E. Morgan.

*Gordon R. Clapp - Recess appointment as Chairman on October 28, 1946. Senate confirmation on April 24, 1947. Term expired on May 18, 1954.

Succeeded David E. Lilienthal.

Harry A. Curtis - Appointed on May 4, 1948. Senate confirmation on February 8, 1949. Term expired on May 18, 1957.

Succeeded H. A. Morgan.

Raymond R. Paty - Appointed on June 27, 1952. Senate confirmation on July 4, 1952. Died while in office on August 7, 1957.

Succeeded James P. Pope.

*Herbert D. Vogel - Appointed as Chairman on August 2, 1954. Senate confirmation on August 11, 1954. Resigned on June 30, 1962.

Succeeded Gordon R. Clapp.

A. R. Jones - Recess appointment on September 19, 1957. Senate confirmation on July 15, 1958. Term expired on May 18, 1966. -

Succeeded Harry A. Curtis.

Frank J. Welch - Recess appointment on November 25, 1957. Senate confirmation on July 15, 1958. Resigned on February 20, 1959.

Succeeded Raymond R. Paty.

Brooks Hays - Appointed on April 23, 1959. Senate confirmation on June 23, 1959. Reappointed. Senate confirmation on February 20, 1960. Resigned on February 27, 1961.

Succeeded Frank J. Welch.

*Aubrey J. Wagner - Appointed on February 20, 1961. Senate confirmation on March 3, 1961. Designated Chairman on June 23, 1962. Reappointed. Senate confirmation on May 23, 1969. Term expired on May 18, 1978.

Succeeded Brooks Hays.

Frank E. Smith - Appointed on June 25, 1962. Senate confirmation on July 23, 1962. Took office on November 14, 1962, after completing congressional term. Reappointed. Senate confirmation on April 26, 1963. Term expired on May 18, 1972.

Succeeded Herbert D. Vogel.

Donald O. McBride - Appointed on May 8, 1966. Senate confirmation on May 19, 1966. Term expired on May 18, 1975.

Succeeded A. R. Jones.

William L. Jenkins - Appointed on July 25, 1972. Senate confirmation on September 30, 1972. Resigned on May 5, 1978.

Succeeded Frank E. Smith.

*S. David Freeman - Appointed on July 19, 1977. Senate confirmation on August 4, 1977. Designated Chairman on May 19, 1978. Relinquished Chairmanship to become Director on June 22, 1981.

Succeeded Donald O. McBride.

Richard M. Freeman - Appointed August 18, 1978. Senate confirmation on October 13, 1978.

Succeeded Aubrey J. Wagner.

Robert N. Clement - Appointed February 12, 1979. Senate confirmation on August 2, 1979. Term expired on May 18, 1981.

Succeeded William L. Jenkins.

*Charles H. Dean, Jr. - Appointed on April 30, 1981. Senate confirmation on June 19, 1981. Designated Chairman on June 20, 1981. Sworn in on June 22, 1981.

Succeeded Robert N. Clement.

John B. Waters - Senate confirmation on August 3, 1984. Sworn in on August 7, 1984.

Succeeded S. David Freeman.

The Chairman's File was established in 1936 and includes records dating back to 1933.

Dr. Arthur E. Morgan was the first Chairman of the TVA Board of Directors. He was appointed as Chairman on May 26, 1933, and served in this position until removed by Presidential action on March 23, 1938. Dr. Morgan was relieved of his position by President Franklin D. Roosevelt.

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.

Dr. Harcourt A. Morgan was appointed Chairman by President Roosevelt on March 23, 1938, and relinquished Chairmanship on September 15, 1941.

David E. Lilienthal was designated Chairman on September 15, 1941, and served until he resigned on October 28, 1946, to become Atomic Energy Commission Chairman.

Chairman Lilienthal's records collected during his term as Chairman were segregated from the Chairman's File for the microfilming project for Princeton University. In 1979, Chairman Lilienthal's records were microfilmed with a copy of microfilm for TVA and the paper records accessioned into the Archives Branch, National Archives and Records Administration, East Point, Georgia by SF 258 dated May 1, 1979, NARS Job Number NC3-142-79-8.

Other than these two segments, all of the Board files are currently located in either the Knoxville Records Center or the General Manager's Files in the TVA, Office of the General Manager, Records Management Unit.

Gordon R. Clapp was appointed Chairman on October 28, 1946. His term expired on May 18, 1954.

Herbert D. Vogel was appointed Chairman on August 2, 1954, and served until he resigned on June 30, 1962.

Aubrey J. Wagner was designated Chairman on June 23, 1962, and served until he resigned on May 18, 1978.

S. David Freeman was designated Chairman on May 18, 1978, and relinquished Chairmanship on June 22, 1981.

Charles H. Dean, Jr., was appointed Chairman by President Ronald Reagan on June 20, 1981, and was sworn in on June 22, 1981.

Beginning 1958 to June 22, 1981, the Chairman's records have been maintained as one file series--Chairman's File.

Effective June 22, 1981, there is a file break in the Chairman's File beginning with Chairman Charles H. Dean, Jr.'s, records.

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 Dewey Decimal System until 1958. In January 1958 the files were set up by the Standard Alpha-Numeric System. In 1983 major revisions were made to the alpha-numeric system and is identified in the disposition as TVA Alpha-Numeric System Revised. Correspondence was classified by the revised system beginning January 1984 in the Chairman's, General Manager's and Director John B. Waters' files.

The Records of the Board of Directors are organized in three segments:

1. 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.

2. General Correspondence File--The main segment of the file consists of correspondence and miscellaneous materials usually classified by subject according to the TVA Standard Information Retrieval System used.
3. 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.

These records represent the execution of TVA's programs and policies at its highest administrative level.

DISPOSITION:

- A. Director's File, 1933-1957, Curtis-Morgan-Morgan, 96 cu. ft. - Permanent. Accessioned into the Archives Branch, National Archives and Records Administration, East Point, Georgia 5/18/84.
- B. Director's File, 1939-1957, Paty-Pope, 62 cu. ft. - Permanent. Accessioned into the Archives Branch, National Archives and Records Administration, East Point, Georgia 12/3/84.
- C. Director's File, 1957-1972, Smith-Wagner-Hays-Welch, 16 cu. ft. - Permanent. Accessioned into the Archives Branch, National Archives and Records Administration, East Point, Georgia 9/14/84.
- D. Director's File, 1957-1975, Jones-McBride, 7 cu. ft. - Permanent. Accessioned into the Archives Branch, National Archives and Records Administration, East Point, Georgia 9/14/84. (NC1-142-82-27, Item 1d)
- E. Director's File, 1972-1978, William L. Jenkins, 4 cu. ft. - Permanent. Accessioned into the Archives Branch, National Archives and Records Administration, East Point, Georgia 12/3/84. (NC1-142-81-27, Item 1e)
- F. Director's File, 1979-1981, Robert N. Clement, 3 cu. ft. - Permanent. Accessioned into the Archives Branch, National Archives and Records Administration, East Point, Georgia 12/3/84. (NC1-142-81-27, Item 1g)
- G. Directors File, 1977-to date, S. David Freeman (1977-1978) and Richard M. Freeman (1978-to date), approximately 75 cu. ft. to date - Permanent. Transfer to Knoxville Records Center immediately after expiration of the term or termination of the last Director in the records series. Offer to the Archives Branch, National Archives and Records Administration, East Point, Georgia, three years from date of file break with a copy of related retrieval system.

- H. Director's File, 1981-1984, S. David Freeman, 55.5 cu. ft. - Permanent. Transfer to Knoxville Records Center in April 1985. Offer to Archives Branch, National Archives and Records Administration, East Point, Georgia, three years from date of file break with a copy of related retrieval system.
- I. Director's File, 1984-to date, John B. Waters, approximately 15 cu. ft. - Permanent. Transfer to Knoxville Records Center immediately after expiration of term or termination of Director. Offer to Archives Branch, National Archives and Records Administration, East Point, Georgia, three years from date of file break with a copy of related retrieval system.
- J. Future Director's Records - Permanent. Transfer to Knoxville Records Center immediately after expiration of term or termination of Director. Offer to Archives Branch, National Archives and Records Administration, East Point, Georgia, three years from date of file break with a copy of related retrieval system.
- K. Chairman's File, 1947-1957, Gordon R. Clapp and Herbert D. Vogel, 64 cu. ft. - Permanent. Accessioned into the Archives Branch, National Archives and Records Administration, East Point, Georgia 11/29/84. (NCl-142-82-27, Item li)
- L. Chairman's File, 1958-June 22, 1981, Herbert D. Vogel (1958-1962), A. J. Wagner (1962-1978) S. David Freeman (1978-1981), 300 cu. ft. - Permanent. Transfer to Knoxville Records Center immediately after file break. Offer to Archives Branch, National Archives and Records Administration, East Point, Georgia, 25 years from date of file break with a copy of related retrieval system.
- M. Chairman's File, June 22, 1981-Dec. 31, 1983, Charles H. Dean, Jr., 67.5 cu. ft. - Permanent. Transfer to Knoxville Records Center immediately after file break. Offer to Archives Branch, National Archives and Records Administration, East Point, Georgia, 25 years from date of file break with a copy of related retrieval system.
- N. Chairman's File, Jan. 1, 1984-to date, Charles H. Dean, Jr. and future Chairmen, approximately 30 cu. ft. to date - Permanent. Transfer to Knoxville Records Center immediately after file break. Offer to Archives Branch, National Archives and Records Administration, East Point, Georgia, 25 years from date of file break with copy of related retrieval system.
(NCl-142-81-27)

ITEM
NO.

2 Records of the General Manager of TVA

The Coordination Division was established October 6, 1933. In June 1937, the Coordination Division was changed to General Manager.

In 1936, the TVA Central File was decentralized and the Administrative File was established on the Dewey Decimal System to serve the General Manager's Office. Prior to the Central File microfilm project, the records series in the Central File relating to the General Manager's responsibilities were transferred to the Administrative File.

In 1958, the file name was changed from Administrative File to General Manager's File. At that time the classification system was changed from the Dewey Decimal System to the TVA Standard Alpha-Numeric System. Beginning January 1982, there was a file break which was established on the TVA Standard Alpha-Numeric System. Beginning January 1984, a new file was established on the TVA Standard Alpha-Numeric System Revised.

The 1933-1957 records series was accessioned into Archives Branch, National Archives and Records Administration, East Point, Georgia, 10/12/84. The 1958 through present records series is presently stored in the TVA, Office of the General Manager, Records Management Unit.

A history of those who have served as General Manager of TVA is as follows:

Carl A. Bock served as Coordinator until January 1, 1934.

John B. Blandford was appointed Coordinator effective January 1, 1934. John B. Blandford was appointed Acting General Manager beginning May 1936. He was appointed General Manager on June 17, 1937, and served through September 29, 1939.

Gordon R. Clapp was appointed General Manager on October 1, 1939, and served through November 1, 1946.

George F. Gant was appointed General Manager on November 2, 1946, and served through March 30, 1951.

John Oliver was appointed General Manager on September 23, 1951, and served through September 15, 1954.

A. J. Wagner was appointed General Manager on September 16, 1954, and served through March 8, 1961.

L. J. Van Mol was appointed General Manager on March 9, 1961, and served through March 1, 1970.

Lynn Seeber was appointed General Manager on March 2, 1970, and served through May 17, 1978.

Leon Ring was appointed General Manager on November 29, 1978, and served through June 26, 1979.

William F. Willis was appointed General Manager on June 27, 1979, and is currently serving as General Manager.

Because these records series reflect the activities and responsibilities of the principal TVA administrative office, a permanent retention period has been approved.

DISPOSITION:

- A. Administrative File, 1933-1957 arranged by subject according to the Dewey Decimal System, 412 cu. ft. - Permanent. Accessioned into Archives Branch, National Archives and Records Administration, East Point, Georgia, 10/12/84 with a copy of the folder-label inventory and related retrieval system. (NCl-142-81-23, Item 1a)
- B. General Manager's File, 1958-1981 arranged by subject according to TVA Standard Alpha-Numeric System, 420 cu. ft. - Permanent. Transfer to Knoxville Records Center within one year after file break. Offer to the Archives Branch, National Archives and Records Administration, East Point, Georgia, 30 years from date of file break with a copy of the folder-label inventory and related retrieval system.
- C. General Manager's File, 1982-1983 arranged by subject according to TVA Standard Alpha-Numeric System, 75 cu. ft. - Permanent. Transfer to Knoxville Records Center within one year after file break. Offer to the Archives Branch, National Archives and Records Administration, East Point, Georgia, 30 years from date of file break with a copy of the folder-label inventory and related retrieval system.
- D. General Manager's File, 1984-to date arranged by subject according to TVA Standard Alpha-Numeric System Revised. 32.5 cu. ft. Estimated annual growth 65 cu. ft. - Permanent. Transfer to Knoxville Records Center within one year of file break. Offer to the Archives Branch, National Archives and Records Administration, East Point, Georgia, 30 years from date of file break with a copy of the folder-label inventory and related retrieval system. (NCl-142-81-23)

ITEM
NO.

- 3 General file material coded for temporary retention (Excludes material in Chairman's File) (Does not include any policy or procedural material)

The file material described below represents material routed to the Board of Directors for informational purposes. The record copy of policy or procedural material is filed either in the Board Chairman's file or the General Manager's file for permanent retention. The remaining items cover nonrecord materials coded for temporary retention and are not required to complete other files.

This authorization does not include material in the files for Directors H. A. Morgan, D. E. Lilienthal, James P. Pope, H. A. Curtis, or Raymond R. Paty. These files were coded by the Dewey Decimal System during the years 1933-1957, and will remain intact.

This authorization does not include any policy or procedural material.

Disposal of this material after a retention period of two calendar years will conserve use of file equipment and floor space.

After termination of a Director(s) or expiration of a Director's term, the records that have been preclassified for temporary retention and are not eligible for destruction will be transferred to the Knoxville Records Center with the permanent material. Since the permanent material is to be offered to the Archives three years after the expiration of the Director's term, the temporary records will be destroyed prior to shipment of the permanent material to the Archives.

1. General

- a. Letters and memorandums of appreciation, acknowledgement, referral, recommendation, introduction, congratulation, commendation, condolence, or regret and general "courtesy" correspondence.
- b. Originals and all informational copies of correspondence, including forms 45 and 45D, provided it is evident that the record copy [original or yellow (or equivalent)], with indicated attachments, is filed in the Chairman's file or in the General Manager's file.
- c. U. S. Savings Bond material, including bond purchase reports and summaries.
- d. Business announcement cards.
- e. Reading files.

2. Administration and Management

- a. Arrangements for meetings, conferences, seminars, workshops, and institutes, including notices of time and place, invitations to participate or attend and replies, agenda, and discussion outlines; rosters and attendance lists; printed programs; informational copies of minutes and reports of meetings.
- b. Informational copies of Board Agenda; form TVA 987, Application for Board Approval, and related papers; Items Formally Approved by Board of Directors; and Minutes of Meetings of Board of Directors.
- c. TVA Announcements.

2. Administration and Management (continued)

- d. Proposed administrative release system materials and related correspondence, which were drafted and coordinated by other TVA offices and divisions.
- e. Releases, publications, and progress reports issued by other TVA offices and divisions, including planning, reconnaissance, feasibility and project reports; technical monographs; excerpts and summaries of reports; and TVA annual report.
- f. Material about signature authorizations.
- g. Lists of pending engagements, including form TVA 61, Appointment Record.

3. Personnel

- a. Biographies of TVA personnel; nominations of TVA personnel for various awards, such as public service; invitations to membership in various clubs and societies; requests to serve on sponsoring committees of various organizations, and replies.
- b. Correspondence from Congressmen and others regarding transfer, promotion, or termination of employees; requests for and transmittal of employee personal history records and personnel forms on terminated employees.
- c. Correspondence with or about applicants for TVA employment and related forms; position vacancy announcements.
- d. Personnel forecasts; manpower utilization reports; proposed personnel action; resignation and acceptance correspondence; service review; job description, class specification, and allocation standards; loan of personnel; classification and salary surveys; effects of pay increases; military service, transfers; citizenship; correspondence regarding nepotism; requests to the President for occupational deferments.
- e. Leave and vacation schedules; requests for leave.
- f. Material about preparation for retirement; Retirement System announcements, elections, annual reports, and committee reports.
- g. Correspondence and printed material about group medical, accident, and life insurance.
- h. Solicitation of funds; TVA's participation in Joint Crusade and National Health Agencies, United Fund, and Combined Federal Campaigns; fund drives for charitable purposes.

3. Personnel (continued)

- i. Material about employee-management relations; cooperative conference program; wage and salary negotiations; publications issued by employee-management groups, such as WIRE, Teamwork, and other union publications.
- j. Material about holidays; work schedules; excuse from duty; and flexible and inflexible schedules.
- k. Material about employee training activities; public administration internships.
- l. Surety and fidelity bond application, expiration, or renewal.
- m. Issuance and return to courtesy cards.
- n. Correspondence about employee indebtedness.

4. Finance and Accounting

- a. Drafts of accounting procedures and related correspondence; TVA financial statements.
- b. Classification of accounts.
- c. Correspondence about distribution of expenditures; overhead distribution; administrative and general expense.
- d. Material about depreciation.
- e. Correspondence about time and payroll accounting details, including payroll deductions and delivery, mailing, and loss of checks.
- f. TVA budget documents and drafts, including Budget Programs submitted to Congress and Bureau of Budget.

5. Office Services

- a. Daily bulletins; items for bulletin board; office procedures and standards.
- b. Material about office buildings and space, including repairs, alterations and services; relocation of offices; building prints and layouts; reservation of conference rooms. Excludes material about proposed move of offices to Muscle Shoals.
- c. Correspondence about records management services, including superseded forms TVA 3241, Records Control Authorization and form TVA 3242, Records Control Schedules; stenographic services.

5. Office Services (continued)

- d. Printing and reproduction services, including blueprint and photographic reproduction; rates and instructions for preparing masters. Includes form TVA 51, Reproduction Order; form TVA 471, Order for Engineering Reproduction.
- e. Correspondence about mail service, including lost mail; report of franked mail; mailing addresses and mailing lists; form TVA 19, Correspondence Record.
- f. Correspondence about telecommunication services, including leased line and toll tickets, FTS Identification Symbols; information for TVA telephone directory and list of persons to receive official telegrams after work hours; transmittal of telephone credit cards.

6. Travel and Transportation

- a. Material about travel, including automobile and airplane flight orders; transportation requests; carrier schedules; travel orders and vouchers; schedules and itineraries; hotel and transportation reservations; per diem rates and travel advances; hotel bills; discount cards; and courtesies exchanged after trips.
- b. Assignment and release of TVA vehicles.
- c. Descriptions and license numbers of Director's personal cars which will be parked in spaces provided for them.
- d. Lists of material assembled for trips; informational copies of trip reports.

7. Laws and Legal Matters

- a. Printed copies of proposed legislative bills; Congressional Record and excerpts; court proceedings; reproduced copies of transcripts of testimony; printed copies of Congressional documents; listing of Congressional hearings, reports, and documents relating to TVA.
- b. Executive Orders which do not relate directly to TVA.
- c. Informational copies of legal opinions; processed copy of index to legal opinions.

8. Public Relations

- a. Invitations to luncheons, banquets, dedications, rallies, celebrations, observances and ceremonies, and replies declining or accepting; lists of persons who attended.

8. Public Relations (continued)

- b. Material about visitors, including arrangements, schedules, programs, and itineraries; invitations to visit TVA; visitors' calling cards; and courtesies exchanged after visits.
- c. Bibliographies.
- d. Requests for information or publications (including maps and photographs) and routing replies which involve no policy decisions and no special compilation or research; transmittals and acknowledgments of publications, maps, and photographs; requests for autographs, photographs and exhibits, and replies.
- e. Correspondence about film showings and schedules; TVA films available.
- f. Invitations to speak, prepare articles, book reviews, or serve on panels, and replies accepting or declining; copies of speeches and articles by other Board members and other TVA personnel; requests for, transmittals, and acknowledgments of speeches and articles; requests for photographs and biographical information and reprints.
- g. News releases and clippings, including TVA News, Index of TVA News, and TVA Employee News Digest.
- h. Informational copies of non-TVA speeches, articles, publications, and excerpts which are not needed to complete a file of permanent material, including requests for and transmittal of speeches and articles; invitations to non-TVA people to speak and replies.
- i. Periodicals and magazines, including those containing articles about TVA.
- j. Biographical data on non-TVA people.

9. Health, Safety, and Environmental Science

- a. Material about medical facilities and services, including chest x-rays, immunizations, and physical examinations.
- b. Safety and accident bulletins, accident reports.

10. Materials and Equipment

- a. Correspondence and forms about provisions of supplies and equipment, including purchase requisitions, purchase orders, and estimates of requirements; additions to lists of prospective bidders; advertising letters and brochures; information on materials and equipment TVA may have interest in buying; offers of goods and services to TVA.

10. Materials and Equipment (continued)

- b. Shipping tickets and shipping instructions; freight and express bills and bills of lading.
- c. Transfer and disposal of surplus personal property.

DISPOSITION: Destroy when 2 calendar years old. After termination of Director(s) or expiration of a Director's term, transfer immediately with permanent material to Knoxville Records Center.