REQUEST FOR RECORDS DISPOSITION AUTHORITY			AVE BLANK (NARA use only)			
			JOB NUMBER			
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)			NI-142-04-9			
WASHINGTON, DC 20408			DATE RECEIVED & 12412004			
FROM (Agency or establishment)				NOTIFICATION TO AGENCY		
	ee Valley Authority				AGENCI	
2. MAJOR SUBDIVISION				In accordance with the provision of 44 U.S.C.		
President & Chief Operating Officer  3. MINOR SUBDIVISION				3303a the disposition request, including amendments, is approved except for may		
Fossil Power Group				items that be marked "disposition not		
4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE				approved" or "withdrawn" in column to.		
Janice Beard (423) 751-2839			DATE ARCHIVIST OF THE UNITED STATES			
6. AGEN	ICY CERTIFICATION					
	by certify that I am authorized to act for this ag					
	proposed on the attached ( <u>pages)</u> page(s) are in after the retention periods specified; and that w					
	the GAO Manual for Guidance of Federal Age		iiciai Al	bootining Onice, until	or the provisions of	
is not required; is attached; or				has been requested.		
DATE 7	SIGNATURE OF AGENCY F	REPRESENTATIVE	TITLE			
7.	//9/04   Mary Ragland ///assp	<u> Magrany</u>	<u>  Mana</u>	ger, Records Manage	10. ACTION	
ITEM NO.	8. DESCRIPTION OF ITEM AND P	ROPOSED DISPOSITION		9. GRS OR SUPERSEDED JOB CITATION	TAKEN (NARA USE ONLY)	
1.	RELAY INFORMATION AND	SETTING SHEETS		OOD ON ANON		
	SEE ATTACHMENT					
	OR REINCES DR DI	PA				

## **RELAY INFORMATION AND SETTING SHEETS**

Complete data about protective and voltage control devices installed on generating plant equipment are furnished by the Fossil Power Group's (FPG) Engineering Design Services, in a series of data sheets. Each type of data sheet is serially numbered so that the issuing of the current information supersedes entirely the information given on a specific sheet in the series. The purpose is to specify to field personnel the setting of relays and protective devices which function when abnormal conditions arise on TVA facility distribution systems.

Fossil plant relay setting sheets are distributed to plant managers, dispatchers, and engineering units. Record copies are submitted to the Electronic Document Management System (EDMS), the vault. Copies are filed in FPG's Engineering Design Services. The relay setting sheets are created, modified, and issued by Engineering Design Services, as necessary; however, FPG's Generating Group has the option of performing this function. TVA forms covered by this series include and are limited to the following:

TVA 17790 - FPG Relay Information and Setting - General TVA 17790-1 - FPG Relay Information and Setting - Motor Relays

## **DISPOSITION**

A. Record Copy

Retain for the life of the plant.

B. All other copies

Destroy when no longer required for reference.

## **RELAY INFORMATION AND SETTING SHEETS (Continued)**

## **DISPOSITION** (Continued)

- 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.
  - 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.