



## SURVEYING RECORDS

TVA's surveying records consist of files and other materials dating back to 1933. These files encompass reports, correspondence, studies, estimates, field sheets, remarkings and encroachments, flood studies, reservoir surveys, transmission line files, field directory lists, cemetery relocations, river crossing files, approvals, Digital Terrain Model (DTM) files, various types of mathematical and surveying computations, Cadastral maps in graphical and digital format, other maps, descriptions, CAD drawings/surveys, survey control cards, and other supporting documentation used by the organization for TVA surveying functions.

These survey records are filed by subject for Reservoir Boundaries, Flood Studies, Miscellaneous Surveys, Transmission Line Surveys, Field Books, Dam Surveys, Land Maps, and other Maps. The records are needed long term for research because they relate to property and projects involving TVA, the public, the private sector, and other government agencies. In December 2000, 482 cubic feet of these records were transferred to Iron Mountain in Nashville, Tennessee. Approximately 540 cubic feet of active hardcopy files remain in Electric System Projects (Surveying and Project Services) in Transmission/Power Supply and records continue to accumulate.

Beginning in November 2000, the Survey Control Cards were scanned into the TVA Electronic Vault. Additional records in this series are planned to be added to this system in the future.

### DISPOSITION:

#### A. Paper

##### 1. Scanned into TVA Vault

Destroy when scanned copy has been verified.

##### 2. Not scanned

Transfer hardcopy records to Iron Mountain two years after records reach inactive status. Review every 10 years and destroy when no longer needed for research. Destroy all records after the end of the surveying program unless needed longer for agency business.

## DISPOSITION (Continued)

### B. Electronic Records

Review every 10 years and destroy/delete when no longer needed for research. Destroy/delete all records after the end of the surveying program unless needed longer for agency business.

### C. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

1. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

2. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.

Similar records were approved for Bonneville Power under job No. N1-305-91-2