

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO. NI-142-91-10

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

DATE RECEIVED 1-10-91

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

Tennessee Valley Authority

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

Resource Development

3. MINOR SUBDIVISION

River Basin Operations

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

Ronald E. Brewer

615-751-2520

4/4/92



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

JAN 3 1991

Ronald E. Brewer

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 GRS OR SUPERSEDED JOB CITATION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)

Atmospheric Science Department Records

NC1-142-81-6

All changes to this proposed schedule have been approved by:

Fred W. Murray 3/27/92
NARA appraiser date

Ronald E. Brewer 3/20/92
Agency representative date

Copy sent to agency, NNA, ANN 6/9/92

1. ATMOSPHERIC SCIENCE DEPARTMENT CORRESPONDENCE RECORDS

Atmospheric Science records originated in TVA in 1937 as an activity of the Department of Health and Safety, Industrial Hygiene Section related to air pollution from TVA operations and facilities. Numerous air-related activities were added between 1937 and 1954, at which time the Division of Health and Safety, Air Pollution Control Section was established, under the direction of a chief to plan, supervise, and report on studies of and make recommendations for control of atmospheric pollution associated with TVA operations. It collaborated with other TVA divisions and with other agencies in the development and execution of the studies, and maintained and operated a laboratory for essential analyses.

In 1965, still in the Division of Health and Safety, the Air Pollution Control Section became the Industrial and Air Hygiene Branch. The air-related functions of the branch were to plan, conduct, and report on studies of atmospheric pollution associated with TVA operations and make recommendations for its control. In 1968 the air quality responsibilities of the Industrial and Air Hygiene Branch were expanded and it became the Air Quality Branch.

The Air Quality Branch's responsibility was to coordinate TVA's air quality management plans and activities, advise on plans for air quality controls at all TVA installations, evaluate air quality features of proposed new projects, and report on air quality management activities and progress. It carried out regular or special atmospheric surveillance activities which may include establishment of air and meteorological monitoring systems, data analyses, and appraisals. It investigated or assisted in investigating complaints and incidents related to atmospheric conditions and, as appropriate, recommended corrective or preventive action. It maintained cooperative relationships and exchanged information with official local, state, and Federal agencies. It recommended air quality control requirements for deeds involving TVA lands and landrights conveyed for industrial uses. It identified the need for, planned, and directed research and demonstration projects to broaden the field of air quality knowledge and to develop new or improved methods or processes for control of atmospheric waste emissions. It operated and maintained a laboratory in support of air quality management activities.

In 1969, with environmental concerns taking on a growing importance, the Division of Health and Safety became a part of the Office of Health and Environmental Science. The Air Quality Branch remained a part of this office and its functions also remained the same. When the Division of Environmental Planning was established in 1973, the Air Quality Branch became a part of this division with the same functions. However, the Air Quality correspondence was maintained separately from that of the Division of Environmental Planning.

1. ATMOSPHERIC SCIENCE DEPARTMENT RECORDS (continued)

In 1970 the Sulfur Dioxide Emission Limitation (SDEL) program was established with the Air Quality Branch having full responsibility for the management and operation of the program. This program was implemented at TVA's coal-fired power plants to reduce plant generation, and consequently SO₂ emission, during adverse atmospheric dispersion conditions to avoid exceeding ambient SO₂ standards.

This organization remained in existence until a major TVA reorganization in 1979 resulted in the placement of the Air Quality Branch into the newly established Office of Natural Resources, Division of Air and Water Resources. For a short period of time the Air Quality Branch became the Air Resources Program, but it soon reverted to the Air Quality Branch. The functions remained basically the same. This office remained in existence until September 1983 when the Office of Natural Resources and Economic Development, Division of Air and Water Resources was established. The Air Quality Branch became a part of this office, but their functions remained the same.

In the 1988 reorganization, the Air Quality Branch became the Atmospheric Science Department in Resource Development, River Basin Operations. Its mission is to provide technical support to groups within and outside TVA. This support includes assessment of atmospheric impacts of operations by TVA and others by providing atmospheric modeling and monitoring, meteorological and environmental engineering services, and the conduct of atmospheric research projects. Emphasis is placed on the research and resolution of regional and global scale environmental problems of major concern to the Tennessee Valley.

The Atmospheric Science Department file is located in Muscle Shoals and includes correspondence records and other types of records documenting activities of the department on the following functions:

- o Provision of air quality and meteorological environmental compliance monitoring at TVA facilities.
- o Monitoring and evaluation of the impact of TVA atmospheric emissions on local and regional air quality.
- o Cooperative evaluation of regional air quality issues--such as acid rain, indoor air pollution, air toxics, climate modification, and oxidant pollution; assistance in the dissemination of public information; and development of cost-effective control strategies.
- o Provision of technical assistance to Valley industries and regulatory agencies on air quality issues.
- o Evaluation of the impact of proposed TVA land-use changes on local and regional air quality.

1. ATMOSPHERIC SCIENCE DEPARTMENT RECORDS (continued)

1941-78
Division of Health and Safety air quality correspondence records dated from ~~1940-1957~~ are coded to the Divisional System (alpha-numeric). Total accumulation of this file segment is approximately 14 cubic feet. *later changed to the*

The Alpha-Numeric System was implemented in April 1971, at which time the records dated 1958-71 were recoded to this system. In July 1980, when the Subject-Numeric File Classification System was implemented, the records dated 1958-80 were ~~once~~ again recoded to this new system. The file was broken effective ~~October 1, 1980~~ ^{JUNE 1980}, and the ~~1958 to 1980~~ segment was sent to the Muscle Shoals Records Center. Accumulation of this file segment is approximately 82 cubic feet. The estimated annual accumulation is 20 cubic feet.

When the Sulfur Dioxide Emission Limitation Program (SDEL) was discontinued, the applicable records dating from 1971 to 1980 (entire AQ-18 section of Subject-Numeric file system) were inventoried and sent to the Muscle Shoals Records Center. Total accumulation of this file segment is approximately 43 cubic feet.

DISPOSITION

- Resources/*
A. Division of Health and Safety Air/Quality Correspondence (1940-57, 14 cu. ft.) *1941-78*

PERMANENT. Transfer to the National Archives upon approval of this schedule.

- B. Air Quality Correspondence, including SDEL Program records (1958-~~1980~~, 125 cu. ft.) *5-31-90*

PERMANENT. Transfer to the National Archives 15 years after the file break (CY 2003).

- C. Atmospheric Science Department Correspondence (~~1980~~ and continuing) *6-1-90*

1. Program records: Including the following file codes and any new file codes added for program records: AQ-Air Quality, ENA-Environmental Assessment, GR-General Resources, LAN-Land, NL-Nuclear Licensing, QA-Quality Assurance, and RES-Resources.

PERMANENT. Break files every 10 years, and transfer to the Muscle Shoals Records Center. Transfer each 10-year segment to the National Archives ~~20~~ years after the file break.

1. ATMOSPHERIC SCIENCE DEPARTMENT RECORDS (continued)

DISPOSITION (continued)

2. All files except as noted above in C.1, including administrative and housekeeping information about daily routine functions and reference copies of other TVA program activities. Including file codes: ADP-Automatic Data Processing, BUD-Budget and Appropriations, C&C-Cooperation and Coordination; Committees and Councils; Conferences, EPP-Emergency Preparedness, F&A-Finances and Accounting, INF-Information, LEG-Legislative and Legal Affairs, OFS-Office Systems and Services, O&M-Organization and Management, PER-Personnel, T&D-Training and Development, TRV-Travel, HZC-Hazard Control, E&S-Equipment and Supply Items, P&C-Procurement and Contracts, LAB-Laboratories, and PP-Property Protection.

Destroy when no longer needed for administrative purposes not to exceed 10 years. EXCEPTION: All material listed on the organization's 2-year (temporary) retention list should be destroyed when 2 years old.

D. File Classification Systems

PERMANENT. Transfer to the National Archives with corresponding records.