REQUEST FOR RECORDS DISPOSITION AUTHORITY

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

1 FROM (Agency or establishment)  
Tennessee Valley Authority

2 MAJOR SUBDIVISION  
Fossil and Hydro Power

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER  
Paul A. Jennings

5 TELEPHONE  
423-751-2528

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 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.

DATE  
Jan 20, 1998

SIGNATURE OF AGENCY REPRESENTATIVE  
Georgia S. Greene

TITLE  
Assistant TVA Archivist

7 ITEM NO. 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

1 32 Tier I Procedures

Tier I Procedures are developed and maintained by F&HP Corporate Staffs and provide overall guidance to multiple locations, i.e., fossil plants, hydro plants, power service shop, central lab, etc. These procedures are related to plant operations and maintenance, safety, environmental, and administrative requirements. Tier 2 Procedures are those Tier I Procedures that may be appended by plant sites for detailed implementation at their specific location or procedures that are originated at a specific location or business unit.

A Electronic Document Management (EDM) Revisions

Until superseded or facility is sold or until TVA no longer exist. If facility is sold transfer to new owner.

B Paper copies

Destroy when no longer needed for administrative purposes.

See revision

10 ACTION TAKEN (NARA USE ONLY)
I 32 TIER I & II PROCEDURES

Tier I Procedures are developed and maintained by F&HP Corporate Staffs and provide overall guidance to multiple locations, i.e., fossil plants, hydro plants, power service shop, central lab, etc. These procedures are related to plant operations and maintenance, safety, environmental, and administrative requirements. Tier 2 Procedures are those Tier I Procedures that may be appended by plant sites for detailed implementation at their specific location or procedures that are originated at a specific location or business unit.

DISPOSITION

A Electronic Document Management (EDM) Revisions

Until facility is sold or until TVA no longer exist. If facility is sold transfer to new owner

B Paper copies

Destroy when entered into EDMS or no longer needed for administrative purposes which ever is longer