

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK.

JOB NO.

NI-142-89-10

DATE RECEIVED

3-8-89

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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

1. FROM (Agency or establishment)
Tennessee Valley Authority

2. MAJOR SUBDIVISION
Resource Development

3. MINOR SUBDIVISION
River Basin Operations

4. NAME OF PERSON WITH WHOM TO CONFER
Ronald E. Brewer

5. TELEPHONE EXT.
(615) 751-2520

DATE
8/7/89

ARCHIVIST OF THE UNITED STATES
[Signature]

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 *2* 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 <i>2/28/89</i>	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 (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p>See the attached descriptions for the following two items to be added to Resource Development's Comprehensive Records Schedule:</p> <ol style="list-style-type: none"> 1. Water Leak Detection Program Data Base 2. Water Log Data Base 		

All changes to this proposed Schedule have been approved by:

Paul W. [Signature] *6/8/89* *Ronald E. Brewer* *9/14/89*
NARA appraiser date Agency Representative date

*Copy sent to Agency
NARA, 400, N.Y. 8/19/89*

1. WATER LEAK DETECTION PROGRAM DATA BASE

Public water systems in the Valley area are served by the TVA Leak Detection Program which is operated by the Engineering Laboratory in Resource Development's River Basin Operations. The program began in the late 1970s as the result of President Jimmy Carter's interest in complaints he had received about the amount of treated water being lost because of leaks in water system pipes.

Water systems request TVA's assistance when water leakage becomes significant, and TVA provides that assistance on a priority basis according to the severity of the water loss. The water systems are required to submit data forms which become part of a file on TVA's assistance to public water systems. This file is currently being appraised as item 3 of NARA job number N1-142-88-10. The information from the data form is keyed into the Leak Detection Data Base. The data base is run on a personal computer and backed up onto a floppy disk. The fields are:

1. Amount of water (gallons) the system is losing
2. Miles of pipe lines
3. Number of customers
4. Average daily use of water
5. Peak daily use of water
6. Water source (well, spring, etc.)
7. Number of storage tanks
8. Official name of the water system and name of the manager
9. Phone numbers of the system and manager
10. Congressional district

After a system uses the leak detection equipment, they submit an additional form showing the number of leaks found and repaired and an estimate of how much water they saved. TVA then puts a dollar value on the savings.

Reports can be generated to show use and savings. The reports can be sorted by state, water system, congressional district, etc. Congressmen frequently ask for reports of the use and savings in their districts.

DISPOSITION

- A. Data Base
 1. Data elements: Delete individual data elements when superseded or obsolete.
~~Erase and reuse when no longer needed for administrative purposes.~~
 2. whole data base: Delete when no longer needed for administrative use.
- B. Computer-generated Reports

Destroy when no longer needed for administrative purposes not to exceed 1 year.

2. WATER LOG DATA BASE

TVA is currently gathering information on approximately 2,500 water systems located in the Valley. This information will be used when these water systems have water leaks and call TVA for assistance in locating the leaks or in investigating regional water supply problems.

A data base has been created on a personal computer to store the information that is known about each water system. The data base is backed up onto a floppy disk. In February 1989 the data base contained information about approximately 700 water systems. When a water system requests assistance, the data base provides immediate access to the information needed to "trouble shoot" the cause of the problem. The data elements in the data base are:

1. Name of system
2. Name of system manager
3. Address of system
4. Phone number
5. Congressional district
6. Water source (well, spring, etc.)
7. Intake location
8. Invert elevation
9. Average daily use
10. Peak daily use
11. Storage capacity
12. Treatment capacity
13. Number of customers
14. Miles of pipeline
15. Cost of water
16. Date of entry

DISPOSITION

- A. Data Base
 1. Data elements: Delete individual data elements when superseded or obsolete.
~~Erase and reuse when no longer needed for reference purposes.~~
 2. Whole data base: Delete when no longer needed for administrative or reference use.
- B. Computer-generated reports

Destroy when no longer needed for administrative purposes, not to exceed 1 year.