

Tennessee Valley Authority, Maps and Surveys

The Tennessee Valley Authority's Maps and Surveys organization was created in 1933 to map the Tennessee River Valley. By 1962, full topographic map coverage was completed. TVA continues to perform mapping operations for TVA and other federal agencies. This schedule covers all TVA maps and surveys from 1933 and continuing.

1. Maps, 1:24,000-scale (Topographic and Planimetric)

DISPOSITION

a. Printed maps.

PERMANENT. Transfer two copies of each map printed 1933-1996 to the National Archives (one copy for NARA Headquarters in College Park and one copy for NARA Regional Archives in Atlanta, GA) upon approval of this schedule. Maps dated 1997 and continuing, transfer annually.

b. Map Jackets

(1). Original Manuscript Drawings

PERMANENT. Transfer to the National Archives when no longer needed for reference purposes.

(2). Original Photogrammetric Manuscript Drawings

PERMANENT. Transfer to National Archives when no longer needed for reference purposes.

(3). Field Notes

PERMANENT. Transfer to National Archives
~~Destroy~~ when no longer needed for reference.

*per G. Greene e-mail of
7/1/02*

c. Feature separates, either positive or negative film, and scribe sheets produced during map compilation work.

Review annually and destroy maps which are abandoned or no longer published.

d. Printing negatives (Topographic Quadrangle (TQ File)) for each feature shown on a printed map.

Destroy when superseded by revision or when map is abandoned.

Tennessee Valley Authority, Maps and Surveys (Continued)

1. Maps, 1:24,000-scale (Topographic and Planimetric) (Continued)

e. Quadrangle Report

There is a folder for each quadrangle containing design layout, correspondence, progress reports, and related information about the production of the quadrangle map.

PERMANENT. Transfer to National Archives when no longer needed for reference purposes.

f. Planimetric Maps Microfilm

PERMANENT. Transfer to the National Archives when no longer needed for reference.

2. Maps, 1:100,000 scale

a. Printed maps.

PERMANENT. Transfer 2 copies of each map printed through 1996 to the National Archives (one copy for NARA Headquarters in College Park and one copy for NARA Regional Archives in Atlanta, GA), upon approval of this schedule. Maps dated 1997 and continuing, transfer annually.

b. Feature separates, either positive or negative film, and scribe sheets produced during map compilation work. (Non-TVA, to go back to USGS)

Review annually and destroy maps abandoned or no longer published. (Non-TVA, to go back to USGS)

3. Navigation Charts, Main Stream Reservoirs and Tributary Reservoirs

a. Printed maps.

PERMANENT. Transfer 2 copies of each map printed through 1996 to the National Archives (one copy for NARA Headquarters in College Park and one for NARA Regional Archives in Atlanta, GA), upon approval of this schedule. Maps dated 1997 and continuing, transfer annually.

b. Feature separates, either positive or negative film, and scribe sheets produced during map compilation work.

Review annually and destroy those for maps abandoned or no longer published.

Tennessee Valley Authority, Maps and Surveys (Continued)

4. Recreation Maps

a. Printed maps.

PERMANENT. Transfer 2 copies of each map printed through 2001 to the National Archives (one copy for NARA Headquarters in College Park and one copy for NARA Regional Archives in Atlanta, GA) upon approval of this schedule. Maps dated 2002 and continuing, transfer annually.

b. Feature separates, either positive or negative film, and scribe sheets produced during map compilation.

Review annually and destroy those maps abandoned or no longer published.

5. Map Indexes

a. Printed index to maps

PERMANENT. Transfer 2 copies of index with related maps to the National Archives, upon approval of this schedule (one copy for NARA Headquarters in College Park and one copy for NARA Regional Archives in Atlanta, GA).

b. Feature separates, either positive or negative film, and other materials used to print map indices.

Destroy when superseded, abandoned or no longer needed.

c. Unique unpublished map indices.

PERMANENT. Transfer to the National Archives when no longer needed for reference.

6. 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.

- a. 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.

- b. 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.