

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-142-88-15

DATE RECEIVED

4/28/88

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

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)
TENNESSEE VALLEY AUTHORITY

2. MAJOR SUBDIVISION
OFFICE OF GOVERNMENTAL AND PUBLIC AFFAIRS

3. MINOR SUBDIVISION
INFORMATION OFFICE

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

RONALD E. BREWER

5. TELEPHONE EXT.

615-751-2520

DATE

7/24/89

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 _____ 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 4-21-88	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ronald E. Brewer</i>	D. TITLE ASSISTANT TVA ARCHIVIST
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>See the attached description of Item I.1, TVA Board Tapes and Finding Aids, of the Comprehensive Records Schedule for TVA's Information Office.</p> <p>All changes to this proposed schedule have been approved by:</p> <p><i>Richard Whaley</i> 7/20/89 NARA appraiser date <i>Ronald E. Brewer</i> 7/14/89 Agency representative date</p>		

OFFICE OF GOVERNMENTAL AND PUBLIC AFFAIRS
INFORMATION OFFICE

I.1 AUDIO TAPES AND FINDING AIDS OF TVA BOARD MEETINGS

This record series includes two sets of audio recordings of all Board meetings held by the Tennessee Valley Authority General Manager and the Board of Directors. The taping of the Board meetings began in 1977 to comply with the Government in the Sunshine Act. From 1977 to 1989, an original (security copy) was deposited with the McClung Historical Collection in the East Tennessee historical Center along with a copy of the agenda which acts as a finding aid to the tapes. In 1989, this security copy was recalled to the TVA Knoxville Records Center. In compliance with 18 CFR, Part 1301.48(b), a duplicate copy and a copy of the finding aids are maintained in the TVA Technical Library in Knoxville for two years. All duplicate tapes older than two years are presently stored in the TVA Knoxville Records Center. The tapes are arranged chronologically, dating from 1977 to present. Their annual rate of accumulation is approximately 25 to 30 tapes per year. The current volume is approximately 12 cubic feet of original and 12 cubic feet of duplicate tapes.

DISPOSITION

- A. Pre-1979. **PERMANENT.** Upon approval of this schedule, transfer a complete set of the original and one duplicate set of tapes of all meetings held from 1977 until the inception of videotaping of meetings in 1979 to the National Archives Motion Picture, Sound and Video Branch, Washington, D.C.
- B. Post-1979.
- 1) Tapes of meetings not held in Knoxville and other meetings for which no video tapes exist. **PERMANENT.** Transfer original and one duplicate set of tapes to the National Archives Motion Picture, Sound and Video Branch, Washington, D.C. along with the videotapes for the same time period (see Item I.2 below).
 - 2) All other tapes (those not transferred to NARA). Destroy in agency when 10 years old. Transfer to the TVA Knoxville Records Center when 2 years old.
- C. Meeting agendas. **PERMANENT.** Transfer to the National Archives Motion Picture, Sound and Video Branch, Washington, D.C. as a finding aid with corresponding tapes.

I.2 VIDEO TAPES OF TVA BOARD MEETINGS

In 1979, the Information Office began to video tape all TVA Board meetings held in Knoxville, and also video taped some of the out-of-town meetings until 1983. There is only one complete set of the 3/4" U-Matic video tapes, but there are extra copies of some meetings. Several copies of each video-taped Board meeting are made and distributed to interested people within TVA. These copies are returned to the Information Office to be reused. The approximate volume as of 1988 is 120 tapes (12 cu. ft) The annual accumulation is approximately 1 cu. ft. The inclusive dates are 1979 and continuing.

DISPOSITION

- A. Tapes for 1979-85. Original and one duplicate set of (where available) tapes. **PERMANENT.** Transfer to the National Archives Motion Picture, Sound and Video Branch, Washington, D.C. when the newest tapes are 10 years old (in CY 1995).
- B. Post - 1985 tapes. Original and one duplicate set of (where available) tapes. **PERMANENT.** Transfer to the National Archives Motion Picture, Sound and Video Branch, Washington, D.C. when 10 years old. (The first shipment for 1986 should be transferred in 1996.)
- C. Extra copies of original video tapes.
Reuse when no longer needed for reference purposes.

OFFICE OF GOVERNMENTAL AND PUBLIC AFFAIRS
INFORMATION OFFICE

In 1989 this security copy was recalled to the TVA Knoxville Records Center.

I.1 AUDIO TAPES AND FINDING AIDS OF TVA BOARD MEETINGS

From 1977 to 1989,

This record series includes two sets of audio recordings of all Board meetings held by the Tennessee Valley Authority General Manager and the Board of Directors. The taping of the Board meetings began in 1977 to comply with the Government in the Sunshine Act. An original (security copy) ^{was} deposited with the McClung Historical Collection in the East Tennessee historical Center along with a copy of the agenda which acts as a finding aid to the tapes. In compliance with 18 CFR, Part 1301.48(b), a duplicate copy and a copy of the finding aids are maintained in the TVA Technical Library in Knoxville for two years. All duplicate tapes older than two years are presently stored in the TVA Knoxville Records Center. The tapes are arranged chronologically, dating from 1977 to present. Their annual rate of accumulation is approximately 25 to 30 tapes per year. The current volume is approximately 12 cubic feet of original and 12 cubic feet of duplicate tapes.

DISPOSITION

A. Pre-1979. **PERMANENT.** Upon approval of this schedule, transfer a complete set of the original and one duplicate set of ~~(where available)~~ tapes of all meetings held from 1977 until the inception of videotaping of meetings in 1979 to the National Archives Motion Picture, Sound and Video Branch, Washington, D.C.

B. Post-1979.

1) Tapes of out-of-town ^{Knoxville} and other meetings for which no video tapes exist. **PERMANENT.** Transfer original and one duplicate set of ~~(where available)~~ tapes to the National Archives Motion Picture, Sound and Video Branch, Washington, D.C. along with the videotapes for the same time period (see Item I.2 below).

2) All other tapes. ^(Those not transferred to NARA) Destroy in agency when ^{10 years old.} ~~no longer needed for reference.~~ Transfer to the TVA Knoxville Records Center when 2 years old. ~~Review in the year 2002 for possible destruction and every 25 years thereafter.~~

C. Meeting agendas. **PERMANENT.** Transfer to the National Archives Motion Picture, Sound and Video Branch, Washington, D.C. as a finding aid with ~~the duplicate set of~~ tapes.

Corresponding

I.2 VIDEO TAPES OF TVA BOARD MEETINGS

In 1979, the Information Office began to video tape all TVA Board meetings held in Knoxville, and also video taped some of the out-of-town meetings until 1983. There is only one complete set of the 3/4" U-Matic video tapes, but there are extra copies of some meetings. Several copies of each video-taped Board meeting are made and distributed to interested people within TVA. These copies are returned to the Information Office to be reused. The

I.2 VIDEO TAPES OF TVA BOARD MEETINGS (cont'd)

approximate volume as of 1988 is 120 tapes (12 cu. ft) The annual accumulation is approximately 1 cu. ft. The inclusive dates are 1979 and continuing.

DISPOSITION

- A. Tapes for 1979-85. Original and one duplicate set of (where available) tapes. **PERMANENT.** Transfer to the National Archives Motion Picture, Sound and Video Branch, Washington, D.C. ~~upon approval of this schedule.~~ *when the newest tapes are 10 yrs. old (in CY 1995).*
- B. Post - 1985 tapes. Original and one duplicate set of (where available) tapes. **PERMANENT.** Transfer to the National Archives Motion Picture, Sound and Video Branch, Washington, D.C. ~~in 5-year blocks when the earliest tape is 10 years old.~~ *(The first shipment for 1986 ~~86~~ should be transferred in 1996.)*

C. *EXTRA Copies of Original Video Tapes*
Reuse when NO longer needed for reference purposes.