

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 NL-142-94-1	DATE RECEIVED 10-4-93
1. FROM (Agency or establishment) TENNESSEE VALLEY AUTHORITY		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2. MAJOR SUBDIVISION CUSTOMER GROUP			
3. MINOR SUBDIVISION TRANSMISSION ENGINEERING & CONSTRUCTION		DATE 9-27-95	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
4. NAME OF PERSON WITH WHOM TO CONFER LINDA E. BLEVINS	5. TELEPHONE 615-751-2524		

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,

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

DATE 9/22/93	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 GRS OR SUPERSEDED JOB CITATION	10.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	ORIGINAL DRAWINGS, MAPS, SKETCHES, MANUFACTURERS' PRINTS AND DATA, AND MICROFILM APERTURE CARDS The attached schedule is for the Original Drawings, Maps, Sketches, Manufacturers' Prints and Data, and Microfilm Aperture Cards that cover the planning, engineering, and design of the facilities which make up TVA's power transmission and communication systems.		



Tennessee Valley Authority, 1101 Market Street, Chattanooga, Tennessee 37402

September 12, 1995

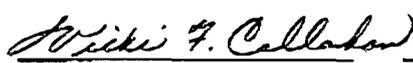
Richard Marcus, Appraiser
National Archives and Records Administration
Records Appraisal and Disposition Division (NIR)
8601 Adelphi Road
College Park, Maryland 20740-6001

Dear Richard:

JOB NO. N1-142-94-1 - ORIGINAL DRAWINGS, MAPS, SKETCHES, MANUFACTURERS' PRINTS AND DATA, AND MICROFILM APERTURE CARDS

Attached is the revised job for No. 94-1. The changes to the job are marked. This revision has been reviewed by our Office of General Counsel.

All changes to this proposed schedule have been approved by:

	<u>SEP 14 1995</u>		<u>9-12-95</u>
NARA Appraiser	Date	Agency Representative	Date

Sincerely,

Vicki Callahan

ORIGINAL DRAWINGS, MAPS, SKETCHES, MANUFACTURERS' PRINTS AND DATA, AND MICROFILM APERTURE CARDS

These are the official files of original drawings, maps, sketches, manufacturers' prints and data, and microfilm aperture cards. They cover the planning, engineering, and design of the facilities which make up TVA's power transmission and communication systems. Some of the drawings date back to 1927. They are maintained by the Transmission Engineering and Construction Division, Transmission Organization, Customer Group.

Drawings and manufacturers' data (X-Files) are essential for the entire life of the facility. However, those which have been superseded and have no further value may be destroyed. A drawing is considered to be superseded when it has been redrawn due to extensive revisions or wear and tear of the original. Manufacturers' prints are superseded by subsequent revisions. Before manufacturers' prints are destroyed, engineering should give approval since prints may be associated with an obsolete device design that is still in service in TVA.

Transmission line right-of-way maps should be maintained even after being superseded or obsolete due to TVA property interests, maintenance and holding of rights-of-way.

X-Files on items of plant that have been sold or scrapped are of no further value to TVA. These drawings will either be destroyed or forwarded to the purchaser.

In 1960, we began converting the original drawings and manufacturers' prints to microfilm. Drawings required for operation and maintenance of the power transmission and communication systems and those issued for construction of new or revised facilities are microfilmed.

Aperture cards for drawings are ordered in quantities ranging from 2 to 13, depending on the type of drawing and user requirements. The official copy is located in Transmission. An additional copy is located in Chattanooga Micrographics. Additional copies are distributed to users throughout TVA.

X-Files covering equipment purchased for the power transmission and communication systems are microfilmed in triplicate and mounted in aperture cards. The official record copy and one extra copy are located in Transmission. An additional control copy is located in Chattanooga Micrographics. Bound instruction books and other material not suitable for microfilming are retained in the files under the present filing system.

CAD and scanned drawings that are associated with a current job are kept on the Local Area Network (LAN) for direct access. After a job is released, the drawings are taken out of the working directory and moved to a different location on the network; when the files are moved, the file extension is changed to indicate different revision levels. Daily incremental backups are performed on TESC's file servers with a full backup performed every three days.

Manual drawings that have been redrawn in AutoCAD may be destroyed, with one exception. Civil Engineering and Design Department's (CEDD) Plan & Profile drawings that have been used to acquire property must be kept and filed separate from other Plan & Profile drawings. If a signature is present in the "RIGHT OF WAY" line in the title block, property has been acquired using this tracing.

ORIGINAL DRAWINGS, MAPS, SKETCHES, MANUFACTURERS' PRINTS AND DATA, AND
MICROFILM APERTURE CARDS (Continued)

The finding aids, which are located in the Engineering Records Unit, consist of Engineering Records Card Indexes as follows:

- (1) Numerical Indexes which are used to verify drawing numbers assigned by ERU.
- (2) Location Indexes which are arranged in categories of substations, transmission lines, distribution projects radio stations, and field offices.
- (3) Classification Indexes which are used to locate different types of drawings or when the location is either general or not known.

The Manufacturer or Vendor file indexes consist of purchase requisition, location, equipment, equipment serial number and manufacturer indexes.

The drawings numbers assigned are numerical in sequence and sheet numbers can be alphanumeric or the alpha character listed last. Telecommunications and Transmission Line Projects also assign drawing numbers.

DISPOSITION

1. FACILITIES Drawings and Related Materials:

A. Paper:

1. Not Filmed:

- (a) Facility lease-purchased with agreement to transfer title at end of lease period:

Transfer drawings and related records to purchaser at time lease agreement is signed.

- (b) Facility is retired:

Destroy one year after retirement of facility.

- (c) Original Maps:

Destroy when superseded, except for transmission line right-of-way maps, which should be maintained for 50 years after supersession.

- (d) Sketches:

Destroy when no longer needed for administrative purposes or when final design is completed.

- (e) Duplicate copies:

Destroy when no longer needed.

1. FACILITIES Drawings and Related Materials (Continued):

2. Filmed:

Destroy when microfilm is verified.

3. Scanned (Except Civil Engineering and Design Department's Plan & Profile drawings that have been used to acquire property):

Destroy when image has been verified and backed up.

B. Microfilm:

1. Facility sold through lease-purchase:

Transfer to purchaser when purchase is consummated or destroy if purchaser does not want them.

2. Facility is retired:

Destroy one year after facility is retired.

3. Duplicate copies:

Destroy when no longer needed.

C. Microfilm Log Sheets:

Destroy when related microfilm is destroyed.

D. Electronic:

Erase when equipment has been sold or scrapped.

2. EQUIPMENT Drawings and Related Materials (X-Files, Manufacturers' Data):

A. Paper:

1. Not Filmed:

(a) Equipment is sold:

Transfer to purchaser at time the lease-purchase sale is signed.

(b) Equipment is scrapped:

Destroy when equipment is scrapped:

(c) Duplicate copies:

Destroy when no longer needed.

2. EQUIPMENT Drawings and Related Materials (X-Files, Manufacturers' Data)
(Continued):

2. Filmed:

Destroy when microfilm is verified.

3. Scanned (Except Civil Engineering and Design Department's Plan
& Profile drawings that have been used to acquire property):

Destroy when electronic image is verified and backed up.

B. Microfilm:

1. Equipment is sold:

Transfer to purchaser when the lease-purchase sale is signed.

2. Equipment is scrapped:

Destroy when equipment is scrapped.

3. Duplicate copies:

Destroy when no longer needed.

C. Microfilm Log Sheets:

Destroy when related microfilm is destroyed.

D. Electronic:

Erase when equipment has been sold or scrapped.

3. FINDING AIDS (Indexes):

Numerical Indexes, Location Indexes, Classification Indexes, Manufacturer
or vendor file Indexes:

Destroy coordinating index information when related drawing is destroyed.

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