

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-142-96-5
1. FROM (Agency or establishment) TENNESSEE VALLEY AUTHORITY		DATE RECEIVED	3-11-96
2. MAJOR SUBDIVISION FACILITIES SERVICES		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4. NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
KAL CHATTERJEE	423-632-3622	4-28-97	<i>John W. Carl</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 <u>  X  </u> 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
2-29-96	<i>Wicki F. Callahan</i>	Assistant TVA Archivist (Acting)	
7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Attached are two records series:  1. Operating and Maintenance Manuals  2. Occupancy Emergency Plan		

~~I.1. OPERATING AND MAINTENANCE MANUALS~~

~~This record series contains operating and maintenance information in building specific manuals which are maintained by Facilities Management. It contains detailed information produced by manufacturers of equipment and systems which are used in the operations and maintenance of the buildings. The manuals include operating and maintenance instructions charts, graphs, parts lists and pictures of various equipments. Copies are maintained at all three locations - Knoxville, Chattanooga, and Muscle Shoals. These are designated as Vital Records.~~

GRS 11  
Item 2d

~~DISPOSITION~~

~~Destroy when records are superseded or obsolete.~~

I.2. OCCUPANCY EMERGENCY PLAN

This record series contains specific occupancy emergency information by building. It contains response information for employees and emergency teams for emergency situations. It includes emergency telephone numbers, building construction information and life safety features. Copies are maintained at all three locations - Knoxville, Chattanooga, and Muscle Shoals. These are designated as Vital Records.

DISPOSITION

Destroy when records are superseded or obsolete.

4750B