ACTIVE ITEMS. These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

INACTIVE ITEMS. These items may no longer be used to disposition records.
They are superseded or obsolete. References to more recent schedules are provided below as a courtesy. Some items may be annotated on the schedule.

NA ITEMS. These items have no applicable status (active or inactive). These items cannot be used for disposition.
For example, not applicable items were filing instructions, describe non-records, pointed to another disposition authority, listed as "reserved", were lined off and not approved at the time of scheduling or had an instruction of "disposition not approved".

(P) Permanent - item with permanent disposition
(T) Temporary - item with temporary disposition

ITEM	STATUS	WHY INACTIVE
A	T (Inactive)	superseded by N1-142-93-015, item A
B / 1	P (Inactive)	superseded by N1-142-93-015, items B.1 and B.2.
B / 2	T (Inactive)	superseded by N1-142-93-015, item B.3.
C / 1	P (Active)	
C / 2	P (Active)	

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO. N1-142-86-5

DATE RECEIVED 2-18-86

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

1. FROM *(Agency or establishment)*
TENNESSEE VALLEY AUTHORITY

2. MAJOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	5. TELEPHONE EXT.	DATE	ARCHIVIST OF THE UNITED STATES
RONALD E. BREWER	FTS 858-2520	3-26-87	Frank G. Burke

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 _____ 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
2-14-86	Ronald E. Brewer	ASSISTANT TVA ARCHIVIST

7. ITEM NO.	8. DESCRIPTION OF ITEM *(With Inclusive Dates or Retention Periods)*	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN *(NARS USE ONLY)*
	RIMS (Records Information Management System) See Attached Schedule		

3/30/87 HNN, NNA, Agency 5/19/87 NCF

NSN 7540-00-634-4064

RIMS (Records Information Management System)

Power and Engineering plans and manages the electrical energy supply programs to meet the requirements of the power service area consistent with the TVA Act, taking into consideration social, conservation, environmental, economic, safety, and lowest possible cost objectives. It is responsible for the safe and economical operation and maintenance of power system generation, transmission, and communication facilities. It promotes and demonstrates the most efficient utilization of electrical energy and plans and manages energy conservation programs including demonstration programs. It plans and manages demonstration applications of new technologies in solar and other energy sources and generation, storage, transmission, and use of energy.

It provides or obtains the architectural and engineering design and the construction of all permanent structures and permanent engineering works required in carrying out TVA's objectives, except as delegated to the Office of Agricultural and Chemical Development. It also provides general engineering services, geological, and other technical data and services for use in carrying out TVA programs.

On September 28, 1984, the Office of Power and the Office of Engineering Design and Construction officially merged to form one organization named Power and Engineering.

On January 1, 1986, the Automated Records Management System (ARMS) (Permanent NC1-142-82-13) for the Office of Power and the Management and Engineering Data Systems (MEDS) (Disposable NC1-142-77-8) for the Office of Engineering Design and Construction became an integrated automated records system known as the Records and Information Management System (RIMS).

The records in this series will be entered into one of two data bases managed by RIMS.* The records are stored on 16mm roll microfilm with the record indexes maintained in computerized data bases.

The RIMS data bases are structured, organized collections of data utilizing INQUIRE, a data base software package produced by Infodata Systems Inc. Retrievals to the data base are done through an INQUIRE user language, a simple English-like language to communicate information requests to INQUIRE.

Documents from the Office of Power that were indexed prior to January 1986 are stored on the System 2000 data base. System 2000 is a general purpose data base management software package. Retrievals to this data base are done using System 2000 retrieval language. Documents from the Office of Engineering Design and Construction indexed prior to January 1986 are stored on the INQUIRE data base.

*Nuclear plant construction site quality assurance records are microfilmed separately and record indexes are maintained in a separate data base.

DESCRIPTION OF RECORDS

- Administrative Records

  Copies of TVA office and division administrative records. Example: policy statements, directives, organization changes, management planning, and program documents, including technical papers; speeches and articles prepared by Power and Engineering personnel; personnel records not relating to individuals, such as records on manpower, retirement, training, employee conduct, Equal Employment Opportunity; records relating to routine security matters, such as access to nuclear plants, thefts, building security, radiation film badges, visitors' badges, plans of activities for security and nonmilitary defense activities; safety and health records, such as correspondence on employee compensation cases, Hazard Control Plan, bomb threats, traumatic injuries, TVA safety program and reports, safety reports and correspondence to and from OSHA, public safety programs, such as water safety, fire protection, building audits, inspections, emergency plans, safety instructions, eyewear and footwear, safety meetings, etc.; news releases; minutes of meetings; union records including agreements, assignments, classifications, and jurisdictions; monthly program items, reports, legislation, etc.

- Financial Planning and Budgeting Records

  Execution of approved financial and budget plans for the power program; appraisals of the financial results of the power program and forecasts of borrowing and revenue requirements; studies and data on general economic and financial conditions, and their effect on the power program; the overall budget and multiyear financial plan for the power program; forecasts of cash flow and short-term cash needs; analyses; accounting records, including audits; cost analysis and reports; journal vouchers; field vouchers; voucher registers, invoices; appraisals of the impact of probable losses from property and liability risks on the financial test in TVA's basic bond resolution.

- Office Level Procedures

  Engineering procedures, administrative instructions, construction specifications, design guides and standards, design criteria documents, QA program procedures, nuclear services construction procedures, quality control instructions, construction engineering procedures, and receiving, storage, preventive maintenance, and inspection instructions (RSPMI's); laboratory and construction site procedures, such as construction procedures, inspection and testing instructions, quality control procedures, and standard operating procedures.

- Future Site and Generation Capacity Data

  Planning and site evaluations (advantages and disadvantages of each site under consideration) for future sites; general information on future sites; site investigations - soils and foundation rocks, core drill holes, data and logs; geologic logs; preliminary plans, design, construction and costs factors between alternative generating plant sites based on the above information and summaries prepared for use in recommendations.

- Research and Development

  Developments and improvements in methods and facilities relevant to the broad field of electric power supply; information on research projects which offer promise of benefits to the power program; policies on power research activities; information on major experimental, developmental or demonstration projects; assistance on nuclear research matters related to new developments in the nuclear power field; research work done within TVA or by contract with outside organizations; reviews of arrangements involving the expenditure of power funds in research activities; research programs for the development of environmental technology, including stack gas and particulate removal, heated condenser water discharge, radiological releases, solid waste utilization, etc.

- Contract Records

  On permanent material or construction temporary equipment used in meeting QA requirements for nuclear plants (e.g. calibration and testing equipment), including requisitions, price schedules, contracts, bid receipts, inspection reports, reply memorandums, addenda, receiving reports, indefinite quantity term contracts, shipping tickets, interproject transfer orders, memoranda, vendor letters and specifications, requests for delivery, recommendations for award of contract, and changes of contracts; contracts with counties, states, and municipalities; contracts and accompanying agreements, status reports, and invoices, including copies of correspondence related to consultants' meetings and architectural engineering functions; personal service contracts; negotiations and administration of contracts for exploration, mining and milling services required to produce uranium concentrates from reserves; acquisition of an adequate supply of nuclear raw materials.

- Nuclear Compliance Records

  Pertains to advice to the Manager of Power on the adequacy of TVA's nuclear safety policies and programs and their implementation; and assurance that TVA is in compliance with regulatory requirements of the Nuclear Regulatory Commission (NRC) and other agencies. Examples include: QA audits, investigations of nuclear incidents or accidents; periodic reviews and inspections; and nonconformance reports made by the NRC.

- Inspecting and Testing or Quality Control Records

  Manufacturer's data sheets and equipment testing data; TVA inspection reports of manufacturing plant inspections; plant surveys considered to be QA audits of manufacturing plants; results of tests on equipment; specifications; test reports and related correspondence; documentation verifying that vendors have met contractual QA requirements; test reports on welding and other welding documentation; sequence control charts; concrete and soils laboratory test sheets and tabulations; concrete test specimen data; field mixed concrete test speciment data; soil investigations; rock testing information; certifications on critical structures, features, systems, and equipment; and quality control records on conduit, cables, cable insulation, and cable trays.

- General Engineering Design, Construction, and Operational Records

  Created or received in connection with planning, constructing, and operating specific projects, including project authorizations and supporting papers; nuclear material and fuel licenses, reload licenses, special project licenses, and operating licenses for the nuclear facilities; documents related to licenses or permits for facilities; preoperational tests; post modification tests; noncritical systems tests; field change requests; deviation requests; nonconformance reports; significant condition reports; engineering change notices; design philosphy improvement requests; design change requests; cost and estimating studies; studies and analyses of projects; studies and reports pertaining to the dam safety program; and relocation of existing structure, such as highways, railroads, and bridges.

- Engineering Design Records

  Architectural design records; electrical design records; mechanical design records; civil design and analysis records; design computations; design calculations and analyses; design specifications; structual steel and bridge design records; and codes, standards, and other documents referenced or used as a basis in the design and construction of projects.

- Construction Project Records of Long-Term Value

  Such as certification and training records for plant employees; dredging reports; startup records; weld data sheets and reports; excavation records; pile driving records; reports of NRC inspection visits; force reports; environmental monitoring station records; project integrity records; reactor vessel installation documentation; drilling records; grouting documentation; stress relieving charts on steam generating equipment, turbogenerators, and principal piping; calibration records for measuring and test equipment; surface preparation records; reports of earthfill and rockfill replacement; fuel pool records; records covering repairs and maintenance; records relating to permament material used during construction including equipment transfer records, installation records, test results and reports; verification records; checklists or logs documenting that material is acceptable; inspection and examination records; production estimates; final classification of accounts; warehouse annual inventory reports daily weekly, monthly and annual progress reports.

- Automatic Data Processing Related Records

  Plans, developments, and coordination of systems and ADP activities among divisions and staffs; identification and evaluation of systems opportunities and plans for control of the systems development work to ensure that activities utilize available resources; development and documentation of programs and systems; and information on programming, system analysis and software maintenance support to all Power divisions and staffs.

- Transmission System Construction Records

  Records pertaining to the construction of all new transmission lines, communication lines, substations and related facilities; records concerning major additions to and rehabilitation of existing lines, substations and related facilities of the power system; and information on the initial clearing of rights of way for new transmission lines and communication facilities.

- Transmission System Operating Records

  Substation and transmission line logs; system operator's daily logs and reports of operation; storage battery and other equipment logs and records; interruption logs and reports; records of substation general inspections and operation tests; apparatus failure reports, line-trouble reports and records; lightning and storm data; insulator test records; records of meter test; meter history records; transformer history records; records of transformer inspections, oil tests, etc.; pole, tower, structure, equipment and other history records, and substation recording instrument charts.

- Transmission System Maintenance Records

  Transformer records; relay tests, and inspection reports; power circuit breaker inspections and tests; transmission line right of way inspections, maintenance, and chemical application reports; various equipment test reports; substation inspection and correction reports; oil test records; oil circuit breakers - repair parts data; and records of transmission line defects.

- Power Generating Plant Operation and Maintenance Correspondence

  Review and analysis of log sheets; reports; test results; operating procedures and instructions; operating and engineering data; surveillance procedures; development of major maintenance schedules; standards for coal quality through sampling, testing and reporting procedures; coal handling procedures and techniques; scheduled maintenance and nonscheduled outages; alterations to existing plants; planning and design records of mechanical and electrical installations involved in minor plant additions and changes; estimates and work orders for improvements, capital additions; and retirements at all generating plants; technical studies of ways of improving thermal efficiency of power generation; recommendation on proper course of action possibly involving modification of equipment, purchase of new equipment, or changes in operating procedures; procedures for all onsite nuclear fuel operations within the scope of the overall power system nuclear - fuel management plans; major mechanical and electrical maintenance and inspection programs of power generating units; maintenance standards, techniques, and methods; and alterations to larger more complex steam and hydro turbines and generating equipment during an emergency.

- Power System Records Pertaining to Planning, Engineering and Operation of the Transmission and Communication System

  Determinations of system loading; dispatching, and provisions for relaying, protection, test and maintenance services; information on siting feasibility assessments for transmission lines, substations, and switching stations to ensure that environmental concerns are properly addressed in transmission system plans.

- Power Marketing Records

  Records pertaining to the marketing of TVA power in accordance with power program objectives, initiation and implementation of programs to encourage the efficient use of electricity at the lowest feasible cost and the use of power as a tool in regional development of systems and procedures for analysis of the power market and for forecasting the future power requirements and expected revenue from power sales in the TVA service area; initation, negotiation and administration of all contracts relating to the sale, resale, and interchange of TVA power with power customers, including distributors of TVA power, directly served industries, Federal agencies and other TVA divisions using TVA power, and also with neighboring utilities; and arrangements for and coordination of the participation of other TVA divisions and of outside agencies in matters affecting the marketing of power.

- Energy Conservation Management Records

  Records pertaining to the Energy Conservation Program, policy changes, and assessment of program achievements. Some of the programs are home insulation, heat pump financing, low-income initiatives, commerical and industrial program, thermal storage, cycling programs, solar energy, solar buildings, solar water heaters, wood heaters, biomass, etc.

DISPOSITION:

A. Paper Records:

Destroy when microfilm has been verified.

B. Microfilm:

1. Record Copy.

Permanent.

Transfer one silver halide negative[1] and one diazo copy to Federal Records Center semiannually. Offer to National Archives when 25 years old.

This certifies that the records described above will be microfilmed in accordance with the standards set forth in 36 CFR Part 1230.

2. All other copies:

Destroy in agency when no longer needed for administrative use. Non-record

C. Computerized index to microimages

1. Index
-- Permanent.

Offer each annual cumulation to National Archives annually at close of calendar year.

2. Documentation

-- Permanent.

Offer to National Archives with first annual cumulation of index cited in C1.

Definitions:

[1]The silver negative should be as close to the first generation, camera master as possible. This provides for the best resolution when making copies from the negative. The progression of film produced is:

1. Camera Master - First generation. Film made from the actual documents. Negative. Silver.

2. Copy Master - Second generation. Film made from Camera Master used to produce reference films for distribution throughout the agency. Positive. Silver. This film is used so many times to produce copies that it has no long term life.

3. Reference copies - Third generation. Produced from copy master for distribution and use throughout the agency. Usually diazo or vesicular. Negative.