

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-142-01-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

One-time disposition authority. Accession numbers: DO-142-08-077
DO-142-08-075

Date Reported: 5/19/2021

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-142-01-1</i>	
1. FROM (Agency or establishment) TENNESSEE VALLEY AUTHORITY EDUCATION, TRAINING AND DIVRSITY		DATE RECEIVED <i>8-14-00</i>	
3. MINOR SUBDIVISION		NOTIFICATION TO AGENCY	
4. NAME OF PERSON WITH WHOM TO CONFER KAL CHATTERJEE		In accordance with the provision of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for may items that be marked "disposition not approved" or "Withdrawn" in column to	
5. TELEPHONE 865-632-3622			
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed on the attached () 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		DATE <i>10-26-01</i> ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>	
DATE	SIGNATURE OF AGENCY REPRESENTATIVE <i>Georgia S. Greene</i>	TITLE Manager, Records Management	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>CORRESPONDENCE FILE FOR OFFICE OF MINORITY RESOURCES, 1990-1994</p> <p>PLEASE SEE ATTACHED</p> <p style="text-align: center; margin-top: 200px;"><i>cc: Agency, NR, NRC</i></p>		

REFERENCE: NARA NO. N1-142-01-1

1. **CORRESPONDENCE FILE FOR OFFICE OF MINORITY RESOURCES, 1990-1994**

The Office of Minority Resources created by then Chairman of the Board, Marvin Runyon was comprised of three staffs, Equal Opportunity Compliance, Minority Economic Development, and Diversity Development. The Minority Economic Development had two offices under it, Office of Small Disadvantaged Business Utilization and Community Relations.

The Equal Opportunity Compliance (EOC) staff was responsible providing counseling services to employees and applicants and administering the EEO complaint procedure. Diversity Development was responsible for strengthening workforce by creating an environment where all employees performed at their fullest potential.

The Office of Small Disadvantaged Business Utilization was responsible assisting small, disadvantaged, minority, and women-owned businesses.

This records series contains correspondence for the Vice President of the Office of Minority Resources who reported to the TVA Board of Directors. The File which is arranged by date includes correspondence on minority and woman's procurement access plan, procurement contracts, procurement conference for minority and woman's business owners, etc..

The dates of the 1.0 c.f. file range from December 1990 to September 1994.

Effective February of 1994 the Office was renamed Education, Training and Diversity (ET&D) with additional offices under it.

DISPOSITION

A. Record copy

PERMANENT. Transfer to the Archives upon approval of the schedule.

B. All other unrelated records.

Remove during archival processing and destroy immediately.

REFERENCE: NARA NO. N1-142-01-1(continued)

1. **CORRESPONDENCE FILE FOR OFFICE OF MINORITY RESOURCES, 1990-1994(Continued)**

C. Electronic Mail and Word Processing System Copies.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.

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The dates of the 2.0 c.f. file range from December 1990 to September 1994.

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DISPOSITION

A. Paper copy

PERMANENT. Transfer to the Archives upon approval of the schedule.

B. Electronic copies created on electronic mail and word processing systems

Delete after recordkeeping copy has been produced unless needed longer for revision or dissemination.