

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-142-04-007

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Item A was superseded by N1-142-10-001, item 16d2

Item A was superseded by N1-142-10-001, item 16a

Items C/a and C/b were superseded by GRS 5.1, item 020 (DAA-GRS-2016-0016-0002)

Date Reported: 07/28/2022

N1-142-04-007

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TVA TODAY (NEWSLETTER)

TVA Today is an electronic newsletter prepared each weekday by the Communications group within TVA's Communications & Government Relations organization, then distributed via e-mail to TVA employees using Microsoft Outlook.

It is also posted on TVA's internal (InsideNet). An edited version (after the deletion of any information considered business-sensitive or competitive, as well as any links to InsideNet) is e-mailed to some 158 distributor customers and to about 300 or so retirees who have signed up to receive this version of TVA Today.

Information in the newsletter is typically brief and of immediate news interest to employees. The newsletter often includes Board statements, information on Board events, news releases of interest to employees, organizational changes, meeting notices and general-interest items.

It was created in WANG word-processing software from 1985 to October 18, 1996. From 1985 to 1991, copies are stored in paper only. From 1991, copies are stored electronically in an archival database. Archival database is maintained by Communications, with assistance as needed from Information Services. The archives are used mainly for searching and retrieval purposes. Copies from immediate years are maintained in TVA's internal network (InsideNet), and it is searchable by employees throughout TVA.

TVA Today is updated occasionally on an as-needed basis as a "TVA Today Update" and on rare occasions as a "TVA Today Special." These updates occur whenever something happens after TVA Today has been published and distributed on a given day, and that employees need to know before the next day's TVA Today is distributed.

DISPOSITION

A. Paper Copy

PERMANENT. Transfer to the National Archives in 10-year blocks when the newest records in the block are 30 years old. (1986-1996, transfer in CY 2026)

B. Archival Database

Temporary. Delete after record keeping copy is produced or no longer needed
For operational purposes, whichever is later.

TVA TODAY (NEWSLETTER) (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.