

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-142-89-3

DATE RECEIVED

10-19-88

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

1. FROM (Agency or establishment)
Tennessee Valley Authority

2. MAJOR SUBDIVISION
Resource Development Group

3. MINOR SUBDIVISION
Environmental Quality Staff

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

5. TELEPHONE EXT. DATE
615/751-2520 *4/25/90*

ARCHIVIST OF THE UNITED STATES
[Signature]

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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 _____ 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 <i>10-13-88</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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>See addition to the Comprehensive Records Schedule for the Resource Development Group, formerly the Office of Natural Resources and Community Development.</p> <p>I. Environmental Quality Staff Correspondence Files (1969-1978)</p>		

ENVIRONMENTAL QUALITY STAFF CORRESPONDENCE FILES

This record series consists of the correspondence files for the Office of Natural Resources and Economic Development's Environmental Quality Staff for the period 1969 to 1978. There are 309 cubic feet of records filed using the TVA Alpha-Numeric System, and a copy of the information retrieval system is included with the records.

In 1969, files were established for the Division of Environmental Research and Development in the Office of Health and Environmental Science. The Division of Environmental Research and Development was renamed the Division of Environmental Planning in 1973. In July 1974, the Environmental Planning and Assessment Staff, in the Division of Environmental Planning, was renamed the Environmental Assessment and Compliance Staff. It was responsible for coordinating interests in overall environmental planning and assessment aspects of TVA projects and activities. It reviewed and evaluated the environmental impact of proposed new projects or actions and identified potential immediate and long range environmental protection requirements. It coordinated the preparation of environmental statements for TVA projects and the review of environmental statements sent to TVA by other agencies. It coordinated the division's participation in air, water, and solid waste management matters with organized industrial, tributary, and regional development organizations. It maintained technical liaison with other TVA organizations and, as appropriate, with outside institutions in regard to economic and social aspects of environmental quality management activities. In February 1979, the Division of Environmental Planning became the Division of Resource Services which became the Division of Services and Field Operations in 1984. The Environmental Assessment and Compliance Staff was renamed Environmental Quality Staff, in the Office of Natural Resources. After the reorganization, the records were reviewed, evaluated, and separated. The records covered by this authorization are the records assigned to the Environmental Quality Staff.

This series of records includes both administrative and program records. The program records document the activities of the division in developing, recommending and carrying out plans, policies, and programs pertaining to TVA's interests in the promotion of environmental quality studies and in conducting technical guidance and assistance to other divisions. The records also document the division's activities in representing TVA with other governmental agencies with regard to environmental quality controls for TVA installations.

The administrative records relate to the internal administration or housekeeping activities rather than the functions for which the organization existed. In general, these records relate to division administration and management, audits, budgets, accounting, personnel, training, transportation, public relations, laws, litigation, records management, statistics, communications, taxation, data processing, and other materials that do not serve as official documentation of the program of the division.

DISPOSITION

- A. Correspondence selected by NARA for their evidential and informational value in documenting the program of the Environmental Quality Staff.

Permanent. Transfer to the National Archives upon approval of this schedule.

- B. All other records

Screen from files during archival processing and destroy.

C. Correspondence dated 1979 and continuing

PERMANENT. Break file every 10 years. Transfer to the TVA Knoxville Records Center 1 year after each file break. Transfer to the Federal Records Center 5 years after each file break. Transfer to the National Archives in 10 year blocks 10 years after each file break.