

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-142-81-05

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Records ceased creation in 1975. None were to be retained only as long as needed for administrative purposed, but no longer than 10 years. All records are presumed destroyed.

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

New No 3 Per 804

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

1. FROM (AGENCY OR ESTABLISHMENT)

Tennessee Valley Authority

2. MAJOR SUBDIVISION

Office of Management Services

3. MINOR SUBDIVISION

Division of Property and Services

4. NAME OF PERSON WITH WHOM TO CONFER

Ronald E. Brewer

5. TEL. EXT.

FTS

857-3351

LEAVE BLANK

JOB NO

DATE RECEIVED

NCI-142-81-5
December 5, 1980

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

3-23-81

Date

Robert J. Warr
Archivist of the United States

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ A Request for immediate disposal.

☒ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE

11-26-80

D. SIGNATURE OF AGENCY REPRESENTATIVE

Ronald E. Brewer

E. TITLE

Assistant TVA Archivist

7.
ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9.
SAMPLE OR
JOB NO.

10.
ACTION TAKEN

Employee Suggestion System Records

The employee suggestion system program was established within the old Department of Property and Supply in 1945. This was the first such formal channel in TVA for the handling of employee suggestions. The suggestions relate to ways in which TVA employees can accomplish their work better, quicker, cheaper, or safer.

The Division of Property and Supply (formerly Department of Property and Supply) was merged with another TVA division into a new organization--Division of Property and Services in 1976. At that time the P&S Suggestion System Committee was terminated.

The official records which were maintained by the Secretary of the suggestion committee are used for administrative and reference purposes in the Division of Property and Service.

to 4 NC, 1108, 2 agency - 3/26/81

2 items

Closed Out: 4-9-81: R.T.G.

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF
2 of 2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Copies of the suggestions which cover ways for improving operations of specific types of equipment are used in the branches, section, and units for implementation purposes for as long as the equipment is in operation--10 years or less.</p> <p>The Suggestion System Committee file covers the period 1945 - 1996¹⁹⁷⁶. Accumulation is 5 cubic feet. This series is filed by numeric, alpha-numeric, and subject-numeric systems.</p> <p>Disposition:</p> <p>a) Suggestion System Committee File: <i>Destroy in agency</i> <i>Offer to NARS when</i> <i>no longer needed in</i> <i>TVA for adminis-</i> <i>trative or reference</i> <i>purposes.</i> <i>RB</i> <i>2/17/81</i> <i>CR</i></p> <p>b) <i>All</i> Other files: <i>in agency</i> <i>Destroy when no</i> <i>longer needed for</i> <i>administrative,</i> <i>reference, or</i> <i>operational purposes,</i> <i>not to exceed 10</i> <i>years after date of</i> <i>suggestion.</i></p>		