

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-142-95-10	DATE RECEIVED JAN 29 1996
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Chief Operating Officer			
3. MINOR SUBDIVISION Resource Group			
4. NAME OF PERSON WITH WHOM TO CONFER Alice D. Witt	5. TELEPHONE 423-751-6832	DATE 2-22-96	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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 1/19/96	SIGNATURE OF AGENCY REPRESENTATIVE <i>Vicki F. Callahan</i> Vicki F. Callahan	TITLE Acting 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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	Cemetery Relocation Records (see attached)		

1. CEMETERY RELOCATION RECORDS

This series contains all records maintained by TVA for cemeteries that were relocated because of a TVA project, especially those reservoirs that were flooded, for the period 1933 to present. (EXCEPTION: The cemetery records compiled during the original TVA platting in the 1960's for Land Between the Lakes (LBL) involving cemeteries that are no longer active, are located at LBL as well as with these records. However, information on burials after the original platting for the active LBL cemeteries is only located with the LBL cemetery records. A copy of these records has been transferred, and future records will continue to be transferred, to the National Archives (NL-142-90-17, Item 9).

These records are divided into the following categories:

- A. Cemetery relocation final report notebooks containing plat maps of disinterment cemetery and reinterment cemeteries, removal agreements, statistical reports on removal projects, numbers buried in each cemetery, various correspondence related to cemetery relocations, etc. There are 38 notebooks filed by reservoir or project (nuclear or steam plant, LBL, etc.). Volume of one set of notebooks is approximately 5 cubic feet.
- B. Cemetery information in file folders filed by reservoir and then by cemetery. These files include the following types of information:
 - Forms TVA 709, Grave Removal Record, containing information on the removal order, disinterment report, and certificate of reburial.
 - Forms TVA 1152 (or equivalent), Cemetery Removal Record. Shows grave removals of family members who were buried in each cemetery.
 - Forms TVA 298, Remains and Removal Permits.
 - Plat maps of the cemeteries involved.
 - Photographs of cemetery relocation processes for some of the projects/reservoirs. These photographs are usually in binders and are generally not individually identified.
 - Field Books which list all graves and inscriptions on tombstones. These field books contain notes made by the surveyors and their crews when talking with local residents, especially when an unidentified grave was discussed. These field books contain more information than the official removal notes. There are approximately 200 field books filed by reservoir/project and located behind the file folders for each project.
- C. Forms TVA 714, Grave Removal Card, filed by project then alphabetically by name of deceased. Volume - 8 drawers, 2 trays per drawer, of 4x6 cards.

1. CEMETERY RELOCATION RECORDS (continued)

- D. Miscellaneous photographs of grave removals. There are approximately 1,500 color and black and white photographs and color 2x2-inch slides filed by reservoir for some, but not all, of the reservoirs. They are generally not individually identified and there is no index.
- E. File, dated early 1970's and continuing, of TVA responses to requests for cemetery information. This is filed by year then chronologically. The volume is approximately 1.5 cubic feet.
- F. A dBase IV file was created in the early 1990's. Information on approximately 40,000 cemetery records was entered into this data base. The file will convert to ASCII. The data elements are name of deceased; original cemetery name, reinterment cemetery name, state, and county (original and reinterment); and TVA project.

The following information can generally be determined from one or more of the cemetery records:

- 1. Name of deceased
- 2. Nearest relative
- 3. Date of Birth
- 4. Date of Death
- 5. Cause of Death
- 6. Name of Cemetery (original and reinterment)
- 7. State and county of cemetery (original and reinterment)
- 8. TVA project that caused the cemetery to be affected
- 9. Maps/plats of all affected cemeteries and of relocated cemeteries
- 10. Information on where each deceased person's body was relocated or whether left in affected cemetery, at the families request.
- 11. Field Book location

Some of this information was supplied to the State Departments of Vital Records. A copy is located in the McClung Collection in Knoxville (they were allowed to copy this information at no cost to TVA). There will be no changes in the existing information, and very little new information is expected to be added. However, if more cemeteries are ever relocated, new records will be added to this series.

DISPOSITION

A. Cemetery Relocation Final Report Notebooks

1. Record Copy

PERMANENT. Transfer to NARA upon approval of this schedule.

2. Reference Copy

Retain in agency until no longer needed for reference.

1. CEMETERY RELOCATION RECORDS (continued)

B. Cemetery information in file folders filed by reservoir and then by cemetery, including field books and photographs of Kentucky Reservoir.

1. Records documenting substantive activity of project.

PERMANENT. Transfer to NARA upon approval of this schedule.

2. Records documenting project administration.

Destroy immediately during archival processing.

C. Forms TVA 714, Grave Removal Card

PERMANENT. Transfer to NARA upon approval of this schedule.

D. Miscellaneous Photographs of Grave Removals

Destroy in agency when no longer needed for reference.

E. File of TVA responses to requests for cemetery information

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

F. Cemetery Relocation Data Base

1. Information in data base

Maintain in agency and update as needed to keep current.

2. Copy of data base in ASCII on magnetic tape

PERMANENT. Transfer to NARA upon approval of this schedule.

3. Data base Documentation

PERMANENT. Transfer to NARA upon approval of this schedule.