

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

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JOB NO. *N1-142-90-19*

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

DATE RECEIVED *7/30/90*

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

*Tennessee Valley Authority*

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

*Resource Development*

3. MINOR SUBDIVISION

*Land Resources*

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

*WHM*

*Ronald E. Brewer*

*615-751-2520*

*7/29/91*

*[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>7/23/90</i>	<i>Ronald E. Brewer</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	Submittal of the Project/Tract & Land Voucher Records for reappraisal.	N1-142-84-7	

*Copies sent to agency, NCF, NNA, 4NN 7/29/91*

## PROJECT/TRACT AND LAND VOUCHER FILES

This series consists of records documenting the acquisition, payment, and disposal of all real property necessary in the execution of the TVA program. The Land Acquisition and Disposal Department in River Basin Operations' Land Resources acquires land and landrights for the TVA programs and projects, investigates and settles damage claims, sells surplus real property, keeps records of land transactions, certifies titles and rights, furnishes land-related information to TVA and other inquirers, and provides relocation assistance to those dislocated. It performs a discrete function not closely related to other services in TVA. Its staff of title attorneys ensures that TVA has the landrights for which it pays and that land policies and procedures provide the checks and balances to achieve this end.

All original contracts, original land purchase and sale documents, and original vouchers are maintained by TVA's Comptroller. The land vouchers are the authorization for the disbursement of TVA funds for the purchase of land and landrights and settlement of damage claims. The voucher, with its attached papers, evidences a complete financial transaction. The check for payment is issued by Treasury Services and the check number is recorded on form TVA 12, Transmittal of Land Check.

Documentation included in this series consists of the following:

- Maps and descriptions of real property
- Title documents
- Real property appraisals
- Contracts and options
- Contact reports
- Payment records
- Land vouchers
- Relocation assistance records of claims and payments
- Records of damage investigations, claims, and payments
- Related correspondence and reports

This series is arranged in the following two subseries:

o Consolidated Project/Tract Files

In the early 1980s, it was agreed that TVA tract and voucher records would be consolidated, and that duplicate copies of these records would be destroyed upon completion of acquisition or sale and final certification of title. These files are kept for purposes of financial accountability and reporting and to maintain the file of evidence of title and related documents for both the TVA Comptroller and Resource Development. The project general records are filed alphabetically by project symbol as a case file and the numbered tract files are filed numerically following the project general file.

1 PROJECT/TRACT AND LAND VOUCHER FILES (continued)

o Unconsolidated Project/Tract Files

These files are specific projects, including transmission lines, substations, and projects which encompass various land tracts, and contain correspondence, appraisals, evidence of title, and related documents. There are no individual vouchers or financial transactions for consolidation with these files. They are filed alphabetically by project symbol and numbered tract files are filed in numerical order for each project.

Records of land and landrights disposed of by TVA must be retained by TVA to identify TVA's real property holdings. These files provide legal descriptions of land and landrights disposed of by TVA, which must be carved from legal descriptions of acquired real property to arrive at the legal description of the land and landrights now owned by TVA.

There are several indexes to the land tract records as shown below:

- o 3x5 cards containing the name of each person or entity that TVA purchased land from and the related tract number(s).
- o Land register books and cards (single source documents) containing entries of each transaction by individual tract for land and landrights that are being or have been acquired, transferred, or disposed of by TVA. The volume of these books and cards is approximately 40 cubic feet.
- o Maps of TVA transmission lines located in Power Transmission and Customer Services. These are used to help locate information when the name and/or tract number is not known.

The inclusive dates of the records are 1933 and continuing. The records are being microfiched to provide a security copy and also to reduce storage space required for maintaining the records. The documents, such as plat drawings, that are too large to be filmed by the regular camera are filmed with a 35mm planetary camera and the image is put into an aperture card. There is one silver and one diazo of each aperture card. A document locator is put on the fiche to cross reference the aperture card. It is anticipated that the initial filming will be completed in CY 1995, and that there will be approximately 125,000 microfiche and 6,000 aperture cards. After the initial project of filming all currently completed project tract files, the records will be filmed upon completion of the project and as required for records maintenance. These records will be filmed in accordance with 36 CFR Part 1230.

A small group of original documents (approximately 5 cubic feet) have been microfiched, but the originals must be retained because they have not been recorded at a courthouse. If a court case arose, the original documents would be required.

1 PROJECT/TRACT AND LAND VOUCHER FILES (continued)

DISPOSITION

~~A. Paper Copy~~

- ~~1. Original required to be retained~~

~~Microfilm, but maintain the original for the life of the agency. When agency is dissolved, transfer to the new custodian.~~

~~(GRS 4, Item 4)~~

- ~~2. Records not needed after microfilm is verified~~

~~Destroy in agency when microfiche is verified.~~

~~(NC1-142-84-7, Item 1.A)~~

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B. Microfiche and aperture cards

1. Silver original camera masters filed in acid free envelopes and 1 complete set of diazo duplicates

PERMANENT. Transfer to the National Archives 30 years after completion of the initial filming (CY 2025). Transfer additions and updates to the National Archives in 5-year blocks 30 years after filming. Transfer to the National Personnel Records Center at St. Louis for archival storage upon approval of schedule and as needed when new records are filmed.

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- ~~2. One duplicate copy of the microfiche and aperture cards~~

~~Maintain in agency for the life of the agency. When agency is dissolved, transfer to the new custodian.~~

~~(GRS 4, Item 4)~~

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- ~~3. All other duplicate copies of the microfiche and aperture cards~~

~~Destroy when no longer needed for reference.~~

1 PROJECT/TRACT AND LAND VOUCHER FILES (continued)

DISPOSITION (continued)

C. Indexes to the Land Tract Files

~~1. 3x5 cards~~

~~a. Original cards~~

~~Maintain in agency for life of the agency. When agency is dissolved, transfer to the new custodian.~~

~~(GRS 4, Item 4)~~

b. One copy of the original cards

PERMANENT. Transfer a complete set of the cards to the National Archives with the first shipment of records in CY 2025. Thereafter, transfer updates to the cards to the National Archives in 5-year blocks when 30 years old.

~~2. Land register books and cards~~

~~Retain in agency for the life of the agency; when agency is dissolved, transfer to the new custodian.~~

~~(GRS 4, Item 4)~~