

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-142-89-21

DATE RECEIVED

8/22/89

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

1. FROM (Agency or establishment)

Tennessee Valley Authority

2. MAJOR SUBDIVISION

Governmental and Public Affairs

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

ufc
Ronald E. Brewer

5. TELEPHONE EXT.

615/751-2520

DATE

4/25/90

ARCHIVIST OF THE UNITED STATES

[Signature]

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

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

Assistant TVA Archivist

lib

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SUPERSEDED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 the attached two items for Governmental and Public Affairs

1. Correspondence Files
2. Citizen Action Line Calls

All changes to this proposed schedule have been approved by:

John W. Murray
NARA appraiser

4/3/90
date

Ronald E. Brewer
Agency representative
lib

3/28/90
date

Copies sent to agency, NMA, 4mm 4/30/90

CORRESPONDENCE FILES - INFORMATION OFFICE - GOVERNMENTAL & PUBLIC AFFAIRS

In July 1937, the position of the assistant to the General Manager position was established to be the Director of Information of TVA. The Office of the Director of Information was established in September 1937, which included three service staffs, the Information Service Staff, the Technical Library Service Staff and the Graphic Arts Service Staff. The office was under the General Manager and was responsible for the preparation and distribution of information for public and official uses covering the policies, decisions, and accomplishments of the Authority. In 1946 the Information Service Staff was renamed the Information Staff and its responsibilities were expanded. It helped visitors obtain information about TVA; prepared reports to Congress, the President and the public; edited reports, speeches, and articles for consistency with facts and established policy; and approved informational motion pictures prepared with TVA participation for release to the public. It established standards for TVA graphic and other displays and provided professional supervision and advice on their content, installation, and maintenance; and reviewed and advised on layout and illustrations for public reports and articles.

In 1962 the Information Staff became the Information Office. In 1983 the Information Office's responsibilities were revised. It advised the Board, General Manager, and offices and divisions on information to and contacts with the public and news media. It ensured that public concerns and complaints received an objective and responsive review within TVA. It had responsibility for public information during emergencies and developed procedures to ensure that correct and timely information was made available to the news media and the public. It had primary responsibility for handling requests for information, coordinating arrangements for visitors, and providing information for public and official use about TVA. It edited and approved releases to the news media and the public, all press releases, publications, audiovisual materials, including advertising and speeches and articles prepared by or for TVA and recommended information policies. It conducted employee communication programs and provided graphic, audiovisual and broadcast assistance to offices and divisions. It had primary responsibility for handling requests for information made pursuant to the Freedom of Information Act. In May 1987 the Information Office was placed under the Office of Governmental and Public Affairs. In addition to the responsibilities listed previously it approves all TVA broadcast equipment and production purchases and agency hospitality expenses for flowers and gifts. In July 1988, the name of Office of Governmental and Public Affairs was changed to Governmental and Public Affairs.

The correspondence file continued as it was until October 1988, when the file was decentralized. The file was split into segments; the Manager's File, Public Affairs, Employee and Corporate Communications, Administrative File, State and Local Affairs and Community Relations. The file was not broken at this time but each group removed the files that they had worked on from the official correspondence file. Each group uses the alpha-numeric information retrieval system.

The official copy of correspondence prepared by GPA for the signature of the Vice President of GPA, the Chief Operating Officer, or a Board member, is maintained in the Manager's File. The official copy of correspondence prepared by GPA for the signature of a manager below the Vice President of GPA is maintained in the files of the group who created the record.

There are eight cubic feet of correspondence files for the Information Office dating from 1933 to June 1944, 48 cubic feet of records dating from 1944 to 1957, and 99 cubic feet of records from 1958 to 1976, located in the Knoxville Records Center. There are approximately 136 cubic feet of records from 1977 to present located in the various offices. The records are filed using the alpha-numeric information retrieval system which covers the following classifications: General; Administration and Management; Dams, Reservoirs, and Waterways; Power; Fertilizer; Chemical and Munitions Development; Resource Development; Real Property; Health and Safety; and Materials and Equipment.

DISPOSITION: ~~SEE ATTACHED DISPOSITION~~

~~A. Correspondence dated 1933-1976~~

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

~~B. Correspondence dated 1977-Present~~

~~1. Program Records.~~

~~Permanent. Break file after ten years (1977-1987). Transfer records to the Knoxville Records Center. Transfer to the National Archives when the oldest record is 25 years old. (1977-1987 transfer in 2002). After 1987 break file every five years and transfer to the Knoxville Records Center. Transfer to the National Archives when the oldest record is 25 years old.~~

~~2. Records of minor, routine functions of the program not essential to the execution of the program responsibilities.~~

~~Destroy when no longer needed for administrative purposes, not to exceed two years.~~

~~C. File Plan~~

~~Transfer to the National Archives with corresponding records.~~

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CORRESPONDENCE FILES - INFORMATION OFFICE -GOVERNMENT AND PUBLIC AFFAIRS

Disposition:

A. Correspondence, 1933-76

1. General Correspondence

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

2. Foreign visitors files (Knoxville RC Boxes 55-75, 3L50-3M46)

A. 1 sample carton with diverse country selection

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

B. All other files.

Destroy when sample carton is transferred to the National Archives.

B. Correspondence, 1977-82

1. Program records

PERMANENT. Transfer to the National Archives in 1997.

2. Records removed during archival processing.

Destroy immediately.

C. Correspondence, 1983-

Break file every 5 years.

1. Program records with INF file designation.

PERMANENT. Transfer to the National Archives in 5 year blocks when newest records are 15 years old.

2. All other records

Destroy when program records are transferred to the National Archives.

D. File plan

PERMANENT. Transfer to the National Archives with corresponding records.

CITIZEN ACTION LINE CALLS

The Citizen Action Line was established in 1978, in the Information Office, as a liaison between TVA and the general public. In 1987 the Information Office became the Office of Governmental and Public Affairs. In July 1988 the Citizen Action Line was dissolved. The public could call the Citizen Action Line with complaints, requests for information, or to make comments relating to TVA's program. The staff person receiving the call was responsible for following up with a resolution to the complaint; for gathering and disseminating information to the caller; or for passing along comments to the appropriate office or Board of Directors.

Each call and the action taken was documented. From 1978 to 1982 the information was recorded on the Word One system. This information cannot be located. From 1982 to 1985 the information was documented using the Jacquard system. This information is maintained on 80 disc packs. From 1985 to 1988 the information was documented using the Wang system, and the information has been archived on disk packs.

DISPOSITION

1978-1982 - Cannot locate.

1982-1985 - Destroy upon approval of schedule.

1986-1988 - Destroy upon approval of schedule.

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