REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NAR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
   TENNESSEE VALLEY AUTHORITY

2. MAJOR SUBDIVISION
   FACILITIES SERVICES

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
   KAL CHATTERJEE

5. TELEPHONE
   423-632-3622

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 2-29-96
   SIGNATURE OF AGENCY REPRESENTATIVE Vicki F. Colledge
   TITLE Assistant TVA Archivist (Acting)

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

   Attached are two records series:

   1. Operating and Maintenance Manuals
   2. Occupancy Emergency Plan

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

LEAVE BLANK (NARA use only)

JOB NUMBER NI-142-96-5

DATE RECEIVED 3-11-96

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 USC 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.
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.

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Destroy when records are superseded or obsolete.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.