



REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-142-92-9	
1. FROM (Agency or establishment) TENNESSEE VALLEY AUTHORITY		DATE RECEIVED 1-30-92	
2. MAJOR SUBDIVISION CUSTOMER GROUP		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER RONALD E. BREWER	5. TELEPHONE (615) 751-2520	DATE 6/4/92	ARCHIVIST OF THE UNITED STATES 
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,			
VFC <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 1-23-92	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE TVA Archivist	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See the attached two record series descriptions and proposed retention periods as follows: 1. Hourly Water Records 2. Uncollectible Loan Records		
<i>Copies sent to Agency, NNA, 4/9/92</i>			

1. HOURLY WATER RECORD

The Hourly Water Record is a record of the hourly headwater and tailwater elevations along with turbine, gate, and total discharges for all TVA, Alcoa, and Cumberland reservoirs. It is completed daily by the Load Coordination Section's recorder from telephone information obtained from TVA, Alcoa, and the U.S. Army Corps of Engineers' hydro plants. The original is sent to the Power Studies and Hydro Planning Section of Power Supply to be used for load forecasting. A copy is routed to the Daily Operations section of Power Supply at the Power Control Center where the information is keyed into the Harris System. The Harris System is not scheduled, but will be scheduled at a later time.

The information is used to analyze optimum economic operations and is retained for legal and historical value. Water Resources, Reservoir Operations, Resource Group, reviews the Hourly Water Record to ensure that all readings are correct, and if not, the record is corrected and validated. After correction and validation, it is microfilmed in Chattanooga and copies of the microfilm are distributed to various offices. The record copy of the film will be scheduled by the Resource Group.

DISPOSITION:

A. Paper

1. Power Studies and Hydro Planning

Destroy when 3 years old.

2. Daily Operation Section, Power Control

Destroy when 1 year old.

B. Microfilm (copy)

Destroy in agency when no longer needed for administrative purposes.

2. UNCOLLECTIBLE LOAN RECORDS

These records contain information about defaulted loan participants for the home insulation program for the conservation of energy. The information includes name and account number of loan participant, the amount of the defaulted loan, and the distributor name. Several steps are completed to try to collect the loan prior to approving the loan for final write off. Uncollectible loan memos and attachments are used by the Operations Support Staff, Distributor Marketing, as a means of furnishing data to the Area Offices. A listing of default consumers who have been given final write-off approval are sent to the Regional Services offices each year. Each Regional Services office retains a copy for reference and forwards a copy to the distributor involved. Operations Support Staff retains the record copy.

2. UNCOLLECTIBLE LOAN RECORDS (Continued)

The Power Distributor Guidelines requires that all distributor loans that have been approved for write-off must be maintained for a period of six (6) years after being written off or such period that may be defined by the statute of limitations for the respective state. Therefore, the retention period of 10 years after final write-off will be sufficient.

DISPOSITION

A. Record copy

Destroy in Agency 10 years after approved for final write-off.

B. All other copies

Destroy at option, not to exceed 5 years.

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