

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-142-93-7	DATE RECEIVED 3 26-93
1. FROM (Agency or establishment) TENNESSEE VALLEY AUTHORITY		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Generating 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Fossil and Hydro Power			
4. NAME OF PERSON WITH WHOM TO CONFER Linda E. Blevins	5. TELEPHONE (615) 751-2524	DATE 10-24-97	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 ____ 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,			
<input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 5/11/93	SIGNATURE OF AGENCY REPRESENTATIVE <i>Linda E. Blevins</i>	TITLE Assistant TVA Archivist	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION See attached pages.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

RW

OCT 28 1997 AMH copy to: agency NR

1. FUELS PROCUREMENT MISSION RECORDS

The Fuels Procurement Department purchases fuel for all TVA fossil plants. These records document the history of the procedures used in procurement activities of the department. They also contain information concerning current procedures and information from other organizations relating to the Fuels program. The current volume is approximately 50 cu. ft. The files are arranged under the subject-numeric file system. The inclusive dates are 1960 - current. These files are the same type of records described in N1-142-90-4, TVA Purchasing Correspondence Files.

DISPOSITION

A. Policy and procedures records essential to the mission and responsibilities of the Fuels Procurement Department. /, Records designated O&M and P&C 1-3 under the subject numeric file system.

~~1.~~ Permanent. (1)Records dating through 1986: Transfer to the National Archives in 2001. (2)Records dating 1987 to 1991: Break file and transfer to the National Archives in 2006 (3)Records dating 1991 to date: Break files every 5 years. Transfer to the National Archives when latest records are 15 years old.

2. All other records essential to the execution of Fuels Procurement Mission and responsibilities, including policies and procedures.

Break file every 5 years and transfer to the Chattanooga Records Center. Destroy when 25 years old.

B. Administrative and housekeeping material

General file material included in coded files. (Does not include policy or procedural material.) May include material of minor, routine functions of the program not essential to the execution of mission responsibilities and other housekeeping records routed for information.

Destroy in agency when 2 years old.

2. SOLID WASTE PERMITS

Original and duplicate copies of permits, applications for permits and, related correspondence for solid waste disposal facilities at the fossil plants. This file includes information which documents the compliance of solid waste regulations at the fossil plants. The current volume is approximately 2 cubic feet per plant. The annual rate of accumulation is less than 5 inches per year.

DISPOSITION

Destroy 20 years after applicable plant is dissolved.

3. ENVIRONMENTAL GROUND WATER DATA

Samples of ground water are collected periodically at the fossil fuel plant sites for environmental testing by environmental engineers. The tests results document compliance to environmental regulations. This file consists of data accumulated from field samplings, test results,

3. ENVIRONMENTAL GROUND WATER DATA (Continued)

workplans, correspondence drafts, and final reports. The final reports are submitted to the Environmental Protection Agency. The current volume is approximately 27.5 cubic feet. Expected accumulation is approximately 2"-4" per year.

DISPOSITION

Destroy ³⁰ ~~20~~ years after applicable plant is dissolved. *per telecon with Paul Jennings 10/16/97 SyE/ter*

4. MINE PLANNING FILES

These files consist of published maps of geologic features, active and inactive coal mines, property and lease boundaries, drill hole locations, coal quality analyses, TVA computer plots and other pertinent information relating to TVA's 211,000 acres of coal properties and their immediate vicinities. The information, prepared both inside and outside TVA, is used to help promote additional development of the properties and to provide assistance to mine companies operating them. Coalfield maps unrelated to TVA's properties are also maintained to help evaluate the potential abilities of bidders on TVA coal supply contracts. The maps are dated 1930 and continuing. The current volume is approximately 429.5 cubic feet.

These files also consist of published reports concerning coal geology, coal quality and coal mining in the coalfields which supply TVA steam plants. The reports are used primarily to help evaluate coal contract bids. They are filed alphabetically by state location. The inclusive dates are, 1925 to current and continuing. The current volume is approximately 103.0 cubic feet.

DISPOSITION

A. Maps

(1) Related to TVA Coal Properties

Destroy when property is sold or lease is expired.

(2) Unrelated to TVA Coal Properties

Destroy when obsolete or when no longer needed for reference, not to exceed life of agency.

B. Reports and Data (Excluding Key Store Reports)

(1) Leased Properties

Destroy when obsolete or when no longer needed for reference, not to exceed expiration of lease.

(2) Purchased Properties

Destroy when obsolete or when no longer needed for reference. Transfer to new owner when property is sold.

C. Key Store Reports

Destroy when 5 years old.

5. FLY ASH ENVIRONMENTAL ASSESSMENTS FILES

Fly ash disposal assessments are prepared from data gathered at the fossil plants by environmental engineers. The gathered data is stored in a data base called, DMRGN, scheduled in the Resource Group Comprehensive Records Schedule, NI-142-90-8, Item 1. The assessments are used in the preparation of National Environmental Protection Act (NEPA) reports or when replying to environmental inquires or research issues. This file includes information concerning environmental and historical records on the fossil plants disposal areas, marketing records, sampling information and reference. The current volume is approximately 35 cubic feet. The annual rate of accumulation is less than 2 cubic feet per year.

DISPOSITION

Destroy when no longer needed for reference not to exceed life of agency.

6. FUEL BUDGET FILES

Fuel budget records include various files accumulated throughout Fossil & Hydro. These records consist of working papers and supporting documents. They are used in preparing Power-wide budgets, monitoring expenditures, forecasting, planning, and assessing the effectiveness of Power programs. Budget papers are prepared and forwarded to Budget and Performance Assurance. A budget submission for Power is then forwarded to the Chief Operating Officer to be used in preparing the annual TVA Budget. The Comptroller retains the record copy.

DISPOSITION

A. Budget Correspondence Files

Correspondence files pertaining to routine administration, internal procedures, etc.

Destroy when 2 years old.

(GRS 5, Item 1)

B. Budget Background Records

Working papers, cost statements, ledger sheets, and rough data accumulated in the preparation of annual budget estimates.

Destroy 1 year after close of the fiscal year covered by the budget.

(GRS 5, Item 2)

C. Budget Report Files used as source documents for forecasting, analysis, planning, tracking performance and preparation of the end of the fiscal year budget.

Destroy when 5 years old.

(GRS 5, Item 3)

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7. COAL STOCKPILE DENSITY REPORTS

These reports are generated by contractors (Non TVA Employees hired temporarily under a Personnel Services Contract). The reports consists of survey data, field notes and test results which document vapor turbine efficiency, coal quality and coal supply levels at stockpiles located at each TVA fossil plant sites. The reports have been prepared since 1977. They are currently prepared annually but, will be prepared biannually beginning in 1995. The information is referenced periodically and is used in the preparation of internal supply planing reports, financial statements, and audit purposes. The current volume is approx.. 5 cubic ft.

DISPOSITION

Destroy when no longer needed for reference, not to exceed 10 years.