

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) Tennessee Valley Authority	
2. MAJOR SUBDIVISION Customer Group	
3. MINOR SUBDIVISION	
4. NAME OF PERSON WITH WHOM TO CONFER vfc Linda E. Blevins	5. TELEPHONE 615-751-2524

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>NI-142-94-3</i>	
DATE RECEIVED <i>12/7/93</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE <i>2-14-96</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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,

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

DATE <i>11/18/93</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 GRS OR SUPERSEDED JOB CITATION	10.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)
	See the attached schedule for the Internal Energy Management Program (IEMP) records.		

1. INTERNAL ENERGY MANAGEMENT PROGRAM

TVA's Internal Energy Management Program (IEMP) coordinates and analyzes internal energy consumption and management activities consistent with governmental and the Department of Energy (DOE) orders and guidelines. Development and implementation of building standards to incorporate energy-efficient measures in TVA buildings and TVA's energy consuming operations are carried out under the IEMP. Under the program, surveys are made of buildings owned or occupied by TVA, and life-cycle, cost effective, energy management objectives are identified and planned for implementation.

The Energy Policy Act of 1992 currently establishes goals for federal agencies through the year 2005. Form TVA-6253, Standard Operating Procedure 202, has been developed to provide guidelines for writing Types I and II technical energy survey reports. Type I guidelines are used for buildings containing 10,000 GSF or less which utilize less than 75,000 BTU/GSF/YR when using a conversion factor for electricity of 3415 BTU/KWH. Type II guidelines are used for buildings larger than 20,000 GSF or which utilize more than 75,000 BTU/GSF/YR when using a conversion factor for electricity for 3415 BTU/KWH.

Statistics on energy usage for TVA buildings, and vehicle and equipment, are sent to the Conservation and Load Management Section where it is input into the system. The information is manipulated and printed out to produce a statistical quarterly report that is submitted to DOE. An annual report is created which includes a summation of the quarterly reports, as well as a report on any new programs concerning energy use at TVA.

Annual accumulation of records under this program will vary depending on the number and size of the facilities being surveyed. For example, the survey for Sequoyah Nuclear Plant is over 250 pages long while a storage building may only be 40 pages.

The original copy of the survey package is located in Customer Group's (CG) Marketing organization, Conservation and Load Management Section. A copy is sent to the person responsible for facility survey work under each organization.

All critical correspondence relating to this program is randomly filmed and indexed into RIMS.

DISPOSITION

A. Paper. Includes copies of surveys and any other paper used by CG relating to the IEMP except the RIMS copies.

Destroy in agency when building is no longer part of agency.

B. Computer-generated reports

Destroy in agency when superseded or no longer needed for reference.

C. IEMP Data Base

Destroy data elements when no longer required by DOE and is of no further use to TVA.