Schedule Number: N1-142-87-010

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 07/28/2022

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These items, unless subsequently superseded, may be used by the agency to disposition records.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.

All other items remain active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item I-14 was superseded by N1-142-10-001, item 2b

Item I-15 was superseded by N1-142-10-001, item 3a

Item I-17 was superseded by N1-142-10-001, item 2e1

Item I-20a/b was superseded by N1-142-10-001, item 2e1

Item I-27 was superseded by N1-142-10-001, item 17c

Item I-28 was superseded by N1-142-10-001, item 17b

Item I-31 was superseded by N1-142-10-001, item 2e1

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO. N1-142-87-10

DATE RECEIVED 7-6-87

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

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

2. MAJOR SUBDIVISION
OFFICE OF POWER

3. MINOR SUBDIVISION
DIVISION OF ENERGY USE AND DISTRIBUTOR RELATIONS

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

5. TELEPHONE EXT.
(615) 751-2520

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

DATE 1/21/89

ARCHIVIST OF THE UNITED STATES

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
7-2-87	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)*
	RECORDS SCHEDULE FOR THE DIVISION OF ENERGY USE AND DISTRIBUTOR RELATIONS SEE ATTACHED		

115-108 Copies sent to agency NNN, NNA, NNX 2/3/89

NSN 7540-00-634-4064

STANDARD FORM 115 (REV. 8-83)
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FPMR (41 CFR) 101-11.4

OFFICE OF POWER

DIVISION OF ENERGY USE AND DISTRIBUTOR RELATIONS

TABLE OF CONTENTS

I. Record Material		Page No.
I-1	Merit Pay Requests	I.2
I-2	Adverse Action Files	I.2
I-3	Standards of Conduct Files	I.2
I-4	Labor Management Relations Records	I.3
I-5	Training Records	I.3
I-6	Payroll Correspondence Files	I.3
I-7	Grievance Files	I.4
I-8	Personnel Correspondence Files	I.4
I-9	Correspondence and Forms Files	I.4
I-10	Notification of Personnel Actions	I.5
I-11	Personnel Operations Statistical Reports	I.5
I-12	Equal Employment Opportunity Records	I.6
I-13	Position Descriptions	I.6
I-14	Statistics Report/Distributors of TVA Power (White Book)	I.6
I-15	Monthly Activity Reports/District Offices	I.7
I-16	Publications File	I.7
I-17	Information on New Expanded or Discontinued Plants	I.8
I-18	Distributor Board Minutes	I.9
I-19	Distributor Financial Reports	I.9
I-20	Contracts and Agreements Covering Power Supply to Distributors	I.9
I-21	Budget Records	I.10
I-22	Financial Statements	I.11
I-23	Educational Motion Picture Films	I.12
I-24	Conservation Program Slide Presentation	I.13
I-25	Section B Billing Report	I.14
I-26	Distributor Service Policy File	I.14
I-27	Scientific Data	I.15
I-28	Weather Data Tapes	I.16
I-29	ADP Reference Files	I.16
I-30	Reserved for future series	I.17

OFFICE OF POWER

DIVISION OF ENERGY USE AND DISTRIBUTOR RELATIONS

TABLE OF CONTENTS

(continued)

I. Record Material (continued)

		Page No.
I-31	Annual Reports for Electric Utilities, Corporation, and Companies	I.17
I-32	Industrial Site Studies	I.17
I-33	Reference Topographic Maps	I.17
I-34	Industrial Development Report	I.18
I-35	Analysis Study Reports	I.18
I-36	Agent Officer Records	I.19
I-37	Electric Sales Statistical Data	I.20
I-38	Energy Package Records	I.22

II. Non-Record Material

II-1	Office Administrative File	II.1
II-2	Technical Reference Files	II.1
II-3	Safety	II.1
II-4	Power Invoices	II.2
II-5	Routine Control Files	II.2
II-6	Transitory Files	II.2
II-7	Classification Survey Reports	II.3
II-8	Information Requests Files	II.3
II-9	Federal Energy Regulatory Commission (FERC) Reports	II.3

RECORDS RELATED TO ENERGY USE AND DISTRIBUTOR RELATIONS

The Division of Energy Use and Distributor Relations formulates policies and programs for the contractual distribution of TVA power and participates with the Division of Energy Conservation and Rates in the development and implementation of conservation programs and utility rate policies. As principal Office of Power contact with power distributors, industry, and the general public, the division has central responsibility for the proper application of rates and the development of power supply arrangements while ensuring optimum conservation and efficient use of electric energy in power supply.

The division develops and maintains systems and procedures for analyses of the power market and for forecasting the future distributor and delivery point loads in the TVA service area. It prepares, negotiates, and administers all contracts relating to the sale, resale, purchase, 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.

The District Offices are principal points of contact for the Office of Power with the distributors of TVA power, State, and local agencies and officials in relation to distributor affairs, the general public, and with the TVA District Administrators in helping to ensure broad public understanding of the power program.

District responsibilities include the negotiation, interpretation, and day-to-day administration of power contracts and other agreements. They provide the necessary liaison and coordination with the power distributors on a variety of programs, such as the supply of power; changes in power contracts; rate applications; distributor service policies and service area changes; collection of data and statistics for financial, engineering, rate, and load forecast studies; and alterations of the distributors' systems which affect TVA's transmission facilities. The districts secure the cooperation of the Power System Operations Area Superintendent on operating matters which relate to distributor activities. They give assistance to power distributors on a variety of engineering, financial, and general utility management matters.

Energy conservation programs in each district are implemented in accordance with objectives formulated and coordinated by the Division of Conservation and Energy Management. Such programs are designed to guide the end use of electricity by demonstrating and promoting the most effective equipment applications and economic uses of energy for all classes of consumers and include commercial and industrial audit programs, residential winterization and insulation programs, solar, load management, wood heater, and other special programs.

I. RECORD MATERIAL

I.1. MERIT PAY REQUESTS

Records relating to the promotion of an individual that document qualification standards, evaluation methods, selection procedures, and/evaluations of candidates, EXCLUDING any records that duplicate information in the promotion plan, in the Official Personal History Records, or in other personnel records.

DISPOSITION:

Destroy 2 years after personnel action.

(GRS 1, Item 33)

I.2. ADVERSE ACTION FILES

Case files and duplicate related records created in reviewing an adverse action (disciplinary or non-disciplinary removal, suspension, leave without pay, reduction-in-force) against an employee. The file includes original penciled notes and handwritten statements of witnesses; a copy of the proposed adverse action with supporting papers; employee's reply; hearing notices, reports, and decisions; reversal of action; and appeal records. (Copies of official correspondence and hearing records are filmed as part of RIMS).

DISPOSITION:

Destroy 4 years after case is closed.

(GRS 1, Item 31b)

I.3. STANDARDS OF CONDUCT FILES

Correspondence, memoranda, and other records relating to codes of ethics and standards of conduct.

DISPOSITION:

Destroy when obsolete or superseded.

(GRS 1, Item 28).

I. RECORD MATERIAL (Continued)

I.4. LABOR MANAGEMENT RELATIONS RECORDS

Correspondence, memoranda, reports, and other records relating to the relationship between management and employee unions or other groups.

DISPOSITION:

Destroy when superseded or obsolete.

(GRS 1, Item 29a [2])

I.5. TRAINING RECORDS

Forms TVA 7719, 7719A, 8820, etc. are used in obtaining approval to participate in training and development activities. These training and activities include continuing education at colleges, schools, and universities and attendance at conferences, conventions, seminars, workshops, and professional meetings. Record copies are retained by Power Accounting if monies were exchanged. Reference file of pamphlets, notices, catalogs, and other records which provide information on courses or programs offered by government or non-government organizations.

DISPOSITION:

a. Forms TVA 7719, 7719A, 8820, etc.

Destroy when 5 years old or when superseded or obsolete, whichever is sooner.

(GRS 1, Item 30c)

b. Reference file copies of information on courses or programs offered by government or non-government organizations.

Destroy when superseded or obsolete.

(GRS 1, Item 30d)

I.6. PAYROLL CORRESPONDENCE FILES

General correspondence files pertaining to payroll preparation and processing.

DISPOSITION:

Destroy when 2 years old.

(GRS 2, Item 2)

I. RECORD MATERIAL (Continued)

I.7. GRIEVANCE FILES

Records originating in the review of grievances and appeals raised by agency employees, except EEO complaints. These case files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request.

Grievance records are retained by the Labor Relations Staff in Knoxville. Copies of official grievance correspondence is stored in RIMS. The records found in the personnel office of EU&DR are duplicate but contain original penciled notes and are referred to frequently.

DISPOSITION:

Destroy 3 years after case is closed.

(GRS 1, Item 31)

I.8. PERSONNEL CORRESPONDENCE FILES

Correspondence, reports, memoranda, and other records relating to the general administration and operation of personnel functions, but excluding records specifically described elsewhere in the schedule and records maintained at agency staff planning levels.

DISPOSITION:

Destroy when 3 years old.

(GRS 1, Item 3)

I.9. CORRESPONDENCE AND FORMS FILES

Operating personnel office records relating to individual employees not maintained in Official Personal History Records and not provided for elsewhere in this CRS.

Correspondence and forms relating to pending personnel actions.

DISPOSITION:

Destroy when action is complete.

(GRS 1, Item 17a)

I. RECORD MATERIAL (Continued)

I.10. NOTIFICATION OF PERSONNEL ACTIONS

Forms documenting initial employment, promotions, transfers in or out, separation, and all other individual personnel actions, exclusive of those in Personal History Records.

DISPOSITION:

a. Chronological file copies, including fact sheets, maintained in personnel offices.

Destroy when 2 years old.

(GRS 1, Item 14a)

b. All other copies maintained in personnel office.

Destroy when 1 year old.

(GRS 1, Item 14b)

I.11. PERSONNEL OPERATIONS STATISTICAL REPORTS

Statistical reports in the operating personnel office and subordinate units relating to personnel. A calendar year report, monthly current OGC investigation report, monthly staffing report, monthly personnel listing, etc., are some of the reports used by personnel.

DISPOSITION:

Destroy when 2 years old.

(GRS 1, Item 16)

I. RECORD MATERIAL (Continued)

I.12. EQUAL EMPLOYMENT OPPORTUNITY (EEO) RECORDS

Duplicate case files or documents pertaining to case files. These records are retained permanently in the Division of Personnel. Background files are maintained and are not filed in the official file. EEO General Files contain general correspondence and copies of regulations, pertinent legislation, reports, and plans. This is a reference file.

DISPOSITION:

a. Copies of EEO case files

Destroy 1 year after resolution of case.

(GRS 1, Item 26b)

b. Background Files

Destroy 2 years after final resolution of case.

(GRS 1, Item 26c)

c. EEO General Files

Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.

(GRS 1, Item 26g)

I.13. POSITION DESCRIPTIONS

Files containing copies of information on established positions including information on title series, grade, duties, and responsibilities.

DISPOSITION:

Destroy when position is abolished or description superseded.

(GRS 1, Item 7b[2])

I. RECORD MATERIAL (Continued)

I.14. POWER INVOICES

TVA 4164 is used by Power Accounting Branch for billing power delivered to wholesale power customers. The invoice shows separately the gross energy charge, the applicable credits, the demand charge, and other billing. These invoices are found throughout this division filed in various ways. Some are combined with other billing data. These files are referenced often and are needed to complete assignments. Power Accounting Office in the Division of the Comptroller retains the record copy (see NC1-142-80-2, Item 1.a.1).

DISPOSITION:

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

(See for reference NC1-142-80-2, Item 1.d)

I.15. MONTHLY ACTIVITY REPORTS/DISTRICT OFFICES

Various activity reports are prepared by district managers and are distributed to management and staff personnel to provide current information on distributor relations, electrical use, operation and maintenance activities, energy conservation, and administrative and functional details of the district office. The official copy has been retained in Manager's Files/RIMS.

DISPOSITION:

Destroy when no longer needed for administrative purposes not to exceed 10 years.

(See for reference II-NN-3272)

I.16. PUBLICATIONS FILE

Energy conservation information is developed by program personnel in the Division of Conservation and Energy Management (C&EM). This information is then written into a format for a publication pamphlet by communication specialists and reproduced in-house by the TVA Reproduction Unit. Material is distributed to the district offices and extra copies are stocked in a warehouse for distribution when requested by various TVA organizations. These publications are distributed through distributors, at civic meetings, and by personnel in an effort to inform as many Valley residents as possible about TVA's conservation programs. (Some 200 publications--printed, revised, and reprinted--are maintained

I. RECORD MATERIAL (Continued)

I.14a STATISTICS REPORT/DISTRIBUTORS OF TVA POWER (White Book)

The Distributor's Accounting Staff in the Division of Comptroller receives monthly reports from all TVA distributors, and selected information from these monthly reports is input into a data base on the TVA mainframe. (This data base will be scheduled at a later date by the Division of the Comptroller.) The Analysis Section in EU&DR pulls financial data such as operation and maintenance expenses, power costs, tax expenses, etc., from this data base into their Wang system. They also pull sales data such as number of residential consumers, number of total consumers, average number of consumers, etc., from the Electric Sales Statistical data base. Their Wang data base generates the financial indicators used to compile the Statistics Report which is published once a year and distributed both inside and outside TVA. The record copy of the Statistics Report is in Power Managers Files/RIMS. The General Studies Section of EU&DR retains copies of these reports for reference and district studies.

DISPOSITION

a. Data base created by EU&DR

Destroy when no longer needed for administrative purposes; erase and reuse.

b. Reference copies of the Statistics Report

Destroy when no longer needed for administrative purposes.

I. RECORD MATERIAL (Continued)

I.16. PUBLICATIONS FILE (continued)

as a historical master file in the Consumer Conservation Staff, Division of C&EM. The volume to the master files is approximately 3 cubic feet and the dates are from 1979 through the present. An index of the publication list is retained in hard copy and updated with each revision. This master file has no authorized disposition and will be scheduled by C&EM.) The copies filed in EU&DR are reference copies and copies maintained for distribution.

DISPOSITION:

Destroy when superseded, obsolete, or no longer needed.

(GRS 13, Item 1b)

I.17. INFORMATION ON NEW, EXPANDED, OR DISCONTINUED PLANTS

Form TVA 7426B, Information on New, Expanded, or Discontinued Plants is used by the district offices as a means of furnishing data to the Direct Service Branch. This form contains information, such as company name, address, distributor, type of development, plant data, load estimates, and development stages. Approximately three preliminary reports are sent to the district offices annually for review. This information is used in developing the annual Industrial Development Report (see Item I.34 of this CRS). The Industrial Plant Data Card, Form TVA 7426, is used by the Industrial Services Staff in recording data pertaining to industrial plants. Newspaper clippings, reports from the district, telephone call reports from various agencies, such as chambers of commerce, Tennessee State Department of Economic and Community Development, etc. are retained in the jacket of the data card. The Industrial Services Staff retains the record copy.

DISPOSITION:

a. Record copy

Destroy when program is discontinued.

b. All other copies

Destroy at option, not to exceed 2 years.

(NC-142-75-1, Item 3)

I. RECORD MATERIAL (Continued)

I.18. DISTRIBUTOR BOARD MINUTES

Some distributors of TVA power furnish the district managers with courtesy copies of minutes of their regular and special board meetings. This provides the manager with certain official information enabling him to take immediate action, if necessary, to ensure adequate compliance with the TVA power contract. The reference value of the minutes is limited to a short retention period.

DISPOSITION:

Destroy when 2 years old.

(II-NN-3272, Item 4)

I.19. DISTRIBUTOR FINANCIAL REPORTS

These reports (consisting of monthly and annual reports) are prepared by TVA Power Distributors and reflect the results of operation and financial condition of the distributors. They are required by the power contract and assist the division in the development and administration of distributor power contracts. The reports provide information for economic and financial studies; comparative cost analyses; and rate reduction studies. They contain data on capital fund sources, contributions, tax and tax-equivalent practices, number and salaries of employees, and board member identification and compensation. The Division of the Comptroller retains the record copy of the annual report permanently and the monthly reports for 10 fiscal years.

DISPOSITION:

Destroy at option, not to exceed 10 years.

(NC1-142-78-3, Items c and f)

I.20. CONTRACTS AND AGREEMENTS COVERING POWER SUPPLY TO DISTRIBUTORS

EU&DR prepares, negotiates, and administers all contracts relating to the sale, resale, purchase, and interchange of TVA power with power customers, including distributors of TVA power, directly-served industries, Federal agencies, other TVA divisions using TVA power, and also with neighboring utilities. The division administers about 9,000 contracts and agreements which are still in force and prepares an additional 600 to 900 each calendar year. It is believed that some 30,000 to 40,000 contracts and agreements have expired over the years. The hard copy record of all Power contracts (from 1933 to present) and related correspondence with notes, calculations, and back-up judgments which are referenced frequently, are retained as case files and used by the Distributor Service Branch and the Direct Service Branch as a record copy for the division. The Office of Power record copy of contracts and agreements are stored

I. RECORD MATERIAL (Continued)

I.20. CONTRACTS AND AGREEMENTS COVERING POWER SUPPLY TO DISTRIBUTORS (continued)

permanently in RIMS. All Power contracts and related correspondence on TVA Power Distributors from 1933 through 1978 (prior to RIMS) has been batch filmed and indexed into the RIMS system.

DISPOSITION:

a. Division File

Destroy when no longer needed for administrative purposes.

b. District File

Destroy 2 years after termination or supersession of contracts or agreements.

I.21. BUDGET RECORDS

Budget records include various files accumulated throughout the division. These records consist of working papers and supporting documents. They are used in preparing office-wide budgets, monitoring expenditures, providing administrative services, and assessing the effectiveness of office programs. Budget papers are prepared and forwarded to the Budget and Cost Control Staff. A budget submission for the entire Office of Power is then forwarded to the Office of the General Manager to be used in preparing the annual TVA Budget Program Report. The Division of the Comptroller retains the record copy. A copy is also stored in RIMS.

A standardized format was created and transmitted to all the district offices on a diskette. After input, the diskette is returned to the Central Office. When the information is no longer needed for administrative purposes, these diskettes are reused.

DISPOSITION:

a. Budget Correspondence Files

Correspondence files pertaining to routine administration, internal procedures, etc.

Destroy when 2 years old.

(GRS 5, Item 3)

I. RECORD MATERIAL (Continued)

I.21. BUDGET RECORDS (continued)

DISPOSITION (continued)

b. Budget Background Records

Working papers, cost statements, ledger sheets, and rough data accumulated in the preparation of annual budget estimates.

Destroy 1 year after close of the fiscal year covered by the budget.

(GRS 5, Item 4)

I.22. FINANCIAL STATEMENTS

Reference copies of the following financial statements are filed in one of the following ways:

1. TVA Financial Statement (Annual)

The Division of Comptroller issues an annual financial statement showing the expenditures by the various TVA organizations. The Division of Comptroller retains the record copy, and EU&DR maintains a reference copy.

2. TVA Financial Statement (Monthly)

The Division of Comptroller issues a monthly financial statement covering the activities of TVA. It is issued in two volumes. These financial statements reflect the current status of the accounts and activities and are of interest to personnel engaged in budgetary and overall planning. The Division of Comptroller retains the record copy. The copy filed in EU&DR is a reference copy.

3. Financial Statements (Power-Monthly)

The Power Accounting Branch furnishes monthly organization statements. Expenditures are analyzed by object accounts showing total expenditures for the fiscal year-to-date. A detailed listing of the various expense items being debited to the organization's account is also included. The copies of these statements filed in EU&DR are reference copies and are referred to quite frequently during the current fiscal year, after which their reference value is somewhat limited. The Division of Comptroller retains the record copy.

I. RECORD MATERIAL (Continued)

I.22. FINANCIAL STATEMENTS (continued)

4. Financial Statements (Office of Power-Consolidated)

The Power Accounting Branch issues a consolidated "Monthly Financial Statement" covering the activities of the Office of Power. This financial statement is furnished monthly to Power organizations and is of great value in budgetary and cost studies and controls. EU&DR's copy is referenced frequently during the current fiscal year after which the reference value is limited. The Division of Comptroller retains the record copy.

DISPOSITION:

a. TVA Financial Statement (Annual)

Destroy at option, not to exceed 2 years.

b. TVA Financial Statement (Monthly)

Destroy at option after the close of the fiscal year covered by the budget.

c. Financial Statements (Power-Monthly)

Destroy at option after 1 fiscal year.

(see for reference II-NNA-1937)

d. Financial Statements (Office of Power-Consolidated)

Destroy at option after 1 fiscal year.

I.23. EDUCATIONAL MOTION PICTURE FILMS

Films are produced by TVA and also purchased from outside sources. They are not used to document agency programs, functions, or activities. (A master copy is retained by the Communication Section, Division of C&EM. These master copies are not covered by this disposition and will be scheduled by C&EM at a later date. Twelve reels which date from 1960s to present are retained in the C&EM Library.) Upon request these films are charged out to various personnel. These films are duplicated in the seven district offices in EU&DR and are filed by title. Titles of films are "The Valley," "South Face," "Wind Power," "Design with the Sun," "Energy Realities," etc. The district personnel of EU&DR show these films to schools, civic groups, etc., as part of the conservation education program.

DISPOSITION:

Destroy when obsolete or when no longer needed, whichever is sooner.

I. RECORD MATERIAL (Continued)

I.24. CONSERVATION PROGRAM SLIDE PRESENTATION

When a slide program is approved, the Communication Section, Division of C&EM, develops tools, script, takes pictures, etc. This information is sent to the Communication Section in the district offices of EU&DR for review and modification. After review, the information is returned for final production. (A master copy is retained by the Communication Section, Division of C&EM. These copies are not covered by this disposition and will be scheduled by C&EM at a later date. Upon request these slides are charged out to various personnel. Approximately 40 presentations are retained which date from 1979 to present.) Many of these programs are duplicated in the seven district offices in EU&DR and are filed by title. These programs cover subjects, such as solar water heating, sun space, natural cooling, etc. These programs are shown by district personnel of EU&DR to school groups, senior citizens, consumer groups, Rotary Clubs, etc., as part of the conservation education program. These slides can be categorized into two presentations:

1. Broad

   Designed to sell particular programs, such as the Cycle and Save Program, to a specific audience.

2. Generic

   General audience, general programs.

DISPOSITION:

Destroy when obsolete or when no longer needed, whichever is sooner.

I. RECORD MATERIAL (Continued)

I.25. SECTION B BILLING REPORT

This report is produced twice a year (12 months to date/June and 12 months to date/December) by the Analysis Section. Included is an analysis and summary of general power rates, Section B billing. The information for this report is generated from the Electric Sales Statistics data base (see NC1-142-85-6). This is a TVA internal report that provides needed information to various personnel. A record copy is retained in RIMS.

DISPOSITION:

Destroy when no longer needed for administrative purposes.

I.26. DISTRIBUTOR SERVICE POLICY FILE

Service policies are operating guidelines that detail all aspects of the utilities' business operations. The four distributor service policies that are in compliance with the Public Utility Regulatory Policies Act (PURPA), as adopted by the TVA Board, are in the following areas: customer billing, customer deposits, customer information, and termination of service. Beginning in 1979, TVA asked its distributors to submit their policies to TVA and a review was done so TVA could determine if the distributors were in compliance with PURPA in these four areas. Approximately 90 percent of the distributors were in compliance. Those policies that were not in compliance were reviewed by the Special Studies Group in the Distributor Services Branch and suggested revisions were given to the distributors. These suggested revisions are filed in RIMS. Since the initial review was conducted, there has been very little activity in these files, but the files must be maintained for reference. There is approximately 1-1/2 cubic feet of these records.

DISPOSITION:

Destroy when superseded or obsolete, whichever is sooner.

I. RECORD MATERIAL (Continued)

I.27. SCIENTIFIC DATA

Climatological Data Reports (By state and by city) are received by mail once a month in the Analysis Section from the National Weather Bureau. This information is key punched to create a data base (State Temperature Data Base) which is left online for three years. Data is generated for compiling reports and tabulations, load studies, heating season report that is needed for the Electric Sales Statistics Report, and requests from various personnel in the Power Information Office, Division of C&EM, Division of EU&DR, etc. After three years, the data is transferred to tape. Tapes retained on states date from 1975 to present. Tapes retained on cities date from 1900 to present. Tapes are used by various personnel from time-to-time. Because of the need for reference, the following dispositions are needed:

DISPOSITION:

a. Climatological Data Reports

Destroy in Agency when no longer needed for program use.

b. TVA computer-generated reports

Destroy in Agency when no longer needed for program use.

1. Paper copy (retained by the Analysis Section)

Destroy in Agency when no longer needed for program use.

c. State Temperature Data Base

1. Online system data base

Purge to historical file tape when 3 years old.

2. Historical computer file

Destroy when no longer needed for program use; erase and reuse.

I. RECORD MATERIAL (Continued)

I.28. WEATHER DATA TAPES

The Analysis Section receives weather data tapes by mail from the National Climatic Data Center. These tapes are entered into a cumulative tape-file data base by the Chattanooga Data Center. The original tapes are returned to the Analysis Section to be erased and reused. The Analysis Section uses this data base to access information on ceiling heights, sky conditions, visibility, precipitation, humidity, etc., for five cities: Chattanooga, Huntsville, Knoxville, Memphis, and Nashville. Data reports are generated on request for personnel in C&EM and EU&DR.

DISPOSITION:

a. Printouts (all copies)

Destroy when no longer needed for program use.

b. NCDC tapes

Transfer data to cumulative tape file as necessary; erase and reuse.

c. Cumulative tape file

Destroy when no longer needed for program use.

I.29. ADP REFERENCE FILES

The System Planning and Development Section in the Analysis Staff is responsible for the coordination, development, and maintenance of systems and ADP activities throughout the Division of EU&DR.

The section provides programming services, systems analysis, consultation, software maintenance support, and hardware specification preparation as required. It coordinates division-wide studies of computing needs and the acquisition of provision of computing equipment and service.

This series consists of copies of regulations, listing of source programs and data, sample printout from programs, procedures on programs, manuals, and correspondence relating to the computer use for the Division of EU&DR. All records of long-term value are stored in RIMS.

DISPOSITION:

Destroy when no longer needed for administrative purposes or when obsolete.

.I. RECORD MATERIAL (Continued)

I.30. RESERVED FOR FUTURE SERIES (this item moved to nonrecord section as item II.9.

I.31. ANNUAL REPORTS FOR ELECTRIC UTILITIES, CORPORATIONS, AND COMPANIES

The Power Information Office receives copies of annual reports from various companies. These are forwarded to the Direct Services Branch. Copies from 1975 to present are retained.

DISPOSITION:

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

I.32. INDUSTRIAL SITE STUDIES

Reports are received from various associations, such as chambers of commerce, electrical systems, and industrial associations. These reports contain information, such as highway access, existing industry, electric power, labor supply, and population characteristics on economic and community development in the Tennessee Valley Region. These studies are valuable for reference. As brochures are updated, current copies are filed and the superseded copy destroyed.

DISPOSITION:

Destroy when no longer needed for reference.

I.33. REFERENCE TOPOGRAPHIC MAPS

The Direct Services Branch working with industries considering locating in the Tennessee Valley Region, reference these maps to determine certain data needed in assessing local resources. Mapping Service Branch retains the original maps. These original maps will be scheduled at a later date by the Division of Services and Field Operations, Office of Natural Resources.

DISPOSITION:

Destroy when no longer needed for reference.

I. RECORD MATERIAL (continued)

I.34. INDUSTRIAL DEVELOPMENT REPORT

The Industrial Services Staff is actively involved in industrial development in the Tennessee Valley Region. Growth of industries and firms, local and regional resources, mapping and identifying industrial sites provide briefings on factors that will affect future power costs. Preliminary data is compiled and distributed approximately three times a year for comments. This data consists of plant announcements for new, expanded, or discontinued projects, and is obtained from local, state, and national publications, industrial development associations, and distributors of TVA power. After this data is received, a final Industrial Development Report is produced. Over 100 reports are distributed. The first report was produced in 1956. All gathering of data and publishing through the 1982 report was done by the Industrial Services Staff. Beginning with the 1983 report the procedure remained the same except the published report was published and distributed by the Office of ONRED. The record copies of this report from 1956 through 1978 are stored in Pre-ARMS. The reports from 1979 to present are stored in ARMS/RIMS. The Industrial Services Staff retains copies from 1956 to present for reference purposes.

DISPOSITION:

a. Preliminary Data

Destroy when final report is published.

b. Final Report (reference copy)

Destroy when no longer needed for the program.

I.35 ANALYSIS STUDY REPORTS

The General Studies Section of the Distributor Service Branch prepares continuing reviews and forecasts of individual distributor financial operations for use in determining the reasonableness of costs and adequacy of retail rate levels and revenues.

A collection of statistical data on TVA power service area and for forecasting power loads by delivery point and by distributor service area is generated by data bases as follows:

1. Retail Revenue Analysis - The Analysis Section generates this information from Electric Sales Statistics (ESS) data base (see NC1-142-85-6, Item 4) and furnishes the General Studies Section a computer printout which contains various rate structures. Dates covered in this report are from 1962 to present.

I. RECORD MATERIAL (continued)

I.35 ANALYSIS STUDY REPORTS (continued)

2. Street Lighting Analysis - The General Studies Section uses this data which is supplied by the Power Accounting Branch along with street lighting investment data which includes costs related to street lighting sales, kilowatt hours and distributor charges made to customers. A computer printout is generated which computes a street lighting investment charge. Dates covered in this report are from 1978 to present.

3. Historical Listing - The General Studies Section uses data which is supplied by the Power Accounting Branch from the data supplied from distributor annual reports for a Historical Listing Report. A report is done once a year and dates covered in these reports are from 1976 to present.

18 CFR - 125.3.51 and 125.3.61 are not applicable to these records.

DISPOSITION:

a. Paper Copies - Destroy in agency when microfilm has been verified.

b. Microfilm - Destroy in agency when no longer needed for reference.

(N1-142-87-6, All items)

I.36 AGENT OFFICER RECORDS

The Agent Officer (each Administrative Officer in each of the district offices) provides the means of making certain payments locally, such as travel advance, salary advance, communication expense reimbursements, gasoline reimbursements, etc. A copy is also maintained by the Division of the Comptroller. The copies retained by the Agent Officer are audited by the Office of the Inspector General once each year.

DISPOSITION:

Destroy 2 years after audit.

I. RECORD MATERIAL (continued)

I.37. ELECTRIC SALES STATISTICAL DATA

The Analysis Section in the Distributor Services Branch of EU&DR develops and maintains systems and procedures for the collection of statistical data on the TVA power service area and for forecasting power loads by delivery point and by distributor service area. Electricity consumption for each class of customer and total electricity purchased by the individual distributors are forecast for use in analyzing wholesale and retail rates, conservation programs, load management programs, and in the distributor's system planning. The District Offices are principal points of contact or the Office of Power with the distributors of TVA power, State and local agencies and officials. They provide the necessary liaison and coordination with the power distributors such as the collection of data and statistics for financial, engineering, rate and load forecast studies.

This record series consists of electricity wholesale rate data and resale rate data for electricity generated by the TVA power system and sold by TVA to Valley distributors. Rate data is provided by the distributors or their billing agencies and also by Power Accounting Branch.

Distributor Electric Sales Statistics Reports (computer printouts) on resale data are received monthly from the distributors or their billing agencies. These printouts include data such as summary by class of service, tax summary, heat pump loan statistics, street and athletic field lighting, distribution of electric consumers by levels of energy use (residential service and commercial and industrial), etc. Two copies of the printout are received; the printout retained in the Analysis Section is designated as the record copy and the duplicate is sent to the District Office of the district in which the distributor is located.

Portions of this resale data are entered into an Electric Sales Statistics (ESS) data base along with TVA wholesale rate data which is supplied by the Power Accounting Branch. (This wholesale rate data is informational only (duplicate copies and computer printouts) as the agency's official wholesale rate data is maintained in the Division of the Comptroller, e.g., Power Invoices (NC1-142-80-2, Item 1), Meter Readings (NN-163-139, Item 1), and Annual Reports of Municipalities and Cooperatives (NC1-142-80-10, Item 1). This data base is maintained on a cumulative magnetic tape and is created and maintained for the purpose of compiling informational reports and tabulations upon request from organizations inside and outside TVA (e.g., university research purposes), and for generating reports such as Electric Sales Statistics (Monthly, 12 year-to-date, and

I. RECORD MATERIAL (continued)

I.37. ELECTRIC SALES STATISTICAL DATA (continued)

Special), Frequencies, Types of Industry Reports (Special and Monthly), and Distribution of Electricity at TVA wholesale and Retail Rate Report.

Because this statistical data is needed by the Analysis Section and the District Offices in the performance of their delegated responsibilities, the following dispositions apply for administrative purposes.

DISPOSITION:

a. Distributor Electric Sales Statistics Reports (computer printouts)

1. Record copy retained by the analysis section

Destroy in agency when 15 years old.

2. Duplicate copy retained by the District Office

Destroy in agency when 2 years old.

b. TVA-generated reports

1. Paper copy

(a) ESS annual cumulated report

PERMANENT. Break file every 5 years. Transfer to the National Archives when the earliest report is 10 years old.

(b) Record copy of all other reports retained by the Analysis Section.

Destroy in agency when no longer needed for administrative use.

(c) All other copies

Destroy in agency when no longer needed for reference.

2. Microfilm copy

Destroy in agency when no longer needed for reference.

I. RECORD MATERIAL (continued)

I.38. ENERGY PACKAGE RECORDS (Continued)

All forms necessary for the consumer's options are prepared by an energy advisor. Upon completion of the survey, the forms are returned to the district office involved. Included are forms, such as the Survey Report Energy Package (Form 1, sheets 1 and 2); Detailed Heat Pump Analysis (Form 4); Installer's Work Completion Form (Home Weatherization Improvements-Energy Package (Form 2); Additional Improvements-Energy Package (Form 3); Installer's Work Completion Form-Energy Package (Form 5); Repayment Agreement, Participant Survey Questionnaire-Long Form, Agreement to Cycle, Heat Pump, Heat Pump Water or Solar Water Heater, Security Agreement, and Agreement to Participate.

Data from most of these forms are entered into the Residential Energy Conservation Information System (RECIS). This machine-readable file contains data elements, such as customer name, address, survey date, options selected by power distributor addressed by advisor upon consumer's request, type housing, type structure, age of residence, primary fuel for heating, type of heating and cooling system, square foot of heated/or cooled space, list of measures eligible for financing, distributor number, survey number, advisor number, number of buildings, consumer account number, total cost of program improvements, contractor number, date of final inspection, financial data, date installed, labor costs, CAA funds used, security, heat pump installation information, performance information for energy saver home items, and various miscellaneous personal data on individual consumer. The data relates to all energy package programs EXCEPT the Cycle and Save Program. After data input by the district office personnel the forms are forwarded to the Data Acquisition and Processing Unit, Division of C&EM, for microfilming.

RIMS maintains the original microfilm copy. The Engineering and Computer Services Branch, Data Acquisition and Processing Unit, C&EM, maintains a duplicate microfilm copy. Duplicate microfilm copies (7) are retained for reference in the district offices of EU&DR.

Filming will be done on a weekly basis. Paper copies will be destroyed when acceptable microfilm is obtained.

I. RECORD MATERIAL (continued)

I.37. ELECTRIC SALES STATISTICAL DATA (continued)

DISPOSITION (continued)

c. All other documents

Destroy in agency when no longer needed for reference.

d. ESS Data Base

Destroy individual data elements when no longer needed for administrative purposes; erase and reuse.

(NC1-142-85-6, All items)

I.38. ENERGY PACKAGE RECORDS

In August 1977, TVA developed the nation's largest home insulation program, producing impressive energy savings to the consumers through improved insulation and weatherization. Conducted in cooperation with TVA power distributors, the program provides for energy inspections and interest-free loans to finance various kinds of weatherization measures. Upon request, a free home inspection is given by a TVA-trained energy advisor who assists in identifying areas of the home which contribute to energy waste. The advisor recommends improvements and provides an estimate of the cost and potential savings, along with a listing of local contractors who agreed to meet TVA installation specifications. (The Home Insulation Program Records are scheduled under NC1-142-82-16, All Items.)

The Energy Package is a collection of services provided for residential customers. This package consolidated existing program surveys and financing arrangements into a single, unified, cost-effective package on October 1, 1982. Prior to implementation of this package, the programs were handled on individual surveys and program financing. A single energy survey is now performed to qualify consumers for any of the options offered by an individual power distributor. The Energy Package consolidated the following individual programs:

1. Home Weatherization Program
2. Heat Pump Program
3. Heat Pump Water Heater Program
4. Solar Water Heater Program
5. Wood Heater Program

I. RECORD MATERIAL (continued)

I.38. ENERGY PACKAGE RECORDS (Continued)

DISPOSITION:

a. Paper Copies

Destroy in Agency when microfilm is verified.

(NC1-142-82-16, Item a)

b. Microfilm (original) copy

Destroy in Agency 10 years after program is discontinued.

(N1-142-87-3, Item 2)

c. Microfilm (duplicate) copy

Destroy in Agency when no longer needed for administrative purposes.

(N1-142-87-3, Item 3)

d. Computer-generated Reports

Destroy in Agency when superseded or no longer needed for reference.

(NC1-142-82-16, Item f)

e. RECIS Data Base

Replaces the master history tape and the computerized index. Destroy data elements when program is discontinued or when no longer needed for administrative purposes.

(NC1-142-87-3, Item 5)

II. NON-RECORD MATERIAL

II.1. OFFICE ADMINISTRATIVE FILES

Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may include copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels) and other materials that do not serve as official documentation of the programs of the office.

DISPOSITION:

Destroy when 2 years old or when no longer needed, whichever is sooner.

(GRS 23, Item 1)

II.2. TECHNICAL REFERENCE FILES

Copies of documents retained strictly for reference and informational purposes and which are not part of the official files. Include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, extra (non-record) copies of "policy and precedent" files, brochures, catalogs, vendor price lists, and publications prepared internally and externally.

DISPOSITION:

Review annually and destroy material of no further reference value.

(GRS 23, Item 6)

II.3. SAFETY INFORMATION

Duplicate safety newsletters, safety bulletins, publications, and pamphlets.

DISPOSITION:

Destroy at option.

II. NON-RECORD MATERIAL (continued)

~~II.4. STATISTICS REPORT/DISTRIBUTORS OF TVA POWER (White Book)~~

Moved to Records Section Item 14a

A data base is created by the Distributors Accounting Staff in the Office of Comptroller from annual reports received by distributors. The General Studies Section in EU&DR pulls selected data from this base and runs a program that is used to compile the Statistics Report. This report is published once a year and distributed inside and outside TVA. The official copy is retained in Manager's Files/RIMS. The General Studies Section retains copies of these reports for reference and district studies.

DISPOSITION:

a. Data Base created by EU&DR

Destroy when no longer needed for administrative purposes; erase and reuse.

b. Reference copies of the Statistics Report

~~Destroy when no longer needed for administrative purposes.~~

II.5. ROUTINE CONTROL FILES

Job control records, status cards, routing slips, work processing sheets, correspondence control forms, receipts for records chargeout and other similar records used solely to control work flow and to record routine and and merely facilitative actions taken.

DISPOSITION:

Remove from related records and destroy when work is completed or when no longer needed for operating purposes.

(GRS 23, Item 5)

II.6. TRANSITORY FILES

Papers of short-term interest which have no documentary or evidential value and normally needed not be kept more than 90 days. Examples of transitory correspondence are shown below.

1. Requests for information or publications. Routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply, such as requests for publications or other printed material.

II. NON-RECORD MATERIAL (continued)

II.6. TRANSITORY FILES (continued)

2. Letters of transmittal. Originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material, and receiving office copy if filed separately from transmitted material.

DISPOSITION:

Destroy when 3 months old or when no longer needed, whichever is sooner.

(GRS 23, Item 4)

II.7. CLASSIFICATION SURVEY REPORTS

Reference reports on various positions prepared by classification specialists.

DISPOSITION:

Destroy when superseded or no longer needed for administrative purposes, whichever is earlier.

II.8. NON-RECORD INFORMATION REQUESTS FILES

Requests for information and copies of replies thereto, involving no administrative actions, no policy decisions, and no special complications or research and requests for and transmittals of publications, photographs, and other information literature.

DISPOSITION:

Destroy when 3 months old or when no longer needed, whichever is sooner.

II.9. FEDERAL ENERGY REGULATORY COMMISSION (FERC) REPORTS

FERC Form #1, an annual report of Electric Utilities, Licenses and Others is received by the Office of Comptroller and then forwarded to the Direct Services Branch.

Copies from 1970 to present are retained. This report furnishes financial and operation information from public utilities, licenses and others subject to the jurisdiction of the Federal Energy Regulatory Commission. Information is referenced frequently for studies, reports, and requests.

DISPOSITION:

Destroy when 10 years old.