

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Tennessee Valley Authority

2. MAJOR SUBDIVISION

Diversity Development

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

vfc

Linda E. Blevins

5. TELEPHONE

615-751-2524

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-142-93-4

DATE RECEIVED

3-2-93

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

10/18/94

ARCHIVIST OF THE UNITED STATES

Paul C. Thelmae

## 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 for disposal 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,



is not required;



is attached; or



has been requested.

DATE

2/24/93

SIGNATURE OF AGENCY REPRESENTATIVE

Linda E. Blevins

TITLE

Assistant TVA Archivist

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	DIVERSITY DEVELOPMENT PROGRAM CORRESPONDENCE FILE  See the attached description for the Diversity Development Correspondence File.		

All changes to this proposed schedule have been approved by:

<u>Robert W. Meurer</u> NARA appraiser	<u>9/29/94</u> date	<u>Georgia S. Greene</u> Agency representative	<u>9/19/94</u> date
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Copies sent to Agency, 4NS, NSR, NCF (u) 10/20/94

## DIVERSITY DEVELOPMENT PROGRAM CORRESPONDENCE FILE

Diversity Development assists TVA and individual organizations in reaching affirmative employment goals. It also serves as a catalyst and facilitator in helping TVA and individual organizations create a work environment where every employee can fully contribute their talents to meet TVA's goals and objectives.

The Diversity Development Correspondence File began when Diversity Development was organized in August 1991. The Equal Opportunity organization, which included Special Emphasis Group (the Veterans Affairs Program and the Handicapped Program), became part of Diversity Development in April 1992. The Equal Opportunity correspondence had been filed in with the Human Resources correspondence file since June 30, 1988 (See Job No. N1-142-90-6). When Equal Opportunity moved to Diversity Development, its correspondence was also transferred to the Diversity Development Correspondence File. Therefore, even though the file began in August 1991, there is correspondence in the file which dates back to April 1988. The records are filed using the subject-numeric system. There are approximately 16 cu. ft. of these records.

### DISPOSITION

#### A. Program Records

1. All files with file designation EEO, except 6-7, and all files with designation DD and T&D 15-11 and 15-12.

PERMANENT. Break file every five years and transfer to the Knoxville Records Center. Transfer to the Federal Records Center, East Point, Georgia, when newest record is 20 years old.

2. Other program records

Destroy when 25 years old. (GRS 23/1)

#### B. All other records

Destroy when no longer needed, not to exceed 5 years. (GRS 23/1)