

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

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  
Georgia Greene

5. TELEPHONE  
615-751-3701

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
NI-142.95.1

DATE RECEIVED  
10.17.94

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 ARCHIVIST OF THE UNITED STATES  
5-20-96 *John W. Carl*

**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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
10/7/94	<i>Georgia S. Greene</i>	Assistant TVA Archivist

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>See the attached schedules for the following record series:</p> <ol style="list-style-type: none"> <li>CORRESPONDENCE FILES FOR ENERGY RESOURCE PLANNING AND ENGINEERING DEPARTMENT</li> <li>QUANTUM METER OUTAGE REPORT</li> </ol> <p><b>All changes to this proposed schedule have been approved by:</b></p> <p><i>Ausau G. Elter</i>      <u>3/26/96</u>      <i>Stacie F. Cellaf</i>      <u>24-9-96</u>                      NARA appraiser      date      Agency representative      date</p>		

CORRESPONDENCE FILES FOR ENERGY RESOURCE PLANNING AND ENGINEERING DEPARTMENT

These correspondence files are created, received, and maintained by Customer Group's Customer Planning Operations, Resource Planning Division, Energy Resource Planning and Engineering Department, in the conduct of substantive, primary functions for which it is responsible. Customer Planning provides the link needed between TVA's Generating and Customer Groups to meet present and future power supply needs of TVA customers. Resource Planning includes load forecasting, power system planning, and power billing and analysis. The Energy Resource Planning and Engineering Department (ERPED) performs cost studies for long-term energy supply. Information sources for these studies consist of vendors, contractors, conferences, technical papers, magazines, EPRI Net, the TVA Corporate Library, information discussions, etc. ERPED receives both internal and external inquiries, and often prepares responses for the TVA Board of Directors. In preparing these studies and answering inquiries it is often necessary to reconstruct the sources of prior studies and, for that reason, backup correspondence which often includes handwritten notations must be available.

Some, but not all of these records are filmed into RIMS. They are filed by project and date and held together in a case file. These files date from 1979 and are continuing. Seventeen cubic feet have been transferred to the Chattanooga Records Center.

DISPOSITION

- A. Records essential to the execution of the delegated program responsibilities, including historical calculation data.

PERMANENT.

Break file every two years and transfer to the Records Center. *Transfer to NARA*  
~~Destroy in agency when program is discontinued.~~ *when 10 years old except 1979-1992 transfers*  
*in 2002.*

- B. Records of minor, routine functions of the program not essential to the execution of the program responsibilities.

Destroy in agency when no longer needed for administrative purposes, not to exceed 5 years.

- C. Administrative files accumulated by individual offices relating to internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records are routed for informational rather than record purposes; they are not required to complete other files of the organization; they do not contain records directly related to and essential to the organization's delegated program responsibilities nor policy and procedural records not filed as record elsewhere in the agency.

Destroy in agency when 2 years old or when no longer needed, whichever is sooner.

Note: Routine administrative and facilitative records, records covered by the GRS and non-record items in IA may be destroyed during archival processing without further concurrence of the agency.

QUANTUM METER OUTAGE REPORT

Form TVA 4694, Quantum Meter Outage Report, is completed by Customer Service Center (CSC) personnel at the meter site while testing the meter. The signed original is sent to Power Billing Analysis (PBA) with a copy retained by CSC. PBA uses the information on the form in the power billing analysis system.

The report records the time the meter is taken out of service and the time it is placed back in service. The kWhs and kVARs entered on the report are used to estimate the energy used while the meter was being tested. This estimate is factored into the amount of power billed to the customer.

We recommend a retention period of 7 years in order to substantiate customer billing adjustments made based on the outage report.

DISPOSITION

A. Original:

Destroy when 7 years old.

B. Copies

Destroy when no longer needed, not to exceed 2 years.

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