

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
10 NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <b>NI-142-97-10</b>	
1. FROM (Agency or establishment) TENNESSEE VALLEY AUTHORITY		DATE RECEIVED <b>4-18-97</b>	
2. MAJOR SUBDIVISION COMMUNICATIONS		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER  KAL CHATTERJEE	5 TELEPHONE  615-632-3622	DATE <b>3-30-99</b>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <b>6/28/96</b> <b>8/30/95</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Georgia S. Greene</i>	TITLE TVA ARCHIVIST (ACTING)	

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	CORRESPONDENCE FILE FOR COMMUNICATIONS  PLEASE SEE THE ATTACHED  <i>Sent in 6/28/96</i> <i>Sent again on 3/3/97</i>		

## I.1. CORRESPONDENCE FILE FOR COMMUNICATIONS

Communications (formerly the Information Office) has corporate responsibility for agency contacts with the U.S. Congress, the General Accounting Office; the Office of Management and Budget; other Federal agencies; local, State, and Federal governments and officials; news media representatives; and private groups and individuals interested in TVA activities, public information and media relations, employee and corporate communications, and agency publications. Although the names of the groups within Communications have changed several times over the years, their primary functions have remained somewhat the same.

The correspondence file for Communications was centralized until March 1989, when the file became decentralized because of a reorganization. The file was split into segments: the Manager's/Vice President'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. The correspondence file has been maintained decentralized since then. The correspondence prepared by Communications for the signature of the Vice President, the Chief Operating Officer, or a Board member is maintained in the file of the Vice President, Communications. The official copy of correspondence prepared by Communications for the signature of a manager below the Vice President of Communications is maintained by the secretary of the group that created the record.

Regional offices of some of the groups within Communications, such as Customer Communications, Public Relations, maintain their own correspondence file using various filing systems in their regional offices.

Program records with the INF file designation for all of Communications dated 1986 and continuing were appraised as permanent (N1-142-89-21, Item 1). However, effective April 1989 the file changed to a decentralized file and is being resubmitted for appraisal.

The volumes of the different segments of this file are as follows:

- Ä 8 cubic feet for the Information Office dated 1933 to June 1944.
- Ä 48 cubic feet for the Information Office dated from 1944 to 1957.
- Ä 99 cubic feet for the Information Office dated from 1958 to 1976.
- Ä Approximately 18.5 cubic feet for the Information Office dated 1977 to 1985.
- Ä Approximately 12 cubic feet dated 1986 to March 1989 for all of Communications.
- Ä Approximately 10 cubic feet of correspondence, filed chronologically, dated April 1989 to July 1991 for the Vice President, Communications.
- Ä Approximately 9 cubic feet of correspondence dated July 1991 to July 1992 for the Vice President, Communications
- Ä Approximately \_\_\_ cubic feet of correspondence dated August 1992 to December 1992 for the Vice President, Communications. (Files not located)
- Ä Approximately 8 cubic feet of correspondence dated January 1993 to present for the Vice President, Communications.
- Ä Approximately 50\_ cubic feet of correspondence dated April 1989 and continuing, filed by various retrieval systems, maintained by the secretary for each Communications' group.

I.1. CORRESPONDENCE FILE FOR COMMUNICATIONS (continued)

DISPOSITION

~~A. Correspondence for all of Communications (1933 to March 1989)~~

~~1. General Correspondence, 1933-76~~

~~PERMANENT. Transferred to the National Archives in 1992.  
(Accession No. 4NN-142-90-19).~~

~~2. Foreign visitors files~~

~~a. One sample carton with diverse country selection~~

~~PERMANENT. Transferred to the National Archives in 1992.  
(Accession No. 4NN-142-90-19)~~

~~3. Correspondence, 1977-85~~

~~a. Program records~~

~~PERMANENT. Transfer to the National Archives in 1997.~~

~~b. All other records~~

~~Destroy when program records are transferred to the National  
Archives.~~

~~4. Correspondence, 1986 - March 1989~~

~~a. Program records with INF file designation.~~

~~PERMANENT. Transfer to the National Archives in year 2004.~~

~~b. All other records~~

~~Destroy when program records are transferred to the National  
Archives.~~

(N1-142-89-21, Item 1)

I.1. CORRESPONDENCE FILE FOR COMMUNICATIONS (continuation)

DISPOSITION (continued)

B. Correspondence of Vice President of Communications, April 1989 and continuing

1. All program records dated April 1989 to July 1991 arranged chronologically

PERMANENT. Transfer to the National Archives upon approval of the SF 115.

(N1-142-95-3, Item 1)

2. Correspondence of Vice President of Communications, July 1991 - July 1992

- a. Program records with INF file designation

PERMANENT. Transfer to the National Archives in 2007.

- b. All other records

Destroy when program records are transferred to the National Archives.

3. Correspondence of Vice President of Communication, August 1992 - December 1992 (file plan unable to be determined)

PERMANENT. Transfer to the National Archives in 2007

4. Correspondence of Vice President of Communications, January 1993 and continuing

- a. Program records with INF file designation

PERMANENT. Break file every 5 years. Transfer to the National Archives when newest records are 15 years old. (Example: Transfer files dated 1993-98 in 2013, etc.)

- b. All records in file designations other than INF

Destroy when program records are transferred to the National Archives.

5. File Plans

PERMANENT. Transfer to the National Archives with corresponding records.

C. Correspondence of all groups in Communications except the Vice President dated March 1989 and continuing

Destroy in agency when 10 years old.