

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO. **NI-142-87-9**

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

DATE RECEIVED **2-26-87**

1. FROM (Agency or establishment)
TENNESSEE VALLEY AUTHORITY

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
RONALD E. BREWER

5. TELEPHONE EXT. (615)
751-2520

DATE
5/18/87

SIGNATURE OF THE ARCHIVIST IS NOT REQUIRED FOR APPROVAL OF PERMANENT RETENTION OF RECORDS

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 4 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 2/17/87	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ronald E. Brewer</i>	D. TITLE ASSISTANT TVA ARCHIVIST
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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 GRS OR SUPERSEDED JOB CITATION	10.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>
	<p><u>PHOTOGRAPHS DOCUMENTING THE CONSTRUCTION OF PROJECTS AND GENERAL ACTIVITIES</u></p> <p>The attached 3 sheets are a revision of Items 5 & 25 which was withdrawn from the Standard Form 115, Request for Records Disposition Authority, for "Records of the Power Program Function."</p>		

ITEM 5 - PHOTOGRAPHS DOCUMENTING THE CONSTRUCTION OF PROJECTS & GENERAL ACTIVITIES

I. BIMONTHLY CONSTRUCTION PROGRESS PHOTOGRAPHS AND GENERAL ACTIVITIES PHOTOGRAPHS

A. Description

A comprehensive photographic records program is maintained on every TVA construction project. These photographs record all major stages of construction from site selection through completion of construction on TVA's fossil, hydro, nuclear, Atmospheric Fluidized Bed Combustion (AFBC), and coal gasification projects. In addition to the construction progress photographs, general activities photographs of people, places and events from 1933 to date including portraits, pictures of ceremonies, presentations, etc. are included in this collection. The collection currently includes approximately 80,000 photographs: 70,000 of non-nuclear projects and 10,000 of nuclear projects.

Black and white photographs are taken every 2 months using large format (8" x 10") cameras. The film is developed by the Photographic Group of the Engineering Reprographics Services Unit (ERSU) of the Division of Nuclear Engineering (DNE). (Prior to October 1981, photographic groups in Chattanooga and Muscle Shoals were also used.) The original negatives are stored and maintained in the ERSU. Descriptive information--usually the name of the equipment or structure and the relative orientation of camera viewpoint--is included on the negative and a number is assigned by the photographer. In recent years the number consists of the project designation number as a prefix, the letter "P" indicating "progress," and a series of chronological numbers beginning with "1" and continuing until the project is completed. The numbering schemes of construction progress photographs of earlier projects may vary from this format. The general activities photographs are physically stored with the construction progress photographs in a "Miscellaneous" section. The negatives are filed in envelopes arranged by sequence numbers assigned by the photography laboratory.

The ERSU receives the original negative and sets of contact prints. Each month the ERSU assembles sets of the latest prints and routes them through the various organizations in DNE and the Office of the General Manager. Anyone needing a print can note the photograph number and place an order with the ERSU. When the photographs are returned and 2500 are accumulated, they are recorded on 16-mm microfilm and the contact prints are destroyed. (From October 1986 on the prints will be retained and sent to NARA with the negatives.) The 16-mm film cartridges are located in the RIMS Service Center (RSC). A computer printout of construction progress photographs and general activities photographs is available in the RSC enabling the user to find a photograph by subject. This printout is arranged by project and by photograph number within a project. A brief description of the photograph and the date taken are included.

ITEM 5 - PHOTOGRAPHS DOCUMENTING THE CONSTRUCTION OF PROJECTS AND GENERAL ACTIVITIES (Continued)

B. Disposition

1. Negatives - Arranged chronologically. Can be retrieved by Project.

a. Nuclear projects - Permanent. Transfer to the National Archives 60 years from project becoming operational or end of project or when no longer needed for administrative use; whichever is sooner.

b. Non-nuclear projects

1. Those 1933 to 1986 - Permanent. Transfer to the National Archives upon approval of the schedule.

2. Those 1987 and continuing - Permanent. Transfer to the National Archives every five years or when no longer needed for administrative use; whichever is sooner.

2. Prints

a. 1933 to September 1986 - Destroy upon acceptable microfilming

b. October 1986 - present - Transfer one captioned print to the National Archives when the negatives are transferred.

~~c. Other copies - Destroy when no longer needed for reference.~~

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3. Microfilm*

a. Camera Master - Permanent.

(1) Film dated 1933-1986 - Transfer to the National Archives in 2036, or when no longer needed for administrative purposes, whichever is sooner.

(2) Film dated 1987 & continuing - Break file every 10 years. Transfer to the National Archives 50 years from File Break, or when no longer needed for administrative purposes, whichever is sooner.

b. Silver Halide Positive - Transfer to National Archives upon approval of schedule.

~~c. All other reference copies Destroy in agency when no longer needed for administrative purposes.~~ non-record

*This certifies that the records described on this form will be microfilmed in accordance with the Standards set forth in 36 CFR Part 1230. These records shall be stored in accordance with Standards set forth in 36 CFR Part 1230.20 and they will be inspected in accordance with Part 1230.22. The first inspection will be conducted upon approval of the schedule.

4. Finding Aids

a. Finding aids relating to photographic negatives and microfilm retained under 1.a, 3.a, and 3.b - Permanent. Transfer one copy to the National Archives with the items they describe.

~~b. All other copies Destroy when related records are destroyed.~~ non-record

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