



March 19, 2003  
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### I.30 Design and Construction Drawings

The design and construction drawings include manually drawn and hard-copy plots of CAD generated drawings and vendor drawings. Prior to September 2001, the drawings were microfilmed, and the film was mounted in aperture cards. The complete file of aperture cards is maintained in Fossil Engineering Records, Chattanooga. (This is the record file) Copies of cards were also distributed throughout TVA as reference copies.

The process in Fossil Engineering is to scan original hard copy and/or microfilm drawings into AutoManger. These files are the drawing of record. The drawings are then uploaded into Filenet. Backups are run within 48 hours after updates.

The drawings on each plant selected by TVA and the National Archives and Records Administration (NARA) for accessioning into the Archives will be offered when no longer needed by TVA. NARA may wish to access the site general plan drawings, located structure drawings, switchyard general layout drawings, and equipment layout drawings for all plants. These drawings provide a valuable overview of each project for both historical and engineering purposes.

#### DISPOSITION

A. Original Drawings (Linen, Mylar, Vellum, etc.): Architectural and engineering drawings for each fossil power plant. Includes site plans, location of structure drawings, switchyard general layout drawings, pre-operation test, relay and protection, weld map, ISI boundary, power-house equipment layout, and configuration control drawings made in response to a potentially catastrophic event.

1. Drawings selected by TVA and NARA for transfer to NARA based on mutually agreed upon selection criteria (specifically site general plan drawings, structure drawings, switchyard drawings, equipment layout, and configuration control drawings made in response to a potentially catastrophic event).

PERMANENT. Transfer to NARA when no longer needed for reference, normally at the end of life of project.

2. All other drawings

Some nonaccount and general project drawings were issued before the established aperture card process and before the scanning process. These particular drawings were not backfitted into the aperture card system because they concern minor projects without capital accounts. These drawings are located in the organization responsible for document drawing and records control.

Destroy in agency when no longer required for reference or for issuance of revised drawings, normally not to exceed life of project.

**B. MICROFILM:**

1. Aperture card copies of drawings (including as-designed, preoperation test, relay and protection, actual plant/configuration control, weld map, and ISI boundary)

a. Record copy maintained in Fossil Engineering Records.

Destroy in agency when no longer required for reference or for issuance of revised drawings, normally not to exceed the life of the project.

~~b. Security copy stored at the National Underground Storage (NUS). The microfilming process ceased September 30, 2001.~~

~~Destroy in agency when no longer needed for reference, normally at the end of life of project.~~

~~c. All other copies~~

~~Destroy as non-record when no longer needed for reference.~~

2. 16-mm or 35-mm microfilm copies of site originated drawings including nonaccount and general project drawings (drawings of minor projects without capital accounts) microfilmed before the aperture card process or the scanning process was established.

Destroy when no longer required for reference, not to exceed life of project.

C. Prints (made from microfilm or originals).

Destroy as non-record when no longer needed for reference.

D. Drawing Lists, Logs, and Finding Aids

PERMANENT. Transfer to NARA with related drawings.

**E. Scanned Images in Auto Manager**

AutoManager is the electronic system for engineering documents. It is used by Fossil Power Group (FPG) and River System Operations And Environment (RSO&E). AutoManager contains 1.5 million records of engineering and contract drawings. This has been the principal document management system since 1994. Original hard copy and microfilmed drawings are scanned into Auto Manager in .cal or .dwg format.

1. Inputs:

See disposition instructions in Item A (Original Drawings) and Item B.1.a (Microfilm) of this schedule.

2. Master file consisting of 1.5 million engineering documents and drawings:

a. Drawings selected by TVA and NARA for transfer to NARA based on mutually agreed upon selection criteria (specifically site general plan drawings, structure drawings, switchyard drawings, equipment layout, and configuration control

*NARA approval  
not needed*

drawings made in response to a potentially catastrophic event).

PERMANENT. Transfer to NARA when no longer required for reference or for issuance of revised drawings, normally not to exceed life of the project. At the time of transfer, NARA and TVA will determine the medium and format in which records will be transferred as well as their arrangement. Every effort will be made to transfer records electronically in accordance with the standards for permanent electronic records contained in 36 CFR §1228.270 or standards applicable at the time.

b. All other drawings

Destroy in agency when no longer required for reference or for issuance of revised drawings, normally not to exceed life of project.

3. Outputs: Produced by viewing, printing, searching, and report generation of engineering documents.

Destroy when no longer needed for administrative use.

F. 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 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 recording copy.

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