

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>	LEAVE BLANK (NARA use only)
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TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	JOB NUMBER N1-142-92-15
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1. FROM (Agency or establishment) TENNESSEE VALLEY AUTHORITY	NOTIFICATION TO AGENCY
2. MAJOR SUBDIVISION RESOURCE GROUP	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 RIVER BASIN OPERATIONS	
4. NAME OF PERSON WITH WHOM TO CONFER LINDA E. BLEVINS	
5. TELEPHONE 615-751-2524	DATE RECEIVED APR 29 1992
	DATE 2-28-95
	ARCHIVIST OF THE UNITED STATES <i>Andy Hunking Pettus</i>

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 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE <i>4/22/92</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Linda E. Blevins</i>	TITLE ASSISTANT TVA ARCHIVIST
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)				
1	See the attached description and proposed disposition for Technical Reports and Computerized Index for Water Quality and Aquatic Biology Departments						
<p>All changes to this proposed schedule have been approved by:</p> <table style="width:100%; border: none;"> <tr> <td style="text-align: center; width: 30%;"><i>[Signature]</i> NARA Appraiser</td> <td style="text-align: center; width: 10%;"><i>12/5/94</i> Date</td> <td style="text-align: center; width: 30%;"><i>Georgia S. Greene</i> Agency Representative</td> <td style="text-align: center; width: 10%;"><i>12/1/94</i> Date</td> </tr> </table> <p style="margin-top: 20px;"><i>Copies sent to agency, NSR, NS 3/1/95</i></p>				<i>[Signature]</i> NARA Appraiser	<i>12/5/94</i> Date	<i>Georgia S. Greene</i> Agency Representative	<i>12/1/94</i> Date
<i>[Signature]</i> NARA Appraiser	<i>12/5/94</i> Date	<i>Georgia S. Greene</i> Agency Representative	<i>12/1/94</i> Date				

1. TECHNICAL REPORTS AND COMPUTERIZED INDEX FOR WATER QUALITY AND AQUATIC BIOLOGY DEPARTMENTS

This series contains all technical reports written and published by the Water Quality and Aquatic Biology Departments. The Water Quality and Aquatic Biology Departments (1) budget, plan, design, and coordinate implementation of TVA's water quality and aquatic biology management activities and TVA's environmental chemistry analytical capabilities and activities; (2) analyze, evaluate and assess water quality and aquatic ecological aspects of existing and proposed new projects; (3) analyze, evaluate, and report regional surface water, groundwater, and aquatic biology conditions; and (4) carry out projects to achieve optimum production, protection, and use of the reservoir system's water and aquatic resources. The program correspondence files for Water Quality and Aquatic Biology have been scheduled as permanent under NARA Job Nos. NCI-142-82-7, NI-142-89-17, and NI-142-91-8.

One copy of each report, an original if available, is filed in alphabetic order in the official file room, but is maintained separate from the official file. Extra copies of each report are maintained for distribution. As of 1992, there were approximately 2,000 reports in the collection, and the volume of one set of all reports is approximately 23 cubic feet. The inclusive dates of the reports are 1933 and continuing.

Requests for these reports are numerous; therefore, a computerized index is used to help maintain and locate the reports quickly. The index information is entered into a purchased software program called Artfile. Artfile uses a DOS operating system and is loaded into a personal computer located in the official file room. The file operator maintains and operates the system and performs regular backups for security purposes. The data elements for the index are report number, date, title, author, keywords, and citation. Reports can be generated listing all report titles or by specific data element criteria (such as year, author, etc.).

DISPOSITION

A. Reports

1. Record set of reports.

(a) Reports dated 1933-92

PERMANENT. Transfer to NARA upon approval of schedule.

(b) Reports dated 1993 and continuing

Break file every 10 years.
PERMANENT. / Transfer to NARA in ten-year blocks (1993-2002 in 2003, 2003-2012 in 2013, etc.)

when oldest record in the block is 10 years old.

2. Extra copies of reports

Destroy when no longer needed for reference purposes, not to exceed the end of the program.

1. TECHNICAL REPORTS AND COMPUTERIZED INDEX FOR WATER QUALITY AND AQUATIC BIOLOGY DEPARTMENTS (continued)

B. Computerized Index

~~PERMANENT~~

- 1. Computer snapshot of index on magnetic tape updated through 1992 (or date of transfer) including documentation and hard copy printout by report titles

Transfer to the National Archives with related records upon approval of schedule.

- 2. Computer index snapshot updates on magnetic tape dated 1993 and continuing including documentation and hard copy printout by report titles

Transfer to the National Archives with each new 10-year segment (see item A.1(b) above).

- 3. TVA's copy of the computerized index

Delete or change data elements and information in the data base as needed to maintain the index. Delete data base when no longer needed for reference purposes, not to exceed the end of the Water Quality and Aquatic Biology programs.

1. Computerized Index

Update as needed to keep current.

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Destroy when new reports stop accumulating, or when index is no longer needed for reference, whichever is later.

2. Printouts from Index

- (A) One printout arranged by title and one printout arranged by author.

PERMANENT. Transfer printouts for years 1933-92 with related records upon approval of schedule. Transfer printouts for succeeding years with related records.

- (B). All other printouts

Destroy when no longer needed for reference or when superseded, whichever is longer.