

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

LEAVE BLANK

JOB NO.

N1-142-86-1

TO: **GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED  
10-9-85

1. FROM (Agency or establishment)

TENNESSEE VALLEY AUTHORITY

2. MAJOR SUBDIVISION

DIVISION OF PROPERTY AND SERVICES

3. MINOR SUBDIVISION

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4. NAME OF PERSON WITH WHOM TO CONFER

RONALD E. BREWER

5. TELEPHONE EXT.

FTS 858-2520

DATE

11-16-87

ARCHIVIST OF THE UNITED STATES

*Frank A. Brink*

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 36 page(s) 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
9-30-85	<i>Ronald E. Brewer</i>	ASSISTANT TVA ARCHIVIST

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	See Attached Schedule.		
<p>All changes to this proposed schedule have been approved by:</p> <p><i>Reed W. Harris</i>      <i>10/13/87</i>      <i>Ronald E. Brewer</i>      <i>10/24/87</i>                      NARA appraiser      date      Agency representative      date</p>			

*copies to agency, NARA, 4NWS  
11-13-87 TRT*

Division of Property and Services  
Records Index

Schedule I Record Material

Section I: Records Common to Most Offices

Item 1: Official Correspondence File

Section II: Office of the Director

Item 1: Service Contracts

Item 2: Division Orientation Information

Item 3: Division of Reservoir Properties Annual Reports

Part 1: Management Services

Item 1: Travel Records

Item 2: Request for Delivery of Material Under Contract (TVA 9625)

Item 3: Ledger Sheets

Item 4: Procedures Manuals

Item 5: Monthly Object Sheets

Part 2: Personnel Services

Item 1: Position Vacancy Announcement Records

Item 2: Personal History Records (microfilmed)

Section III: Employee Transportation Branch

Item 1: Vanpool Program Records

A. Vanpooling Operations

B. Vanpool Accident Records

C. Vanpool Inventory Records

Item 2: Gasohol Information/Comparisons

Part 1: Central Travel Section

Item 1: Personal Services Contracts and Related Correspondence

Section IV: Technical Libraries - see Appendix A

Section V: Transportation Services Branch

Item 1: Purchase Contract File

Item 2: Shop Order Work Records and Shop Order Source

Item 3: Pilot Work Report

Item 4: Inventory Adjustment (TVA 9368)

Item 5: Engineers Project Files

Item 6: Equipment Service Manuals

Section VI: Facilities and Services

Item 1: File Classification System Manuals

Item 2: Oral History Records

Item 3: Administrative Release Systems and Announcements

Item 4: Space and Maintenance Records

Item 5: Budget Preparation, Presentation and Apportionment Records

Appendix A: Detailed Listing of Office of Agricultural and Chemical Development Records Which are Stored in The Muscle Shoals Technical Library.

Records Index (continued)

Appendix B: Listing of Purchase Contract Forms

Schedule II Nonrecord Material

Section I: Office of the Director

- Item 1: Environmental Impact Statements
- Item 2: Cross Index Sheets
- Item 3: Correspondence Record
- Item 4: TVA Annual Report
- Item 5: Reports and Publications
- Item 6: Cooperative Conference Records
- Item 7: TVA Standard File Classification Manual and Handbooks

Part 1: Management Services

- Item 1: Computer Printouts
- Item 2: Payroll Time Reports

Part 2: Personnel Services

- Item 1: Supervisor/Administrative Files (S/A Files)
- Item 2: Employment Information

Section II: Technical Libraries

- Item 1: Index to TVA News
- Item 2: Bibliographies
- Item 3: TVA File
- Item 4: Vendor File
- Item 5: Contract File
- Item 6: TVA Documents
- Item 7: Acquisition File
- Item 8: Invoices
- Item 9: Reference File

Section III: Employee Transportation Branch

- Item 1: Operation of Vans
- Item 2: Van Driver/Riders
- Item 3: Commuter Pooling Operations
- Item 4: Contracts with Individuals and Agencies
- Item 5: Handicap Parking
- Item 6: Budget/Finance

Section IV: Transportation Services

- Item 1: List of Records Common to Most Offices - General File Material Coded for Temporary Retention
- Item 2: Vehicle Accident, Theft, and Fire Records (TVA 255)

DIVISION OF PROPERTY AND SERVICES

The Division of Property and Services plans and provides the following services to the agency: technical library; transportation; transportation equipment services and maintenance; facilities acquisition, operation, maintenance and support; telecommunications; office and equipment supplies; and office support services including records management and printing support.

In carrying out these responsibilities, it works with offices and divisions, Federal and State agencies, and others as appropriate. In its contacts with the public, it promotes understanding of TVA programs and objectives.

History

The Division of Reservoir Properties located in Knoxville, Tennessee, and the Division of Property and Supply, located in Chattanooga, Tennessee, merged in January 1976, creating the present Division of Property and Services, with the director's offices located in Knoxville and the branch offices located in Chattanooga.

All records controlled by the former Division of Property and Supply remained in Chattanooga in the division director's office and the branch offices.

Section I: Records Common to Most Offices

ITEM  
NO.

1 Official Correspondence File

- a. Program correspondence files created or received and maintained by the organizational unit in the conduct of substantive, primary functions for which it is responsible.

- (1) Material essential to the execution of the delegated program responsibilities, including policies and procedures.

DISPOSITION: Break file every 5 years; destroy in agency when program is discontinued.

- (2) Material of minor, routine functions of the program not essential to the execution of the program responsibilities.

DISPOSITION: Destroy in agency when no longer needed for administrative purposes, not to exceed 5 years.

ITEM  
NO.

1 Official Correspondence File (continued)

- b. Administrative files accumulated by individual offices relating to internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records are routed for informational rather than record purposes; they are not required to complete other files of the organization; they do not contain material directly related to and essential to the organization's delegated program responsibilities nor policy and procedural material not filed as record elsewhere in the agency.

DISPOSITION: Destroy in agency when 2 years old or when no longer needed, whichever is sooner.

Section II: Office of the Director

The Director of Property and Services plans and administers the work of the division and is assisted by two assistant directors and branch chiefs.

ITEM  
NO.

1 Service Contracts

Includes copies of TV numbered contracts and background information covering office space leases, ridesharing technical assistance, commuter transportation, mass transit demonstration projects, personnel services, relocation of personnel and structures in flood plains, and library services. The official record copies of contracts are maintained in the Office of the Comptroller.

DISPOSITION: Destroy 3 years after cancellation, expiration, or termination of contract.

2 Division Orientation Information

Information including a slide presentation describing the Division's program responsibilities. The information was constructed by the Personnel Services Section of the Division of Property and Services. It is used to orient new employees to the Division.

DISPOSITION: Destroy when program is updated or discontinued.

ITEM  
NO.

3 Division of Reservoir Properties Annual Reports

Bound volumes reporting yearly activities of the division. Note: On January 4, 1976, the Division of Reservoir Properties, Knoxville, and the Division of Property and Supply, Chattanooga, merged, creating the Division of Property and Services. These annual reports originated in the former Division of Reservoir Properties. The inclusive dates are July 1, 1937, through fiscal year 1966. Included with these annual reports are numerous black and white photographs (most are 8 x 10 glossy prints) which over the years were used in the annual reports. The total volume is 6-1/2 inches of reports and 5 inches of photographs. These reports and photographs are filed by the Alpha-Numeric file classification system.

DISPOSITION: Permanent. Transfer to the National Archives in 1991.

Part 1. Management Services

Management Services provides staff advice and assists the director and division personnel with administrative matters. These include interpreting and applying administrative policies and procedures; preparing cost records, administrative reports, and the division's budget; administering the division's records management program; coordinates the application of procedures for the procurement of materials for the division; coordinates and reviews for approval requests for office furniture and equipment; and coordinates the planning and request for the division's space needs for office, shop, and storage.

ITEM  
NO.

1 Travel Records

Material about travel, including itineraries for trips, courtesies exchanged after trips, flight and lodging accommodations, and Travel Orders and Vouchers.

DISPOSITION: Destroy when 3 fiscal years old.

(GRS 9, Item 3)

2 Request for Delivery of Materials Under Contract (TVA 9625)

Includes Automatic Data Processing (ADP records for contractual material. Form 9625 is used to request delivery of materials under Indefinite Quantity Term (IQT) contracts. The No. 4 copy (or other copy) is used as the receiving report.

DISPOSITION: Destroy 2 fiscal years after contract completion.

ITEM  
NO.

3 Ledger Sheets

Expense sheets for the division office.

DISPOSITION: Destroy when 2 fiscal years old.

4 Procedures Manuals

Manuals of accounting procedures, numbers 1 through 100, and Accounting Memorandums.

DISPOSITION: Destroy when updated or obsolete.

5 Monthly Object Sheets

Computer printouts documenting expenditures by object for P&SVS organizations.

DISPOSITION: Destroy when 2 fiscal years old.

Part 2. Personnel Services

The Personnel Services advises the director in planning and administering the personnel program of the division, coordinates administration of personnel activities, and represents the division in personnel activities with other offices and divisions.

ITEM  
NO.

~~1 Position Vacancy Announcement Records~~

~~Various forms and related papers, including TVA 9823 and variations - Salary Policy Vacancy Announcement; TVA 9824 - Employee Application - Announced vacancy, and supporting papers; TVA 5274 - Submission of Candidates and TVA 3028 - Request for Candidates; and Analysis of Applicants Qualifications, supporting papers and related forms, which accumulate in the publicizing, responses received, and selection of candidates for vacancies within TVA. A file for each announcement is maintained by the issuing office or division.~~

~~DISPOSITION:~~

~~A. Announcement and Selection Papers for Salary Policy - issuing office or division. After position is filled or cancelled, destroy at option, not to exceed 10 years.~~

~~B. Response and Supporting Papers for Salary Policy - Destroy at option, not to exceed 2 years.~~

~~(NCL 142 81 30) See TVA Schedule I, item 5.~~

ITEM  
NO.

2 Personal History Records (Microfilmed)

The purpose of the Personal History Record is to provide information officially recognized and pertinent in recording and substantiating personnel actions. A major use of this file is in the personnel selection process, as a record basis for the comparative appraisal of candidates qualifications. The file also is a principal source of official information about current and former TVA employees.

Consists of microfilmed personal history records (PHRs) of every employee in the division. This is a complete employment record, showing name of employee, social security number, date of birth, employee's location, length of service, etc.

The record copies of these files are filed in the Division of Personnel.

DISPOSITION: Destroy when no longer needed for reference.

Section III. Employee Transportation Branch

The Employee Transportation Branch was organized to identify resources, evaluate present and future employee transportation demands, and develop programs to stimulate, guide, and contribute to optimum regional and nation-wide energy conservation goals. In implementing these responsibilities, the branch furnishes basic employee transportation information and services within TVA and to other public agencies, planning groups, and private organizations. It defines TVA's interests and provides technical assistance and coordination to Federal, State, and local agencies and groups in their mass transit planning and development. The branch maintains contact with related professional groups and keeps informed of legislation, trends, and innovations in the field of mass transportation.

A file break was established in the Employee Transportation Branch File effective February 17, 1985. Correspondence from February 18, 1985, and continuing will be maintained officially in the Division of Property and Services File.

When activity in the branch file diminishes, the material will be transferred to the Knoxville Records Center for storage. Proper disposition, according to the approved schedule for the records, will be applied.

It has been determined that the material maintained in the sections would be working files with the exception of case files such as Central Travel contract files and Operations Section accident report files, van driver/inventory files, etc. Current activities are maintained in the Operations Section until no longer needed for administrative purposes. At that time the material will be forwarded to the division file.



ITEM NO.

1 TVA Vanpool Program Records

*The demonstration project became an employee benefit program in 1977 & administrative responsibility for the program was transferred to the Emp. Transportation Branch of P&SVS in October 1977,*

*began in 1974 as a demonstration project in the OFFICE of Tributary Area Development (OTAD), NOW ONRED,*  
TVA's Vanpool Program ~~demonstrates to the Tennessee Valley Region and the Nation the concept of employee ridesharing as a major energy conservation commuter system.~~ The program was transferred to the Division of Property and Services, Employee Transportation Branch from the former Office of Tributary Area Development (now Office of Natural Resources and Economic Development) in the Midyear Review Budget, May 1, 1979.

All original records of the initiation of the program ~~or of historical value~~ are filed in the OTAD (now ONRED) files. The operational records are maintained by the Employee Transportation Branch, P&SVS. *A copy of all pertinent historical information from the original OTAD records was made and is maintained as a historical workfile in the Employee Transportation Branch of P&SVS. The original copies of records generated since the Vanpool Program transferred to*

A. Vanpooling Operations

Includes procedures and records on operation, financing, maintenance, and issuance of vans and historical information concerning the foundation and regulations of the program. The raw data is maintained and computed by the Central Accounting Office, Division of the Comptroller. *P&SVS are maintained in the Emp. Trans Branch's*

DISPOSITION:

- A. Historical Information - Permanent. *General correspondence file. Copies of all new information have been added to the historical workfile, & it now includes information from 1974 to 1984. The current accumulation of this historical information is approved.* *Transfer upon approval of schedule.*
- B. Copies of Raw Data - Destroy when no longer needed for administrative purposes, not to exceed 2 years.

*B. VANPOOL Program Records from 1977 & CONTINUING - Destroy 5 yrs. after program is discontinued.*

B. Vanpool Accident Records

Includes correspondence and forms pertaining to accident reports including TVA claim number, insurance claim number, date of accident, individuals involved in accidents, release of all claims, and related papers.

DISPOSITION: (Transfer to Knoxville Records Center when 3 years old.) Destroy 5 years after date of transfer.

C. Vanpool Inventory Records

Includes assigned van driver agreement applications, maintenance agreements, State Motor Vehicle reports and, van disposal sales records. Actual mileage and maintenance records are also included. Records are maintained and updated on word processing equipment. Driver Safety Course certification as required for all van drivers.

[see page 6a, next, for typed version of these corrections.]

ITEM  
NO.

1 TVA Vanpool Program Records

TVA's Vanpool Program began in 1974 as a demonstration project in the Office of Tributary Area Development (OTAD), now the Office of Natural Resources and Economic Development (ONRED). The demonstration project became an employee benefit program in 1977 and administrative responsibility for the program was transferred to the Employee Transportation Branch of the Division of Property and Services (P&SVS) in October 1977.

All original records of the initiation of the program are filed in the OTAD (now ONRED) general correspondence files. A copy of all pertinent historical information from the original OTAD records was made and is maintained as a historical workfile in the Employee Transportation Branch of P&SVS. The original copies of records generated since the Vanpool Program transferred to P&SVS are maintained in the Employee Transportation Branch's general correspondence file. Copies of all new information have been added to the historical workfile, and it now includes information from 1974 to 1984. The current accumulation of this historical workfile is approximately 1/8 cubic feet.

A. Vanpooling Operations

Includes procedures and records on operation, financing, maintenance, and issuance of vans and historical information concerning the foundation and regulations of the program. The raw data is maintained and computed by the Central Accounting Office, Division of the Comptroller.

DISPOSITION

- A. Vanpool Historical Workfile - Permanent. Transfer to the National Archives upon approval of schedule.
- B. Vanpool program records from 1977 and continuing - Destroy 5 years after program is discontinued.
- C. Copies of Raw Data - Destroy when no longer needed for administrative purposes, not to exceed 2 years.

B. Vanpool Accident Records

Includes correspondence and forms pertaining to accident reports including TVA claim number, insurance claim number, date of accident, individuals involved in accidents, release of all claims, and related papers.

DISPOSITION

Transfer to the Knoxville Records Center when 3 years old. Destroy 5 years after date of transfer.

ITEM  
NO.

C. Vanpool Inventory Records (continued)

DISPOSITION:

- A. Van Driver Agreement Applications and Contracts - Destroy when no longer valid.
- B. State Motor Vehicle Reports - Destroy when no longer valid.
- C. Van Maintenance and Disposal Records - Destroy 3 years after vehicle leaves agency custody.
- D. Certification of Driver Safety Course - Destroy when no longer valid.

2 Gasohol Information/Comparisons

Contains information on gasohol and alternative fuels used for comparing vans operating on regular gasoline with those using gasohol. Computations on fuel cost, miles per gallon, and maintenance comparisons maintained on each gasohol-fueled van. This raw data is filed by van numbers. This information is used in preparing a compilation and comparison report which provides information on alternative fuels, gasohols or, liquid propanes.

DISPOSITION:

- A. Raw Data - Destroy when final report is complete.
- B. Final Report - Destroy when no longer needed for administrative purposes.

Part 1. Central Travel Section

The Central Travel Section of the Employee Transportation Branch provides business related travel reservations for all TVA employees. This includes commercial air, charter air craft, reservations and tickets, rental cars, charter buses and TVA planes as well as pool sedans in Knoxville, and both express buses between Knoxville and Chattanooga, Tennessee.

Central Travel Section History

July 10, 1978 Original proposal to centralize travel in TVA sent to H. N. Stroud, Jr., General Manager.

Part 1. Central Travel Section History (continued)

Jan. 22, 1979 Proposal to increase commercial airline reservation service to all TVA with a slow implementation plan starting with Knoxville, then Chattanooga, and finally Muscle Shoals and Norris.

May 1979 United Apollo Airline Reservation and Ticketing System installed.

Jan.-Mar. 1981 Completed implementation of plan to provide commercial airline reservations and tickets to all major areas, ending with Muscle Shoals and Norris.

August 1982 Authorized In-Plant for Thomas Cook, Inc., with cost sharing agreement in form of personal services contract.

ITEM  
NO.

1 Personal Services Contracts and Related Correspondence

This series contains personal service contracts between TVA and outside travel and transportation agencies for specialized services with no employer-employee relationship. Included are: contracts with commercial and corporate airline reservation agencies, commercial ticketing agencies, charter aircraft and charter bus services. Also contained in this file are: correspondence which accumulate during daily operations and, financial data including invoices, purchase requisitions and contracts.

DISPOSITION

A. Personal Service Contracts (excluding Charter Bus and Charter Aircraft Contracts

B. Personal Service Contracts for Charter Bus and Charter Aircraft

C. Financial Data

Destroy 6 years and 3 months after final payment.

(GRS 3, Item 4)

Section IV. Technical Libraries (To be added later)

## Section V. Transportation Services Branch

The Transportation Services Branch provides for dispatching and assignment, operation, and maintenance of all TVA aircraft and motor vehicles except for the Division of Construction's pool equipment.

In 1933 TVA purchased four automobiles, appointed a Transportation supervisor, and advised him that top management thought about 35 or 40 more would be needed, but this would probably be the maximum. Now, 52 years later, the fleet contains 5,041 units--946 sedans, 590 station wagons, 36 police cars, 2,399 trucks, 239 construction equipment units, 772 trailers, 12 aircraft, and 47 electric vehicles.

Initial employment was one--the Transportation supervisor. By 1935 the one had grown to 59 and by the summer of 1947 to 359. The 359 was the peak employment during the past 52 years. Currently, the Transportation Services Branch has 155 employees.

During the peak employment period, the fleet operated about 18,800,000 miles and 34,500 hours annually. Today, the fleet accumulates approximately 39,800,000 miles and 156,400 hours annually.

In the early years, the fleet consisted largely of standard types of equipment; sedans, pickups, stake and dump trucks, along with special units such as line construction and line maintenance trucks. Today, the fleet contains not only the standard-type cars and trucks, but also many highly sophisticated and complex units designed to use manpower more effectively and efficiently.

In 1940 Transportation entered an area of construction-type equipment by acquiring 28 units (15 tractors, 9 air compressors, and 4 concrete mixers). During the following year, 24 units were acquired. The construction equipment needs grew steadily, reaching a peak of 413 units. Presently, Transportation has 239 of these units in the fleet, including crawler tractors, backhoes, cranes, hole diggers, air compressors, and welders.

Transportation entered the aviation field as early as 1935 with the acquisition of two passenger and one dusting airplane. The two-passenger airplanes evolved later into two twin-engine, five- and six-place passenger aircraft. The five-place Beechcraft was also used extensively for aerial photography, and in 1959, when a similar Beechcraft was acquired, was used exclusively for photo work. These two aircraft became known as the Photo Beech and the Passenger Beech. The Passenger Beech is no longer in use. It was replaced in June 1972 with a modern, pressurized Beechcraft King Air turboprop, and the Photo Beech was replaced in 1977 by an Aero Commander.

The six-place passenger airplane was a Lockheed which crashed in 1953 and was replaced by another Lockheed with 10-passenger capacity. This Lockheed was operated until 1971, when it was replaced by a 19-passenger, turboprop Grumman Gulfstream.

Section V. Transportation Services Branch (continued)

Helicopters, now an important part of the aviation fleet, came into use in 1949 when a helicopter was rented for transmission line patrol. This proved highly successful, and TVA acquired its first helicopter in 1952. The helicopters are used for a multitude of assignments, such as transmission line spraying, malaria control spraying, smoke sampling, power line construction, and many other duties. The helicopter fleet now contains two Bell piston-powered 47s and six turbine-powered helicopters consisting of a Bell 47 with turbine conversion, two Hueys, one Hughes, and two Jet Rangers.

During the past 52 years, Transportation has become recognized among fleet operators, both government and private, for having an efficient and innovative operation. Fleets with similar operations visit and study Transportation, in turn, is constantly examining and studying the latest industry developments to provide TVA with the most efficient operation possible.

## ITEM

NO.1 Purchase Contract File

These purchase documents provide the branch and field office with information as to sources of supply, previous prices, descriptions, and specifications of needed parts, materials, supplies, and services relating to the operation and maintenance of TVA's aircraft, vehicle, and service units.

The authorized retention periods for the purchase documents filed in the Division of the Comptroller and Purchasing are sufficient to cover all accounting and legal requirements. However, the retention requirements for the Transportation Services Branch records are somewhat different because of the operational reference needs for documents on aircraft, vehicle, and shop equipment that are still in use. Some of this equipment remains in operation for as long as 20 to 30 years before it is retired.

\*See Appendix B for list of forms.

~~DISPOSITION~~

- A. Branch Office--For aircraft, vehicle, and shop equipment--Destroy one year after equipment is retired.

(NC1-142-81-12, Item 2A(1))

- B. Garages--Destroy one year after expiration of contract.

(NC1-142-81-12, Item 2B)

- C. Airports--Destroy three years after expiration of contract.

(NC1-142-81-12, item 2C)

ITEM  
NO.

2 Shop Order Work Records and Shop Order Source Forms (TVA 9226, 9352, 9353, and 9370)

Shop Order Work Records (computer printout and microfiche) Printout No. TSP 80421-1, 3, 4, 5, and 6, Shop Order; TSP 80442-1, Transportation Branch Shop Work Detail; TSP 80425, Non-Maintenance Shop Order, and TSP 80427, Aircraft Costs.

The shop order printout sheets show by vehicle number the cost of shop work (labor, materials, and overhead) done on passenger vehicles, trucks, heavy construction equipment, and aircraft in the various garages and airplane shops for each month. These records are used to provide detailed information, such as identification of the mechanic, type of work performed, and material used on each job.

Only two copies of the printout sheets are made. One copy is retained in the Transportation Services Branch for one year. One copy is filmed on microfiche. Sections of this printout relating to aviation are sent to the airports. Microfiche copies of printouts are sent to the branch office and all the garages.

The Shop Order Source Forms constitute branch material issues and daily worksheets. They are marked manually in the automotive and aircraft maintenance shops and are sent to the Transportation Services Branch ADP Support Staff where the information is keyed to disk. The forms are then sent to the branch office where they are retained for a minimum of three months.

DISPOSITION

- 
- A. Shop Order Work Records (Branch Office copy)
1. Printout--Destroy after microfiche is received.
  2. Microfiche--Destroy when no longer needed for administrative purposes.
- (NC1-142-81-12, Item 1A)
- B. Shop Order Work Records (Garage Microfiche Copy)--Destroy three months after one fiscal year.
- (NC1-142-81-12, Item 1B)
- C. Shop Order Work Records (Airport printout copy)--Destroy at option not to exceed 18 months.
- (NC1-142-81-12, Item 1C)
- 
- D. Shop Order Source Forms--Destroy when three months old.

ITEM  
NO.

3 Pilot Work Report

Form 9304 is prepared in duplicate by each employee on a weekly basis. The forms provide information concerning work performed, hours worked, and informal leave accumulated and taken. The original is kept in the branch office, where it is needed for administrative purposes for four years. The duplicate is useful for reference as the Aviation Units for the report is to settle cuff leave for the pilots.

DISPOSITION

A. Original--Destroy when four calendar years old.

B. Duplicate--Destroy when one calendar year old.

4 Storeroom Requisition; Office Supply Requisition (TVA 575, 575B; TVA 9275, 9275A)

These forms are prepared in quadruplicate to withdraw office supplies from the warehouse or to request office property of special supplies. The original, duplicate, and triplicate are sent to the Office Supply Warehouse. The quadruplicate is retained by the requesting office. The triplicate is returned with the equipment or supplies. The triplicate and quadruplicate copies have little value after the requested items are received and may be destroyed at the option of the requisitioner.

DISPOSITION: Destroy when no longer needed for administrative purposes.

5 Inventory Adjustment (TVA 9368)

Form 9368 is used for writing off unusable items. Information from inventory computer report TSP-1060201 is used to make entries in journal voucher JV504.

DISPOSITION: Destroy one year after FY closing.

6 Engineer's Project Files

Includes background material for heavy-duty equipment, sedans, trucks, and other vehicles purchased and repaired - also designs of special equipment.

DISPOSITION: Destroy when superseded or obsolete.

7 Equipment Service Manuals

Manuals which provide instructions for servicing equipment which has been purchased from outside manufacturers.

DISPOSITION: Destroy when superseded or obsolete.



## Section VI. Facilities and Services

The function of Facilities and Services is to provide office space, communication facilities, office supplies and equipment, records management services, office support systems, reproduction, building maintenance, custodial, and other related services. It also provides training and editorial services.

Facilities and Services coordinates TVA's requirements for office and building space other than space planned for single-purpose program structures. It handles leases and rental contracts and purchases and lease purchases related to space for TVA.

The organization began in 1933 as a section of the Division of Coordination. In 1937 the Division of Coordination was abolished, and the Office Service Department was established with these divisions - Office Operations, Office Planning, and Transportation. In 1941 the Office Planning Division was abolished from the Office Service Department, leaving only two operating divisions - Office Operations and Transportation. In 1944 the departments of Office Services, Land Acquisition, and Materials were combined into the Department of Property and Supply. In 1948 TVA adopted new organizational terminology, changing the term department to division, and the term division to branch, thus making it the Office Service Branch. In 1950 the Transportation Section of the Office Service Branch became a separate branch.

In July 1984 the Office Service Branch was reorganized and was renamed Facilities & Services (in the Division of Property and Services in the Office of Corporate Services). The Branch Chief of Office Service Branch became the Manger of Facilities and Services. The responsibilities of Facilities and Services were distributed among two new branches, the Facilities Management Branch and Office Support Services Branch, three operating staffs, Supply and Equipment Staff, Office Information Systems Services and Telecommunications Staff, and one support staff, Management Services.

### ITEM

#### NO.

#### 1 File Classification Systems Manuals

These manuals contain listings of subjects with Alpha-Numeric code numbers, Subject-Numeric code numbers and Decimal System code numbers, which are used to file and retrieve general correspondence in all of TVA's organizations. Records Administration Section, Office Support Services Branch, maintains the record copy for TVA and a duplicate is maintained by each organization for which the manual is applicable.

For those correspondence records which are deemed permanent, a classification manual pertaining to them will be transferred to the National Archives with the records as a finding aid.

### DISPOSITION

Update as necessary and destroy when no longer needed for administrative purposes, except for manuals covering permanent records, in which case they will be transferred to the National Archives with the records by the offering organization.

ITEM  
NO.

2 Oral History Records

TVA's oral history program was started in 1976. Oral history interviews with former and current TVA employees and staff, and with Tennessee Valley residents, are recorded on magnetic audio tape. After an oral history interview is recorded, the tape is processed producing documentation which supplements the tape and is a finding aid used by researchers who use the tape. This supporting documentation includes a copy of the oral history release agreement, abstract in the interview, biographical sketch of the interviewee, and either an index to material mentioned in the tape or a transcript of the tape.

The original copy of the tape and the supporting documentation is maintained by the Records Administration Section. Additional copies of the tapes and the supporting documentation are available for research use at the TVA Knoxville Technical Library and the Records Administration Section Office in Chattanooga.

DISPOSITION

- A. Originals (Tapes, supporting documentation, and workpapers)  
Permanent. Transfer to the National Archives when 5 years old.
- B. Duplicates (Tapes and supporting documentation)
1. NARA Copies--Permanent. Transfer to the National Archives when 5 years old.
  2. Other Copies--Destroy in agency when no longer needed for reference.

(NC1-142-83-15)

3 Administrative Release Systems and Announcements

The Office Support Services Branch maintains the record copy of the TVA Administrative Release Systems and Announcements.

The need for systematic direction through written instructions was early recognized by TVA and on August 22, 1933, the first series of Administrative Instruction Memoranda was issued. The initial issue stated the purpose as follows:

These instructions are intended to provide a code of procedure which will establish order in the work of employees to insure against erroneous decisions and improper or conflicting methods of performing their duties.

Later a system of four so-called Organization Manuals was evolved (Policy, Organization, and Administrative Practice Manuals and the Employee's Handbook), and the first issue was distributed on April 16, 1935.

ITEM  
NO.

3 Administrative Release Systems and Announcements (continued)

In September 1937, this system was dropped and a system of Administrative Releases was inaugurated comprised of Administrative Bulletins (Organizational Manual), Administrative Codes (Policy Manual), and Administrative Memoranda (binder usually temporary information).

In 1943, the order was given to overhaul the release system and evolve a better one. In 1946, this system was replaced by a single Administrative Organizational Bulletin to define the basic organization of TVA. In the new Administrative Release System, the releases issued at the General Manager level never carry procedural instructions: Procedures are stated in the releases issued at department level. The new system facilitates the Authority's trend toward decentralized administration.

In 1974, the TVA Personnel Manual was developed because of the broad administrative significance. A larger number of TVA Instructions were removed from Administrative Release Manual. The Administrative Release System is now divided into three manuals: General Releases Manual, Personnel Manual, and Organization and Policy Manual.

The paper record file is the only complete historical record of these procedures in TVA that documents all policy and administrative procedures. For security purposes, we have microfilmed these on 16mm roll film and proposed to transfer the silver original to the Archives upon approval.

DISPOSITION

A. Paper Records

1. Original set--Destroy in agency when no longer needed for administrative purposes (providing that filmed copy has been transferred to the National Archives).
2. All other copies of paper records--Destroy in agency when superseded.

(NC1-142-78-8, Item 1a)

B. Microfilm Copy

1. Silver Original and one duplicate copy of original set--Permanent - Transfer to the National Archives upon filming and verification of filming.

The agency certifies that filming will be done on accordance with 41 CFR 11.504. (Arrangement on film numerically by number assigned to each organization.)

2. All other microfilm copies--Destroy in agency when no longer needed for administrative purposes.

(NC1-142-78-8, Item 1b)

ITEM  
NO.

3 Administrative Release Systems and Announcements (continued)

DISPOSITION (continued)

C. Index to Releases

1. Paper Record--Destroy in agency with related paper releases.
2. Microfilm Copy--Silver Originals and one duplicate copy - Permanent. Transfer to the National Archives with related microfilm copy of releases.
3. All other copies--Destroy in agency when no longer needed for administrative purposes.

(NC1-142-78-8, Item 1c)

---

4 Space and Maintenance Records

The Division of Property & Services, Facilities Management Branch (FMB), surveys, forecasts, and plans for provision and use of office and building space and related storage areas needed in the conduct of its activities.

FMB approves contracts or leases not requiring General Manager approval, and negotiates, executes, administers, and terminates leases and rental contracts for TVA building and storage space, and handles purchase and lease-purchase of such space. It allocates to TVA organizations space acquired for multiple organization use. It develops or provides for the arrangement, the interior design, and the layout of office space to be built by or provided for TVA, including remodeling of space by owners or lessors specifically for TVA, requesting architectural and engineering design services from Power and Engineering as necessary.

FMB makes needed alterations and maintains space in buildings and on property to which it holds title and maintains or procures necessary maintenance.

(a) Contracts for Lease of Space and Services

These files consist of contract documents, correspondence, drawings, and forms used for the rental of space for offices, storage, and similar facilities; and services such as telephones, water, electricity, elevators, boiler inspection, and fire and police protection. These records are necessary for the operation of the agency. They are governed by the Federal Power Commission and the State of Tennessee statute of limitations for 6 years after termination of contract.

Transfer Instructions: Transfer to the Chattanooga Records Center one year after termination.

ITEM  
NO.

4 Space and Maintenance Records (continued)

~~DISPOSITION~~

- ~~A. Contracts Unit File--Destroy in agency 6 years and 3 months after date of termination of contract.~~
- ~~B. All other copies--Destroy when no longer needed for administrative purposes.~~

~~(GRS 3, Item 4)~~

(b) Buildings General Correspondence Files

All general correspondence on provision, operation, alteration, and maintenance is maintained in a case file by name of building.

DISPOSITION: Destroy in agency 6 years after release of building.

(c) Building Plans and Blueprint Drawings

Blueprints and plans of each building that the agency owns or leases is maintained, as a case file, by the Facilities Planning Section. The drawings are used for space planning, assignments, repairs, and alterations. Revisions are made to the drawings when space plans are changed.

Transfer Instructions: Transfer to the Chattanooga Records Center as records become inactive or obsolete.

DISPOSITION: Destroy 2 years after termination of assignment, or when lease is cancelled, or when plans are superseded or obsolete.

(d) Shop Orders

Shop Orders are used by the Building Operations Units for jobs chargeable to other organizations or to other accounts. The charges are accumulated on the triplicate copy, and when the job is completed, the original and the duplicate are typed and sent to the Central Accounting Branch. The Central Accounting Branch maintains the original copy as support of the general ledger and sends the duplicate to the organization for which the work was done. The triplicate copy is retained by the Building Operations Unit for documentation of all alterations made to leased space.

DISPOSITION

- A. Shop Order file pertaining to lease space--Destroy in agency when lease is terminated.
- B. All other copies--Destroy when 2 fiscal years old.

ITEM  
NO.

5 Budget Preparation, Presentation, and Apportionment Records

Budget and apportionment records include the various files accumulated in the course of formulating the budget for submission to the Division Office to be incorporated into the budget submitted to the Office of Management and Budget and to the Congress. The budget document and the supporting papers are the basis for the operation of Facilities & Services.

This series of records also includes detailed work papers, budgetary statements, internal reports and papers which support the budget and correspondence pertaining to routine administration and internal procedures.

These records are used for cost studies and effectiveness surveys; therefore, they are needed for a 10-year period.

Transfer Instructions: Transfer to the Chattanooga Records Center when 5 fiscal years old.

DISPOSITION:

- A. Official file copy--Destroy in agency when 10 fiscal years old.
- B. All other copies--Destroy when 2 fiscal years old.

6 Expenditure Accounting Records

This series of records are the ledgers and related documents maintained by Facilities & Services to show in summary fashion how funds are spent. The ledgers summarize the financial status and financial transactions showing the current status of funds available for expenditure, accumulated expenditures and liabilities, and the values of stock, equipment, and other property. They are controls that serve as central fiscal records and a primary source for management concerned with Facilities & Services solvency, expenditures, and program costs.

Each month, the Division of the Comptroller prepares form TVA 8190, Ledger, and sends a copy to the organizations in Facilities & Services whose accounts are being charged. Each office reviews the ledger sheet to see that the charges are correct. The Management Services Section also receives a copy of TVA 8190 for all the offices within Facilities & Services.

These records are used for cost studies and effectiveness surveys; therefore, they are needed for a 10-year period.

Transfer Instructions: Transfer to the Chattanooga Records Center when 2 fiscal years old.

ITEM  
NO.

6 Expenditure Accounting Records (continuing)

DISPOSITION:

- A. Management Services Section File--Destroy when 10 fiscal years old.
- B. All other copies--Destroy when 2 fiscal years old.

APPENDIX A

Detailed Listing of Office of Agricultural and Chemical Development Records  
Which Are Stored In The Muscle Shoals Technical Library

Appendix A will be added with the Technical Library section  
at a later date.



Purchase Contract Forms

Form 144, Shipping Ticket  
201, Purchase Requisition  
209, Receiving Report  
210, Over, Short, Substitution, Damaged, or Defective Report  
394, Change of Contract  
413, Notice of Shipment Received Collect  
1551, Addendum  
5050, Invitation, Bid, and Acceptance  
9625, Request for Delivery of Materials Under Contract  
9640, Quotation Contract  
9978, Letter of Agreement  
9981, Purchase Contract  
9982A, BPA Letter  
9982B, BPA Schedule  
9982C, BPA Conditions  
9982D, BPA Memorandum to Users

Other papers properly filed therewith.

Property and Services Schedule II - NonrecordSection I. Office of the DirectorITEM  
NO.1 Environmental Impact Statement

Environmental Impact Statements are written to fulfill the National Environmental Policy Act of 1969 for determining the impact a facility will have on the environment. The file consists of (a) input from various TVA divisions; (b) various drafts; (c) correspondence concerning the need for public hearing or additional publicity; (d) final draft; (e) comments received from and TVA responses to agencies or individuals that received the draft; (f) proposed final; (g) TVA comments on the Nuclear Regulatory Commission's draft Environmental Impact Statement, if on a nuclear project, and NRC's final document; (h) TVA's final document; and (i) a commitment list.

The Office of Natural Resources and Economic Development serves as the control point in TVA for handling Environmental Statements. All drafts on input, revised drafts, and final drafts are filed in the Policy and Compliance Staff file which serves as the record file for Environmental Statements within TVA.

DISPOSITIONA. Record copy plus all related correspondence and other records

Destroy in agency upon retirement of related facility. (Transfer to Chattanooga Records Center when 10 years old.)

B. All other copies

Destroy in agency when no longer needed for administrative purposes.

(TVA Schedule I, item 2b)

2 Cross Index Sheets

Cross reference sheets used only for referencing names of individuals and agencies.

DISPOSITION

Destroy at option. Reference purpose only.

ITEM  
NO.

3 Correspondence Record

Registers utilized to maintain control over the receipt, routing and dispatch of ordinary and special mail. Shows the subject and date of correspondence, addressee or addressor, date received and released, to whom referred and date returned.

DISPOSITION

Destroy at option, not to exceed one year.

4 TVA Annual Report

Bound volumes reporting yearly activities of the agency. Record Copy for the agency is kept in the TVA Information Office.

DISPOSITION

Destroy when no longer needed for administrative purposes, not to exceed 2 years.

5 Reports and Publications

Reports and publications by TVA and other agencies on miscellaneous subjects. Record Copies are filed in creating office.

DISPOSITION

Destroy when no longer needed for administrative purposes, not to exceed 2 years.

6 Cooperative Conference Records

Contains agendas and meetings of division cooperative conferences.

DISPOSITION

Destroy when 5 years old. Material has no administrative value after this time.

7 TVA Standard File Classification Manual and Handbooks

(Shelf file) Self explanatory.

DISPOSITION

Destroy when revised or updated. Record copies of manuals and handbooks are kept in the Office Service Branch of the division in the Chattanooga office.

Part 1. Management ServicesITEM  
NO.1 Budget Working Papers (Computer Printouts)

Contains working papers (computer printouts) for Office of Management and Budget, Zero-Based Budget, midyear, long-range, and the President's Budget.

DISPOSITION:

Computer Printouts

Destroy when 5 fiscal years old.

2 Payroll Time Reports

Form TVA 2213 and its variations are used for reporting the distribution of salaries of annual employees. The form shows the name of the employee, employee's identifying number, work description, hours by day and for the period, and account number.

The foreman's time reports are the original labor records for hourly employees. The report shows the name or identifying number, the hours worked, equipment operation, the description of the work, and the account to be charged.

DISPOSITION

## A. Major Construction Projects:

(1) Paper Copy - Destroy in agency after completion of annual audit or 1 fiscal year, whichever is sooner.

(2) Microfilm - Destroy in agency when 6 fiscal years old.

B. Power and Chemical Activities Originals - Destroy in agency when 6 fiscal years old.

C. Other Activities Originals - Destroy in agency after GAO Audit or when 3 fiscal years old whichever is sooner.

D. Carbon Copies - Destroy in agency 6 months after the end of the fiscal year.

(See TVA Schedule I, Item 4d)

Part 2. Personnel ServicesITEM  
NO.1 Supervisor/Administrative Files (S/A Files)

Personnel-related record (also referred to as paper field files) maintained by supervisors or administrative officers acting for local supervisors as required for immediate reference needs in carrying out the supervisor's personnel-related responsibilities. May include the most recent paper copy of the employee's job description, form TVA 9880, service report and other employee records duplicated in the employee's official PHR.

DISPOSITION

Destroy individual documents where superseded or earlier if no longer needed for reference; destroy entire file when employee leaves the organization component where the file is maintained.

(TVA Schedule I, Item 7)

2 Employment Information

Includes position vacancies, anticipated vacancies, personnel listings, and employment projections.

DISPOSITION

Destroy when no longer needed for reference, not to exceed 5 years.

Section II. Technical Libraries (This section will be added later.)Section III. Employee Transportation BranchITEM  
NO.1 Operation of Vans

Includes the budget and TVA subsidy information for operation of vans throughout the Valley. The record copies of budget records are maintained by the Central Accounting Office, Division of the Comptroller.

DISPOSITION

Destroy when no longer needed for administrative purposes, not to exceed 2 years.

ITEM  
NO.

2 Van Driver/Riders

Contain biweekly computer printouts of lists of van drivers and riders. Printouts are filed alphabetically and by zip code listing as work references.

DISPOSITION

Destroy when 1 year old.

3 Commuter Pooling Operations

Administrative information such as monthly ridership counts, vehicle registration renewals, and vehicle title information.

DISPOSITION

Destroy when no longer needed for reference, not to exceed 3 years.

4 Contracts with Individuals and Agencies

Working copies of Personal Service contracts including areas such as, in-plant (travel) arrangement, rideboard construction; financial institutions (van financing), parking arrangements; commuter bus contracts, etc. Record copies of these contracts are maintained in the central files, Division of Property and Services.

DISPOSITION

Destroy when no longer needed for administrative purposes.

5 Handicap Parking

Records of issuance and backup information for special parking spaces for handicapped TVA employees. Record copies of financial information is maintained by the Central Accounting Office, Division of the Comptroller.

DISPOSITION

Destroy when no longer needed for administrative purposes.

6 Budget/Finance

Responsibility reporting printouts, performance report printouts, and other work papers affecting ETB budgets.

DISPOSITION

Destroy when 2 fiscal years old.

Section IV: Transportation ServicesITEM  
NO.

- 1 List of Records Common to Most Offices, General File Material Coded for Temporary Retention (Does Not Include Any Policy or Procedural Material)

Automatic Data Processing

- A. Monthly computer utilization figures.
- B. Material about computing services job numbers, including printouts.

Budget and Accounting

- A. Bound TVA and P&SVS budget documents.
- B. Periodic budget instructions such as notices of deadline dates, budget reviews, budget format to be followed; budget estimates; schedules; and correspondence about appropriation limitation.
- C. Material about year-end closing.
- D. Material about accounting entries and adjustments, corrections to ledger sheets, classification of accounts, establishment of new accounts, and cancellation of accounts.
- E. TVA Financial Statements.
- F. Correspondence about accounts payable and accounts receivable.
- G. Informational copies of correspondence and reports originating in the Property and Services Accounting Section and replies, including but not limited to the following subjects:
- Motor vehicle reports and discrepancies
  - Field vendors invoices
  - Taxes
  - Non-TVA employees on airplane flights
- H. Correspondence about time and payroll accounting details, including transmittals of and receipts of checks, and payroll deductions.
- I. Material on distribution and overhead rates, routine correspondence and transmittals of changes in distribution rates; and superseded rate schedules.
- J. Material on depreciation rates and charges.

ITEM  
NO.

1 List of Records Common to Most Offices, General File Material Coded for Temporary Retention (Does Not Include Any Policy or Procedural Material)  
(continued)

- K. Routine material about property accountability for tagged equipment; instructions and schedules for taking physical inventory; inventory reconciliation and adjustments; transmittals of property tags; correspondence about transfer and receipt of capital items; and:

Forms TVA 383A, Office Equipment Transfer  
403, Receipt for Property  
925A, Property Inventory  
3201, Office Equipment Inventory

- L. Correspondence and forms about disposal of transportation equipment, including aircraft equipment:

Forms TVA 81, Transfer Order, processed  
144, Shipping Ticket,  
3055, Historical Analysis of Automotive Equipment,  
original, pencil  
405, Property Clearance Request, all copies  
3070, Vehicle Appraisal Report, original, pencil  
3610, Report of Surplus Personal Property, carbon  
formerly (3613)  
Forms TVA 3610A, Report of Surplus Personal Property  
(continuation sheet)  
4012, Retirement Notice, carbon  
9305, Acknowledgement of Form TVA 3070  
9648, Notice of Award for Vehicles Sold, processed  
9650, Sales Contract, processed  
9651, Sales Contract, Schedule, processed

- M. Correspondence on State tax rate increases and reductions.

Cooperation and Coordination

- A. Announcements and correspondence about scheduling, cancelling, and arrangements to attend meetings and conferences; selection of those to attend; lists of participants; agenda and proposed agenda items; transmittals of minutes of meetings; and minutes of meetings not directly related to the Transportation Services Branch program; and courtesies exchanged.



ITEM  
NO.

- 1 List of Records Common to Most Offices, General File Material Coded for Temporary Retention (Does Not Include Any Policy or Procedural Material)  
(continued)

Information

- A. Employees Informational Bulletins.
- B. Correspondence about motion picture films, slides, negatives, and photographic prints.
- C. News releases and clippings not directly related to the Transportation Services Branch program.
- D. Correspondence about arrangements, itineraries, and schedules for visitors, and courtesies exchanged.
- E. Material about special events, including celebrations and dedications.
- F. Informational copies of speeches and articles not directly related to the transportation program; drafts of speeches and articles prepared by the Transportation Services Branch employees; and correspondence about speeches and articles, including arrangements for speaking engagements and courtesy letters exchanged.
- G. Requests for and transmittals of information; publications, such as catalogs, pamphlets, and other technical periodicals and reference books; reprints of published articles; and similar routine material and replies thereto.

Excludes correspondence involving or recording research.

- H. Informational copies of letters, memorandums, reports, releases, publications, bulletins, instructions, and completed forms from outside organizations and other TVA offices not directly related to the transportation program.

ITEM  
NO.

- 1 List of Records Common to Most Offices, General File Material Coded for Temporary Retention (Does Not Include Any Policy or Procedural Material)  
(continued)

Office Service

- A. Material about stenographic and reproduction services. Excludes service complaints.
- B. Correspondence regarding mail service; mailing lists; and corrections for deletions of bidders.
- C. Material about telecommunication services, including correspondence about credit cards; FTS Identification Symbols; information for telephone directories; terminated contracts for telephone service; and form TVA 1249, Telephone Service Order.
- D. Material about office space and facilities, including form TVA 4759A, Estimates of Changes in Space Requirements. Excludes copies of contracts for space which is still occupied. (1721)

Organization and Management

- A. Processed copies of items approved by TVA Board of Directors.
- B. TVA announcements and announcements of personnel changes.
- C. Drafts of TVA Codes, Instructions, and Organization Bulletins on which no recommendations are made.
- D. TVA Annual Report and Division of Property and Services Annual Report; annual, quarterly, and monthly progress reports from other TVA offices and divisions circulated for informational purposes; instructions for preparation of reports; memorandum notices of reports due, and transmittals.

Personnel

- A. Processed informational copies of personnel lists and statistics. Excludes lists showing home addresses and telephone numbers of pilots. (Destroy pilot lists when superseded.)
- B. Material about recruitment, employment notices, selection, qualifications, and placements, including correspondence with or about applicants; and transmittals of and requests for personnel records. Excludes announcements of vacant positions in the Transportation Services Branch.
- C. Routine material on personal service contracts, including transmittals of contract.

ITEM  
NO.

- 1 List of Records Common to Most Offices, General File Material Coded for Temporary Retention (Does Not Include Any Policy or Procedural Material)  
(continued)

Personnel (continued)

- D. Arrangements for and notices of status changes, transfers, terminations, and service ratings. Excludes requests for transfer or terminations for cause.
- E. Correspondence about intrabranch loan of employees.
- F. Notices of reduction in force and cancellations of reduction in force.
- G. Personnel requirements and forecasts, including routine correspondence on personnel ceilings and staffings. Excludes estimates projected beyond a 2-year period.
- H. Leave and vacation schedules; requests for leave; notices of leave balances; and leave audit correspondence.
- I. Material about group insurance and social security.
- J. Material about TVA Retirement System; correspondence about retirement, including preparation for retirement.
- K. Material about holidays, work schedules, overtime, and justification and authorization for overtime. Excludes flexible and inflexible schedules and garage schedules.
- L. The following material on employee-management relations:

Material about negotiations between TVA management and the Salary Policy Employee Panel and the Trades and Labor Council.

Processed copies of annual salary survey reports and tabulations.

Routine reports from unions and associations.

Correspondence about appointment of job stewards and other union representatives and officers, appointments to negotiation committees, and selection of referees.

Agenda and minutes of cooperative conferences and group meetings and notices of those to attend and reports of Valley-wide meetings.

ITEM  
NO.

- 1 List of Records Common to Most Offices, General File Material Coded for Temporary Retention (Does Not Include Any Policy or Procedural Material)  
(continued)

Personnel (continued)

- M. Correspondence and printed material about suggestion system. Excludes correspondence about and copies of individual suggestions.
- N. Material about medical services, such as immunizations, treatment of injuries and accidents, and physical examinations.
- O. Material about first-aid training.
- P. Material about participation in U.S. Savings Bond drives and campaigns, Combined Federal Campaigns, and similar drives and campaigns.
- Q. Material about training, such as announcements and schedules of training classes; lists of participants; and tuition reimbursement. Excludes background material and plans for the Transportation Services Branch training program and reports on special training courses taken by employees of the branch.

Transportation Services

- A. Correspondence to employees commending them for careful use of automobiles or criticizing them for improper use.
- B. Material about procurement, maintenance, and inspections of vehicles, repair parts, accessories, and shop equipment. Excludes standardizations, major modifications, justifications, policies, procedures, studies, tests, and reports on failures.
- C. Correspondence with outside companies about promoting sale of products and services, including air services; and arrangements and schedules for demonstrations.
- D. Requests for and transmittals of decals and shields.
- E. Requests for assignment release of transportation equipment and form TVA 9314A, Transportation Equipment Assignment Changes.
- F. Routine correspondence about field service agreements. Excludes material covered by RCA 1432.
- G. Requests for placement of aircraft hazard markers on transmission line crossings.
- H. Correspondence about scheduling aircraft service.

ITEM  
NO.

- 1 List of Records Common to Most Offices, General File Material Coded for Temporary Retention (Does Not Include Any Policy or Procedural Material)  
(continued)

Transportation Services (continued)

- I. Assignment and release of helicopters for spraying operations.
- J. Material on use of commercial equipment such as chartering and renting aircraft and vehicles and correspondence with companies promoting sale of services.
- K. Correspondence concerning loan of vehicles to the post offices.

Travel

- A. Material about travel, including itineraries for trips, courtesies exchanged after trips, flight and lodging accommodations, and:

Forms TVA 586, Travel Order  
1012A, Travel Voucher

Environmental Quality and Hazard Control

- A. Hazard control publications, including Hazard Control Information, Hazard Control Performance, and similar bulletins. Excludes bulletins which contain pertinent information about operation and maintenance of transportation equipment.
- B. Form TVA 9265, Safety Meeting Report.
- C. Form TVA 9303, Garage Safety Inspection Reports.
- D. Material about driver tests and training.
- E. Correspondence on near-miss vehicular accidents.
- F. Investigations of accidents or injuries involving employees in branches or divisions other than Transportation. Excludes investigations of accidents involving transportation equipment.

Materials, Equipment, Supplies and Services

- A. Estimates of office furniture and equipment requirements, including form TVA 4759, Estimated Requirements for Office Equipment.
- B. Material about procurement, shipping, stocking, and distribution of equipment and supplies; letters and pamphlets from vendors promoting sales; and requests for and transmittals of specifications, descriptive literature, and price lists.
- C. Material about warranty adjustments on transportation equipment.

ITEM  
NO.

- 1 List of Records Common to Most Offices, General File Material Coded for Temporary Retention (Does Not Include Any Policy or Procedural Material)  
(continued)

Materials, Equipment, Supplies and Services (continued)

- D. Correspondence about credit cards and identaplates, such as requests, issuances, and replacements.
- E. Surplus property listings from General Services Administration.

Plants, Laboratories, Buildings, and Land

- A. Requests for, cancellations, and transmittals of passes and identification cards, including form TVA 4988, Request for Pass.
- B. Form TVA 3156, Building, Fire Hazard Inspection Report.
- C. Correspondence about garage, parking, and storage space, and related facilities and services where space is no longer occupied, and correspondence offering space or land available for lease or rent, including hangar space.

DISPOSITION

Destroy when no longer needed for administrative purposes, not to exceed two fiscal years.

- 2 Vehicle Accident, Theft, and Fire Record (TVA 255)

Form TVA 255 is used to report accidents, theft, or fire involving TVA's automotive equipment. The vehicle operator prepares the original and two copies of the report and sends them to the Transportation Services Branch. The TSB sends the original to the office of the General Counsel and the triplicate to the Hazard Control Branch and retains the duplicate copy.<sup>1</sup>

The duplicate copy of the form and related record serve administrative reference needs, but their value for this purpose does not justify retention beyond three years. The Office of the General Counsel retains the original form TVA 255 for at least six years in cases which are not disposed of by earlier trial, settlement, or expiration of the time in which suit may be filed.

DISPOSITION

Destroy when three years old

(NN-166-212, item 4)

EXCEPTION: Copies of accidents where claims are pending settlement  
Destroy three years after settlement.