

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-142-83-16

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Item I/1/1 was superseded by NC1-142-85-05, item 1

Item I/2/1 was superseded by NC1-142-85-05, item 2

Item I/2/2 was superseded by NC1-142-85-05, item 3

Item I/3/1 was superseded by NC1-142-85-05, item 4

Item I/3/2 was superseded by NC1-142-85-05, item 5

Item II/1 was superseded by NC1-142-85-05, item 6

Item II/2 was superseded by NC1-142-85-05, item 7

Item II/3 was superseded by NC1-142-85-05, item 8

Item II/4 was superseded by NC1-142-85-05, item 9

Item III/1 was superseded by NC1-142-85-05, item 10

Item IV/1 was superseded by NC1-142-85-05, item 11

Item V/1 was superseded by NC1-142-85-05, item 12

Item VI/1a was superseded by NC1-142-85-05, item 13a

Item VI/1b was superseded by NC1-142-85-05, item 13b

Item VII/1 was superseded by NC1-142-85-05, item 14

Item VIII/1/2 was superseded by NC1-142-85-05, item 15

Item IX/1/1 was superseded by NC1-142-85-05, item 16

Item IX/2/1 was superseded by NC1-142-85-05, item 17

Item IX/3/1 was superseded by NC1-142-85-05, item 18

Date Reported: 07/28/2022

NC1-142-83-16

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Item IX/3/2 was superseded by NC1-142-85-05, item 19

Item IX/3/3 was superseded by NC1-142-85-05, items 20a and 20b

Item X/1/1 was superseded by NC1-142-85-05, item 21

Item X/1/2 was superseded by NC1-142-85-05, items 22a and 22b

Item X/2/2 was superseded by NC1-142-85-05, item 23

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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 Economic and Community Development

3. MINOR SUBDIVISION

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

5. TEL. EXT.
FTS 858-2520

LEAVE BLANK

JOB NO

NC 1-142-83-16

DATE RECEIVED

3-1-83

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

02/1/84 *Robert K. May*
Date 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 *19* 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 2/16/83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ronald E. Brewer</i>	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
	<p>COMPREHENSIVE RECORDS SCHEDULE</p> <p>Records relating to economic and community development.</p> <p>MASS DATA CHANGE SHEET NOT REQUIRED</p>		

28 items

sent agency copy 11/23/84 CLD
sent original to NARS 11/24/84 CLD

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OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT

The Office of Economic and Community Development is responsible for assisting States and communities in preparing for and attaining quality economic growth. The office is responsible for coordinating the various types of technical assistance within TVA and contributing to the implementation of a regional balanced economic growth program.

The office promotes balanced economic growth in the region by providing overall direction of TVA's economic and industrial development program and by assisting in various types of community improvement projects. The office provides assistance in manpower planning programs; mitigates the impact of major TVA projects on communities; assists underserved regional population in gaining access to economic benefits and to health, housing, and human services; and assists communities in floodplain management and local flood protection planning.

Section I: OFFICE OF THE MANAGER

The Manager of Economic and Community Development is responsible for overall direction of the policies, programs, and activities of the office.

The Assistant Manager is responsible for coordination of office operation, including the work of OECD field staff. The assistant manager ensures the organizational relationships and management systems are in place to ensure effective, efficient implementation of OECD programs and that office policy is reflected in program directions.

The Assistant Manager directs the OECD field generalist work force within the districts of the region in carrying out the full spectrum of local economic and community development program activities.

The Assistant to Manager (Administration) is responsible for the direction of the officewide staff support functions, including personnel, budget, administrative services, and environmental coordination; and serves as principal point of contact with the Office of Planning and Budget.

Part 1. PERSONNEL AND ADMINISTRATIVE SERVICES STAFF

The Personnel and Administrative Services Staff is responsible for employee recruitment and processing; internal staff and employee transfers; development and implementation of personnel policies and procedures; providing guidance to supervisors in application of personnel policies and in contract interpretation and application; employee counseling; career development; management training; employee training and development; and maintenance of personnel records; all office records; office supplies and office space.

ITEM
NO.

1. Office of Economic and Community Development Official Correspondence File

General correspondence ~~and volumes~~ of administrative and housekeeping records of the Office that include: Floodplain Management, Skills Development, Enterprise Development, Crafts Enterprise Development, Engineering Assistance, Economic Development and Analysis, Tourism Development, Community Preparedness, Regional Waste Management, Townlift, Special Opportunities Cities and Counties, Minority Economic Development, and Navigation Development. Filed by Subject-Numeric System (TVA). Inclusive dates 1979-198--.. This file accumulates approximately 10 cubic feet per year. The present accumulation is 138 cubic feet.

DISPOSITION: Permanent. Break file every 10 years. ^{Screen out + destroy housekeeping records.} Offer to NARS ^{remainder} 15 years from file break. ~~(Transfer to Knoxville Records Center 10 years from file break.)~~

Part 2. BUDGET AND FINANCIAL SERVICES STAFF

The Budget and Financial Services Staff is responsible for preparing office-wide budgets, monitoring expenditures, maintaining liaison with the Budget Staff of the General Manager, and providing administrative services. The Staff is also responsible for assessing the effectiveness of office programs.

ITEM
NO.

✓ 1. Budget Plans for OECD

This material includes working copies of budget plans. This is OECD's definition of projects and programs and related fund requirements presented each fiscal year to the Bureau of the Budget and to the Committees of the Congress. It is prepared by the TVA Budget Staff, which retains the record copy. Filed numerically by date. Inclusive dates 1979 - 198--. Three cubic feet total accumulation.

DISPOSITION: Destroy ^{in agency} when 10 years old.

GRS 5/4
(deviation)

✓ 2. Contracts

This material includes working copies of contracts with universities, cities, states, CETA, personal service and others, project agreements, workplans and budgets relating to contracts. Division of Finance retains the record copy.

Filed by project and name, Alphabetically and Numerically. Inclusive dates 1976 - 198--. 15 cubic feet total accumulation.

DISPOSITION: Destroy ^{in agency} at option after expiration of contract and audit, not to exceed six years.

GRS 5/4
(deviation)

Part 3. INFORMATION SERVICES

The Information Staff (which is technically under the direction of the Information Office) develops information and reports for TVA and public use, advises the manager and division directors on policies and procedures related to information and reports, and analyzes and edits reports and publications. It also coordinates news releases and press briefings with TVA Information Office.

Part 3. (continued)

ITEM
NO.

✓ 1. Photographic Plates

^{per NNSP} Original plates used to print OECD Newsletter "Update," a monthly newsletter published for interoffice use. The plates are kept to be used at a later date for printing handout material that has been published in the newsletter consisting of items of interest about employees in the office and general informational items. Filed by Subject. Inclusive dates 1980 - 198-. One cubic foot. total accumulation.

Destroy in agency when no longer needed.

DISPOSITION: Permanent. Offer to NARS when no longer needed for administrative use or when 10 years old. Break file every five years.

✓ 2. OECD Newsletter, "Update" -- Destroy in agency when no longer needed.
Section II: OFFICE OF TRIBUTARY AREA DEVELOPMENT

The Office of Tributary Area Development (1961-1979) administered TVA's interest in comprehensive, unified resource development activities designed to advance economic growth in subareas of the Tennessee Valley region. It developed overall and specific plans for and coordinated the participation of other offices and divisions in tributary area programs and projects. In planning, organizing, and carrying out such programs and projects, it worked with other Federal agencies; local citizen groups; individual municipalities or counties; multicounty or subregional organizations including development agencies, authorities, commissions, and districts established by State legislation or Executive order, councils of government; development districts; and other state and local agencies; and other organizations, as well as tributary area organizations. It administered contracts for related studies and demonstrations.

The Office of Tributary Area Development was reorganized in April 1979, to form the new Office of Community Development, and then into the Office of Economic and Community Development on January 20, 1981.

ITEM
NO.

1. General Correspondence and Volumes of the Office

The records contain information on administrative and program records concerns such as: Federal laws and legislation--legal matters; Finance and accounting; Personnel, equal employment opportunity; Organization and administration of TVA and OTAD; Public relations: celebrations and dedications; bicentennial celebration, Bicentennial Caravan; exhibits, artifacts, (contracts and insurance); public reaction to caravan; Dams, reservoirs, and waterways: Upper French Broad rivers program; flood damage restoration program, barn building, railway preservation, and rubber asphalt and scrap rubber projects; Resource conservation and development: energy resource and conservation;

OFFICE OF TRIBUTARY AREA DEVELOPMENT

ITEM
NO.

1. (continued)

area development; tributary and other area development; technical advisers; demonstration watersheds; nonfederal participation; planning assistance; people-to-people program; participation with other Federal and State programs; economic development districts; Special Opportunity Counties program; conservation program; watershed organizations (agreements with TVA, coordination, meetings, reports, claims, internship programs, cooperative contracts, project agreements, workplans and budgets); human resources (education, public health, housing, solid waste, junked car disposal, community fire protection service, and erosion control); Acquisition and disposition of land, and land use; Health and safety: environmental quality, statements, public and industrial safety; Materials and supplies: procurement, salvage and disposal of materials, office equipment and supplies. Filed by Alpha-Numeric System (TVA). Inclusive dates 1961 - 1979. 213.55 cubic feet total accumulation.

Screen out records relating to housekeeping materials (see above) in 1994.
RTB DB 1/20/84
DISPOSITION: Permanent. ^{remains} Offer to NARS 15 years from file cutoff.
~~(Transfer to Knoxville Records Center 10 years from file cutoff.)~~

2. Photos of Field Activities

Photographs taken of field activities that include: rural fire programs, solid waste program, floodplain management, relocation, barn building, meetings of citizen groups, etc. The negatives are filed in the graphics unit of OECD and in the Field Offices. Filed by subject. Inclusive dates 1961 - 1978. Three cubic feet total accumulation.

(Atlanta Regional Archives Branch) per NABR
DISPOSITION: Permanent. Offer to NARS ¹⁵ years from file cutoff.
(Transfer to Knoxville Records Center 10 years from file cutoff.)

3. Slides and Photographs

OTAD slides and photographs of project activities that include: meetings of citizen groups, watershed meetings, relocation program, barn building, etc. These slides and photographs are the only completed copies of OTAD work. Filed by Area and Subject. Inclusive dates 1961 - 1979. Nine cubic feet total accumulation.

(Atlanta Regional Archives Branch) per NABR
DISPOSITION: Permanent. Offer to NARS 15 years from file cutoff.
(Transfer to Knoxville Records Center 10 years from file cutoff.)

~~Part 3.~~ (continued)

ITEM
NO.

4. ~~Newsletter/Annual Report Material~~

"OTAD Newsletter" and annual report, ~~material~~. This is a complete set of "Newsletter" as published by OTAD. The purpose of the newsletter and annual report was to provide a periodic summary of the activities and accomplishments of the tributary organizations and serve as a forum for the exchange of information and ideas. ~~Filed by subject.~~ Inclusive dates 1961 - 1979. Six cubic feet total accumulation.

~~DISPOSITION: Permanent. Offer to NARS 15 years from file cutoff. (Transfer to Knoxville Records Center 10 years from file cutoff.)~~
in 1994.

5. ~~Reports on Field Activities~~

~~Information reports on OTAD field activities. These reports were on special projects and written by interns. They include reports on various subjects dealing with OTAD projects such as rural fire, solid waste, relocation, etc., and are located in OTAD Administrative Files. Filed by subject. Inclusive dates 1961 - 1979. Three cubic feet total accumulation.~~

~~DISPOSITION: Permanent. Offer to NARS 15 years from file cutoff. (Transfer to Knoxville Records Center 10 years from file cutoff.)~~

Withdawn
(these
are
not a
separate
file
are just
of
general
corresp.)
RTB
DB
4/3/84

6. ~~OTAD District Office, Muscle Shoals, Alabama~~

~~General correspondence and reports of Alabama District projects. Some material may be found in OTAD Administrative Files. Filed Alpha-Numeric System (TVA). Inclusive dates 1961 - 1979. Presently 9.5 cubic feet total accumulation.~~

~~DISPOSITION: This material will be transferred to OECD Administrative Files for screening. Any material duplicated will be destroyed. Any material not duplicated will be interfiled and scheduled according to OTAD disposition.~~

Withdawn
(this is
not a
separate
file)
RTB
DB
1/27/84

Section III. DIVISION OF NAVIGATION DEVELOPMENT AND REGIONAL STUDIES

The Division of Navigation Development and Regional Studies (1968 - 1979) conducted studies and research, and advised and assisted the General Manager and offices and divisions on social, economic, governmental relationships, navigational development, minority economic development, and regional planning problems and opportunities of importance to development of the region; and developed, recommended, and carried out plans, policies, and programs for specific economic and community developments, for navigation engineering development of the Tennessee River system, and for its full and effective navigation use in economic growth of the region. It identified and defined social, economic, and navigation needs of the region; and in so

Section III: DIVISION OF NAVIGATION DEVELOPMENT AND REGIONAL STUDIES (cont.)

doing it described existing conditions, emerging situations and opportunities and the relationships of TVA programs and projects to regional and local plans and developments. It maintained working relationships with planning organizations to ensure that significant TVA actions were consistent with state, subregional, and local plans. It coordinated and recommended to the General Manager plans for projects in which identified social and economic development or navigation interests were primary, and certified to him as to final review of such proposals by interested offices and divisions. It contributed as appropriate and participated in final review of planning reports affecting its divisional social and economic or navigation interests, which were recommended to the General Manager by others.

The Division of Navigation Development and Regional Studies was reorganized in April 1979, to ^{combine with other units to form} the new Office of Community Development, and then into the Office of Economic and Community Development on January 20, 1981.

ITEM
NO.

1. Official Correspondence File and Volumes of the Division

The records contain information on administrative and program records concerns such as: Federal laws and legislation; legal matters; Finance and accounting; Personnel, equal employment opportunity; Organization and administration of TVA and ND&RS; administration of A-95 clearance of TVA projects; Dams, reservoirs, and waterways: water use studies, Tombigbee Waterway, Tellico Dam, navigation of the Tennessee River, terminals and ports on the Tennessee River, navigation economics and transportation studies, locks on the Tennessee River; Resource development: social and economic impact of TVA projects; minority economic development; townlift program; Oliver Springs Redevelopment Project; model cities; Timberlake; government research, including TVA payments in lieu of taxes; industrial and commercial development in the Valley, including feasibility studies, and market studies; small coal operator program; and Harriman-Rockwood Industrial Corridor; Acquisition and disposition of land, and land use; Health and safety: quality of environment, environmental evaluation records, environmental statements, air pollution, air quality, water quality, research and development, reservoir ecology, sanitation, water supply and water systems, sewage disposal, solid waste management, nuclear waste; Materials and equipment: procurement of materials and equipment, office equipment and supplies, marine equipment, TVA Vessel Operating Reports. Filed by Alpha-Numeric System (TVA). Inclusive dates September 1968 - April 1979. 728.6 cubic feet total accumulation.

DISPOSITION: Permanent. ^{Screen out for housekeeping functions and records in 1994.} Offer to NARS 15 years from file cutoff. ^{RFB DB 1/20/84}
(~~Transfer to Knoxville Records Center 10 years from file cutoff.~~)

Section IV: HUMAN RESOURCE DEVELOPMENT STAFF

The Human Resource Development Staff, Division of Personnel, planned, coordinated, and evaluated programs to relate educational and training resources to regional development problems; managed the operation of assigned manpower development projects; represented TVA in relations with local, State, and Federal agencies in the field of education and training resource development and job programs; and provided technical assistance to TVA organizations and outside agencies and organizations to plan and fund programs to upgrade the educational and skill levels of the Valley's population. It provided overall planning for employability training and work experience programs, and developed means for relating educational and training resources in the Valley to economic and social needs of its citizens. It conducted research to determine impact of TVA projects on local school systems and labor markets and developed and administered education and training mitigation plans for impact areas. It planned and carried out labor market research in support of TVA programs and in cooperation with other Federal and State agencies.

The Human Resource Development Staff was reorganized in April 1979 to form the Office of Community Development, and then the Office of Economic and Community Development on January 20, 1981. *Combine with other units to*

ITEM
NO.

1. Official Correspondence File and Volumes of the Staff

The records cover all programs of Human Resource Development Staff while in the Division of Personnel. The records contain information on administrative and program records concerns such as: Federal laws and legislation; legal matters; Finance and accounting; Personnel, equal employment opportunity, consultant and comprehensive employment and training (CETA) contracts; Organization and administration of TVA and Human Resource Development Staff; Employee training, educational relations, personnel statistics and special studies, manpower utilization studies; Mitigation contracts and reports on nuclear plants; Manpower development program; Environmental statements, water supply and water systems. Filed by Alpha-Numeric System (TVA). Inclusive dates 1975 - 1979. Presently 10.5 cubic feet total accumulation.

Screen out records related to bookkeeping (see functions) in 1994. RCB DB 1/20/89
DISPOSITION: Permanent. *A* Offer to NARS 15 years from file cutoff. *remainder*
(Transfer to Knoxville Records Center 10 years from file cutoff.)

Section V: HEALTH RESOURCE DEVELOPMENT STAFF

The Health Resource Development Staff, Medical Services, planned, coordinated, implemented, and evaluated the employee health program's interrelated components of rehabilitation, mental health training and counseling, health education, and services related to alcoholism and other drug dependence. It participated in interagency health projects by informal consultation and technical assistance to local government and private health agencies and educational institutions and by formalized community health demonstration projects.

Section V: HEALTH RESOURCE DEVELOPMENT STAFF (continued)

The Health Resource Development Staff was reorganized in April 1979 to form the Office of Community Development, and then the Office of Economic and Community Development on January 20, 1981. *combine with units to*

ITEM
NO.

1. General Correspondence and Volumes of the Staff

These records pertain to TVA's interest in a cooperative effort to upgrade health services and improve health conditions in the Tennessee Valley Region. The records contain information on program concerns such as: interagency health service demonstrations; health fairs, TIKI-MAST project (Tennessee-Indiana-Kentucky-Illinois Military Assistance to Safety and Traffic), dental health, health manpower recruitment program, tributary area health projects, health services in community development projects, manpower training services for the aging, etc. Filed Subject-Numeric (TVA). Inclusive dates 1969 - 1979. Presently 10.05 cubic feet total accumulation.

The file break in 1979 was due to the reorganization of the Health Resources Development Staff located in Medical Services to Office of Community Development. The file continues under Regional Health activities in the Office of Economic and Community Development. The current material is located in the Administrative Files of the Office of Economic and Community Development.

Screen out records related to housekeeping functions in 1994.
RTB DB 1/20/84
DISPOSITION: Permanent. *A* Offer to NARS 15 years from file break
(Transfer to Knoxville Records Center 10 years from file break.)

Section VI: INDUSTRIAL DEVELOPMENT STAFF

Providing an overall corporate focus for TVA's industrial development program is the Industrial Development Staff. Its director provides leadership for coordination of industrial development activities. Inquiries from industrial prospects seeking information about the Tennessee Valley are coordinated with the Industrial Development Staff. The director is responsible for deciding upon the appropriate followup to be made and will request assistance from the appropriate TVA office. Principal responsibility for attracting foreign and domestic industrial investment to the Valley region belongs to this staff.

The Industrial Development Staff relies heavily on other offices in implementing the overall industrial development program. Special effort is made to integrate support responsibility of TVA organizations involved in industrial development to submit a more reliable response to each inquiry. Inquiries dealing primarily with power issues are routinely assigned to the Office of Power. The principal economic development assistance is provided by OECD's Economic Development Branch, which gives field delivery assistance to communities, organizations, and others. *[In OECD official file]*,

Section VI: INDUSTRIAL DEVELOPMENT STAFF (continued)

ITEM
NO.

1. Potential Industries File

This file consists of correspondence, notes on telephone conversations, and newspaper clippings between TVA and industries which have expressed an interest in locating in the Tennessee Valley. Hard copy is filed numerically with an alphabetical crossfile of a master list of industries. A machine-readable data base is maintained and contains much, but not all, of the information, kept in hard copy. When the data base is updated a portion of the data is deleted. If the potential industry locates in the Valley, the hard copy records are transferred to the OECD Administrative Files. If a potential industry decides not to locate in the Valley, the hard copy records are retained by the Industrial Development Staff for 10 years then transferred to the OECD Administrative Files if no further interest has been shown by they industry. Estimated annual accumulation is .5 cubic feet.

DISPOSITION:

- (A) Hard Copy - See Section I, Part 1, Item 1 of this schedule. *for disposition.*
- (B) Machine-readable data base - Destroy individual data elements when no longer needed for administrative purposes. *ok per VN SR*

Section VII: FLOODPLAIN MANAGEMENT BRANCH

The Floodplain Management Branch plans and administers programs of community technical assistance for flood damage reduction and flood emergency preparedness planning. Staff engineers and specialists work with other Federal agencies; State, regional, and local officials; developers; builders; private citizens; and others by applying hydraulic data and engineering and economic principles in an effort to reduce flood losses and damages potential through wise management practices and preparedness planning.

This program is implemented by providing engineering or technical assistance and guidance to communities in the development of various flood and stormwater damage reduction and prevention measures. These include land use controls designed to prevent unwise use of floodplain lands or excessive stormwater runoff; securing eligibility to purchase flood insurance; comprehensive flood damage reduction planning; and, in some instances, limited financial assistance in the implementation of projects resulting from such planning.

Communities are also assisted in developing flood warning systems and floodplain evacuation plans as part of the emergency preparedness aspects of the National (and TVA) Dam Safety Program. The branch coordinates TVA's community flood emergency preparedness and response efforts with those of the Federal Emergency Management Agency and assists Federal agencies and others in meeting the requirements of Executive Order 11988, Floodplain Management.

Section VII: FLOODPLAIN MANAGEMENT BRANCH (continued)

ITEM
NO.

1. General Correspondence 1953 - 1979

This file is made up of correspondence and flood reports originating in Floodplain Management Branch, Division of Water Control Planning, and is record copy for TVA. These records provide documentation of the activities involved in carrying out this program. The projects consist of help to communities and towns on zoning, flood elevation studies, flood damage prevention, planning reports, subdivision regulations and stormwater management. The flood reports are published and copies are located in TVA's Technical Library.

These records have continuing administrative value to TVA and should be preserved for current use as well as future historians and researchers. This file break in 1979 was due to the reorganization of the Floodplain Management Branch located in Water Management to the Office of Community Development. The file continues under Floodplain Management Branch, Office of Economic and Community Development, Administrative Files. 115 cubic feet total accumulation.

DISPOSITION: Permanent. Offer ^{in 1994.} to NARS ~~15 years from file cutoff.~~
~~(Transfer to Knoxville Records Center 10 years from file cutoff.)~~

RTB
DB
1/20/84

2. Floodplain Management Staff Budget Material (Micro-Fiche)

These records provide documentation of staff budgets while located in the Division of Water Control Planning. Inclusive dates 1953 - 1979.

DISPOSITION: Destroy 15 years after file break. (Transfer to Knoxville Records Center 10 years from file break.)

Withdrawn
non-
rec'd

RTB
DB
1/27/84

Section VIII: SKILLS AND ENTERPRISE DEVELOPMENT BRANCH

The Skills and Enterprise Development Branch identifies opportunities for new enterprises and assists such businesses to become established and successful elements of the regional economy. In coordination with business associations, State and Federal agencies, academic institutions, and local groups, the branch assists local entrepreneurs in productions identification, market quantification, site location, organization, facilities design, production management, and problems resolution. In administering its programs the branch encourages minority economic development by providing assistance to minority contractors to enable them to become more effective competitors in bidding for TVA and other contract work. It also maintains liaison with local minority business associations, Federal agencies, and other groups concerned with minority enterprise development.

Section VIII: SKILLS AND ENTERPRISE DEVELOPMENT BRANCH (continued)

In the labor area of human resource development, the branch assist States and communities in developing and maintaining an adequate supply of productive and highly skilled manpower. It works closely with State and local agencies and the private sector in fitting employment and training programs to projected regional labor demands through use of labor market research and analysis; works with incoming, existing, or new industries and businesses as well as the State industrial training services to ensure a supply of productive manpower through the development and implementation of well-designed and appropriately focused education, vocational, and skills training programs.

The branch is responsible for overseeing TVA's economic service programs in disadvantaged counties and cities of the Valley region that are targeting for concentrated assistance.

Other responsibilities include administration of TVA's Crafts Enterprise Development Program. The Crafts Enterprise Development Program maintains that traditional support toward the enhancement of cultural and economic development on a regional level.

The program offers technical assistance to regional craftsmen and artists interested in forming cooperatives, broadening markets for specific crafts, preparing brochures and other promotional material related to the successful marketing of arts and crafts, and other aspects of crafts marketing.

Additionally, TVA has organized a regional competition for handcrafted, commonly used office accessories. Typical office items used throughout TVA, normally mass produced and often purchased from non-regional manufacturers, will be replaced where possible by handcrafted work produced by regional artisans. The use of the locally made accessories will stimulate the regional crafts community, boost the regional economy, parallel TVA purchasing procedures geared toward support of regional small business, and demonstrate to others how crafts can be used.

Part 1. SKILLS DEVELOPMENT SECTION

In developing a strategy to assist Valley States and communities to effectively develop, maintain, and utilize an adequate supply of productive and highly skilled labor force in harmony with plans for overall economic development, TVA focuses on achievement of two specific goals; to work with the States and appropriate education and training institutions to help develop and implement high technology industrial training programs which will be directed toward specific new capital intensive industries in the Valley which in turn will help Valley residents qualify for higher skills in these industries (Program Development) and to enhance the employment potential of the Valley's unemployed and underemployed by providing education, training, work experience, on-the-job training, and human growth development to avoid long-term unemployment associated with inexperience and low skill, and assist in obtaining permanent employment into entry-level jobs in expanding private industries (Program Operations).

Part 1. SKILLS DEVELOPMENT SECTION (continued)

ITEM
NO.

✓ 1. Education Mitigation by Nuclear Project

This material includes working copies of educational mitigation at each nuclear project and TVA's financial assistance to secondary school system (K-12) located in impacted areas or counties of nuclear projects. The assistance is used for facilities, bus transportation and operating expenses. Record copy is filed in OECD Administrative Files. Filed alphabetically. Inclusive dates 1978 - 198-. Three cubic feet total accumulation.

DISPOSITION: Destroy 10 years after project has been officially completed or terminated by TVA Board.

Withdrawn
non-
record
item
Corrected
Filed in
Item 1,
Sec. I)
RTB
DB
1/27/84

✓ 2. Comprehensive Employment and Training Act (CETA) Personnel

This material includes correspondence and CETA Trainees contracts filed by name. Inclusive dates 1978 - 1981, 8.7 cubic feet total accumulation.

DISPOSITION: Destroy when five years old provided audit is finalized.

Section IX: ECONOMIC DEVELOPMENT AND ANALYSIS BRANCH

The Economic Development and Analysis Branch assists States, communities, and regional and local development organizations in formulating and implementing economic development strategies and projects. The branch provides analyses of economic, demographic, and sociological information and identifies significant problems and issues related to the TVA region. The branch produces statistical reports and marketing, financial, and other special analyses for the agency and for State governments, communities, regional commissions, and developmental organizations. As a component of TVA's economic development strategy, the branch encourages and assists in the identification and creation of new business opportunities and the expansion of existing businesses.

Part 1. TOURISM

ITEM
NO.

1. Slides and Scripts for Slide Presentation

The slides, scripts and audio tapes are made by TVA to be used by various economic development groups in the Tennessee Valley region and deal with technical assistance to organizations in recruiting industry,

Part 1. TOURISM (continued)

ITEM
NO.

✓ 1. Slides and Scripts for Slide Presentation (continued)

developing tourist potential, Townlift Projects, Tennessee/Tombigbee Waterway project and general economic development of the region. The original prints of the slides, tapes and scripts are filed by name, alphabetically, inclusive dates 1980 - 198-. Copies are prepared from the originals and are used by the various organizations in the Valley for presentations. File break will occur every 10 years; 4.9 cubic feet total accumulation.

(Atlanta Regional Archives Branch) per NNSR

DISPOSITION: Permanent. Offer to NARS ¹⁵ years from file break or when program is discontinued. (Transfer to Knoxville Records Center 10 years from file break.)

Part 2. COMMUNITY ECONOMICS SECTION

ITEM
NO.

✓ 1. Data for Various Economic Studies

Computer cards and tapes of data on population, employment and income for various economic studies such as county labor market analysis and community profiles used in the Townlift program, industrial development, and other TVA internal use. The data base is on computer located in Chattanooga and contains all material since 1970. Filed by alphabetically by name. Inclusive dates 1970 - 198-; .69 cubic feet total accumulation.

DISPOSITION: Destroy tapes and documents 10 years after program has been discontinued.

ok per NNSR

Part 3. INDUSTRIAL AND MARKET RESEARCH SECTION

ITEM
NO.

✓ 1. Industrial and Market Research

Computer cards related to industrial and market research. This is information gathered by TVA for internal use on an overall industry. No data is compiled on any specific outside firm. There are no print-out summaries made of the material. A final report is made of the material for TVA staff use. Filed alphabetically by subject. Inclusive dates 1972 - 198-; 6.8 cubic feet total accumulation.

DISPOSITION: Destroy 10 years after evaluation is completed.

ok per NNSR

Part 3. INDUSTRIAL AND MARKET RESEARCH SECTION (continued)

ITEM
NO.

✓ 2. Market Statistics and Labor Data

Micro-fiche of industrial and market statistics and labor data. This information is compiled from employment security data by TVA for internal use. Paper documents are used for reference in office where it is produced. Filed by subject. Inclusive dates 1972 - 198-; .1 cubic feet total accumulation.

DISPOSITION: Destroy 10 years after evaluation is completed.

3. Economic Analysis and Evaluation Data of Various Geographical Areas of the TVA Valley

Originals, magnetic computer tapes, and computer printouts of data regarding population, employment, industrial growth, production, distribution, and the management of resources in the TVA Valley. The data would be used in the recruitment of firms to locate in the TVA area.

These data are compiled from questionnaires and surveys transformed to computer magnetic tape. The tape is continuously update to reflect current information. Requested information is retrieved on computer printouts.

The originals (questionnaires and surveys) and the computer printouts must be retained for eleven years so that valid growth patterns can be established. The magnetic computer tape must be retained until the project--the gathering of economic analysis and evaluation data of the TVA Valley--is discontinued. Filed alphabetically by area. Inclusive dates 1977 - 198-; 5 cubic feet.

DISPOSITION: Original and printouts--destroy 11 years after evaluation and analysis is complete. Magnetic tape - destroy when project is discontinued. Originals and magnetic tape - do not transfer. Computer printout - transfer annually to the Knoxville Records Center. (NC1-142-82-5)

NC1-142-
82-5,
Cb. 1+2,
(same)
ok
per
NNSR

Section X: COMMUNITY DEVELOPMENT BRANCH

The Community Development Branch, in cooperation with appropriate Federal, State, and local organizations, provides or coordinates within TVA a range of planning, development, and technical assistance to communities to enable them to provide services and facilities necessary for the attraction and retention of industry and the promotion of balanced economic growth. Such services and facilities include, but are not necessarily limited to, housing, water sanitation, transportation, health, and recreation services.

Section X: COMMUNITY DEVELOPMENT BRANCH (continued)

The Community Development Branch also provides socioeconomic and analyses for the mitigation program associated with TVA power plant construction and conducts impact analyses for all potential and actual power projects.

Part 1. DEVELOPMENTAL PLANNING SECTION

The Developmental Planning Section provides planning and technical assistance to help communities revitalize downtown areas (Townlift) and prepare for new business and other economic development opportunities. The section works with planning agencies, local governments, and other Federal agencies in the guidance of urban growth and improvements and in the coordination of TVA programs with State, regional, and local plans.

ITEM
NO.

1. Community Information System for Townlift (CIST)

This material includes data on machine-readable cards, printouts, questionnaires and reports on Townlift projects. The data base is located on computer in Chattanooga, filed numerically. The data base is maintained and updated to reflect activities on Townlift projects. The data file is designed to document the effects of the Townlift program in selected counties and towns in the Tennessee Valley region. It includes location of towns, counties, Townlift committees, budgets for projects, money spent on projects, distribution of earnings by major industrial category, population estimates, percent change in per capita income, percent change in county earnings by major industrial sector, and retail sales to personal income ratios for counties and towns in the seven Valley states in which Townlift programs are active. The information is used for budgets and for final reports on Townlift projects.

Final reports will be located in OECD Administrative Files. Printouts, cards, questionnaires, and reports are located in Developmental Planning Section. Inclusive dates 1963 - 198-; .010 cubic feet total accumulation.

Printouts, cards, questionnaires, & reports other than final —

DISPOSITION: *A* Destroy when 10 years old or program is discontinued. *ok per NNSR*

Part 2. REGIONAL STUDIES AND MITIGATION SECTION

The Regional Studies and Mitigation Section works directly with local governments and agencies and other TVA offices in development and implementation of programs to minimize the adverse impact of major TVA construction and mining projects on community residents. The section administers technical and financial assistance efforts, communicates with local communities about the nature of TVA operations and objectives, and provides TVA's coordinated contact with local officials and residents.

Part 2. REGIONAL STUDIES AND MITIGATION SECTION (continued)

ITEM
NO.

1. Survey Material on the Impact of Major TVA Construction Projects on Adjacent Communities

These records constitute the raw data obtained in surveys of construction employees at major TVA construction sites since 1967. They are the basis for the study of some of the impacts on the communities adjacent to the projects due to the movement of construction work forces into the area. The completed questionnaires provide such information as: name of employee; man number; age; job title; type of appointment; last place or residence; present place of residence; whether a homeowner or renter; type of housing occupied and with whom; type of housing preferred; size of family; number of children of elementary, high school, or college age; reason for not living in type of housing preferred.

Most of the information from the questionnaires is transferred to computer cards; the cumulative data is tabulated and incorporated into a final report of construction impact for each project. This report is filed in OECD Administrative Files.

Some information from the questionnaires, however, is not used in the final report. This includes the employee's name, man number, age, job title, type of appointment, and the last place of residence. This information may have relevance to the specific project and may have value for certain types of research. The recent interest in socio-economic impact research in project siting has increased the value of these records. This interest is expected to continue for a number of years, not only for TVA research, but for other public and private industry research. Hard copy filed in OECD Administrative Files. Filed alphabetically. Inclusive dates 1968 - 1976; 7.5 cubic feet total accumulation.

questionnaires,
DISPOSITION: Destroy ^{computer cards and printouts} 10 years after completion of final report. *[Final report takes disposition of OECD Admin. Files because in OECD Admin. File]* *ok per NNSR*

2. Environmental Impact Material on TVA Projects

This is a working file of reference material used in the environmental impact statement on uranium mining, Atmospheric Fluidized Bed Combustion demonstration plant, ^{*}and hazardous waste project as it relates to TVA portion of the environmental statement. Filed by Project. Inclusive dates 1972 - 1981; 4 cubic feet total accumulation.

DISPOSITION: Destroy when no longer needed for administrative purposes. *[(NCL-142-80-4)]*
Same

*add: * Clinch River Breeder Reactor Study done for TVA by Energy Impact Association,*