

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

LEAVE BLANK

JOB NO.

*N1-142-90-3*

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

DATE RECEIVED

*11/6/89*

1. FROM (Agency or establishment)

*Tennessee Valley Authority*

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

2. MAJOR SUBDIVISION

*Power*

3. MINOR SUBDIVISION

*Power Engineering and Construction*

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

*R/E* Ronald E. Brewer

*615/751-2520*

*7/18/90*

*[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 \_\_\_\_\_ 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
<i>10/26/89</i>	<i>Ronald E. Brewer</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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>
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Power Engineering and Construction Estimating Files

See the attached records series description to be added to Power's Comprehensive Records Schedule.

All changes to this proposed schedule have been approved by:

*Richard M. Maus* *7/9/90* *Ronald E. Brewer* *7/2/90*  
 NARA appraiser                      date                      Agency representative                      date

## PE&C ESTIMATE FILES

The Power Engineering and Construction estimate files are the only complete files that exist for all capital expenditures for Fossil and Hydro Power. Also included are some estimate files for capital expenditures for nuclear plants which were created prior to Power and Nuclear Power being separated. Some of the information is filmed into RIMS, but the majority of the records are not.

These files are used as reference for future similar projects. Information such as how many labor hours are needed to complete a job, what types of materials are needed, how much material is needed, etc., is documented. When possible, the estimate file is updated with information that becomes available as the project progresses. For instance, when contracts are awarded for certain materials that were in the estimate, a copy of the actual prices are placed in the file. Actual field labor costs are also noted in the files along with any special data as to problems, efficiencies, etc. When this information is available and included in the file, future estimates of like projects benefit greatly.

Some of the information dates back to some of the earliest engineering and construction activities performed by TVA. Most of what is contained in these files is not found in any other files as a complete record of the proposed project, study, etc. Even though costs change a great deal over time, the basic labor and equipment requirements apply until there is a significant technological change.

The file typically contains: copy of issued estimate; assumptions made by the estimator; documentation of communications with engineers, constructors, etc.; quotations from potential vendors supporting calculations and takeoffs from drawings, sketches, etc.; photos, sketches, and onsite visit data; other schemes or alternatives that may not have been published but were evaluated.

There are three groups of these records located in the Chattanooga Records Center. The first group consists of files from 1937 through 1979; the second group consists of files from 1965 through 1970; the third group consists of files from 1971 through 1980, a total of 92 cubic feet. There are 105 cubic feet of records dating from 1981 that are located in the offices of Power Engineering and Construction. The estimated annual accumulation of these files is 20 cubic feet.

The information is filed by project and chronologically. Each file is given a number that includes the fiscal year. An index is maintained to document what each file contains. The records can be retrieved by file number.

### DISPOSITION:

#### A. Records through 1980:

Transfer to the Federal Records Center upon approval of this schedule.  
Destroy in year 2030.

**B. Records covering dates 1981 and later:**

Break file in 5-year blocks (i.e., 1981-1985, 1986-1990) when the oldest records in the series are 15 years old and transfer to the Chattanooga Records Center, thereby, always maintaining at least 10 years in the office area. In 1995 transfer 1981-1985 and in 2005 transfer 1986-1990, etc., to the records center. Store 5 years in the Chattanooga Records Center and transfer to the Federal Records Center at East Point, Georgia.

Destroy when most recent record in block is 45 years old.

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