**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

**TO:** NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA)  
WASHINGTON, DC 20408

1. **FROM (Agency or establishment):**  
Tennessee Valley Authority

2. **MAJOR SUBDIVISION:**  
COO

3. **MINOR SUBDIVISION:**  
FOSSIL POWER GROUP (FPG)

4. **NAME OF PERSON WITH WHOM TO CONFER:**  
Paul A. Jennings  
TELEPHONE: 423-751-2528

5. **TELEPHONE:**

6. **AGENCY CERTIFICATION:**  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed on the attached pages 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached; or __ has been requested.

7. **DATE:** 09/26/2003  
**SIGNATURE OF AGENCY REPRESENTATIVE:** Georgia S. Greene  
**TITLE:** Manager, Records & Forms Management

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**1. ITEM NO.**

**3. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION:**

1. **1.39** EQUIPMENT CALIBRATION RECORDS  
SEE ATTACHED DESCRIPTION

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**STANDARD FORM 115 (REV. 3-91)**  
PREVIOUS EDITION NOT USABLE

NSN 7540-00-634-4064  
36 CFR 1228
1.39 EQUIPMENT CALIBRATION RECORDS

This series of records is used by the Central Laboratories Group. The records ensure that quality assurance has been demonstrated in approving, maintaining, reworking, repairing, replacing and/or modifying the equipment which constituted the issuance of the records identified in this schedule.

All of the records listed below are scanned and indexed into EDMS (Electronic Document Management System), and all are QA records.

General Records

Assignment Log
Audit/Survey Report (C Lab)
Calibration Report
Corrective Action Report (C Lab)
External Document Impact Review Log
Final Report
Initial/Periodic Evaluation
Instruction/Specification Revision Package (C Lab)
Log Sheet (C Lab)
Specification Manual
Nonconformance Report (C Lab)
Notice of Deviation Report
Personnel Authorized to Authenticate QA Records
Surveillance Report (C Lab)
Quality Program Instruction
Quality Program Instruction Master Index
Quality Program Procedure
Software Control Master Index (C Lab)
Radiological Controls Program Procedure (C Lab)
Report of Results (C Lab)
Assessment Report (C Lab)
Software Control Record (C Lab)
Specification Manual
Technical Report (C Lab)
Test Plan

DISPOSITION

A. Meteorological Monitoring Equipment

Calibration Record (Meteorological Monitoring)

75 Years from the time the last TVA facility no longer provides monitoring for internal or external radiation exposure to radiation or radioactive material, licensed radioactive material is no longer present, and until concurrence for disposal is received from the Office of General Counsel.

B. All Other Equipment

Life of the particular item, while it is installed in the plant or stored for future use.
2. Electronic Mail and Word Processing System Copies

Electronic copies of records that are created 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.