

REQUEST FOR RECORDS DISPOSITION AUTHORITY	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATOR (NIR) 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

LEAVE BLANK (NARA use only)	
JOB NUMBER N1-142-98-9	
DATE RECEIVED 2-20-98	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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

**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 X 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
2-17-98	<i>Georgia S. Greene</i>	<i>Assistant TVA Archivist</i>

7 ITEM NO	8 DESCRIPTION OF ITEM PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	Environmental Compliance Records  (see attached)  <i>Agency, NR</i>	<i>WITHDRAWN</i>	

## I ENVIRONMENTAL COMPLIANCE RECORDS

Environmental Compliance Records include various types of environmental related program records such as records on Employee Awareness Program, Hazardous material Program, Solid Waste Program, recycling, asbestos and programs on Air and Energy. It includes correspondence, various reports, audit findings, permits related to various environmental compliance programs. Below is a list of records identified with the Environmental and Safety Service group and the disposition of the records

### A ENVIRONMENTAL COMPLIANCE CORRESPONDENCE FILE

It includes records related to the management of environmental compliance programs. Records consist of correspondence, various policies applicable to specific program, environmental guidelines, meetings, documentation of administrative actions, information requests, benchmarking information, etc

Shown below is a list of current programs

Environmental goals, environmental program development, hazardous material program, solid waste disposal program, energy conservation and energy reduction in TVA owned buildings and in the transportation field, pesticide use, management of indoor air quality, asbestos, reducing ozone depleting chemicals in all equipment installed or proposed for purchase, silver recovery from photographic and micrographic film processing operations, spill prevention, lead detection and disposal, sustainable (design and construction of buildings that minimize the negative impact on the environment) architecture program, management of used ballasts, used oil management, recycling, storm water pollution prevention, and employee awareness and involvement, Resource Conservation and Recovery Act program (RCRA), emergency preparedness program that involves hazardous material spill. Files are arranged by program.

#### Disposition

Break file at end of 4 years. Keep for life of the agency.

### B REPORTS

It includes final reports resulting from the study or analysis of environmental programs and programs related activities performed by the Environmental and Safety Service Group. Examples include Underground Storage Tanks (UST) related annual reports from various locations, UST (Underground Storage Tanks) closure reports, UST (Underground Storage Tanks) corrective action plan reports, UST (Underground Storage Tanks) initial abatement reports, initial site characterization reports, cathodic protection system survey reports, cathodic protection system post installation reports, reportable environmental events, Tier II reports that involves Emergency Planning Community Right to Know Act, annual reports of Hazardous Waste, etc. These are arranged by program.

WITHDRAWN

I. ENVIRONMENTAL COMPLIANCE RECORDS (Continued)

DISPOSITION

Keep for life of the agency

C. PERMIT FILE

It includes records used in the issuance or denial of a permit issued by EPA offices, or authorized state, county, city or Federal agencies for operating and maintaining equipment, environment, etc. Examples are garages, heating units, storm water, underground storage tanks, aboveground storage tanks. It consists of the notification form, permit applications, supporting documentation, and other related records

DISPOSITION

Break file at permit renewal or termination, revocation or expiration  
Keep for life of the agency

D. ENVIRONMENTAL COMPLIANCE AUDIT FINDINGS

It include audits conducted at various TVA facilities and audits of the Agency's various environmental programs that have been installed to minimize TVA environmental risks and liabilities as well as to determine compliance status with Federal, state, and local environmental laws, regulations, or permits. Environmental Management (EM) is responsible for initiating the process and EM auditors along with Administrative Services and Facilities Services environmental coordinators perform audits through interviews, observation of operation, and records review. Different audits are conducted at different times such as yearly, monthly, or quarterly. The audit report includes summary, nonconformance, observations, corrective action plan, and closure of nonconformance

DISPOSITION

Break file after final resolution of audit findings. Keep for life of the agency.

*W/ADR*

I ENVIRONMENTAL COMPLIANCE RECORDS (Continued)

Major Environmental Laws affecting the retention of the records.

- 1 Clean Air Acts of 1970, 1977, and the 1990
- 2 Clean Water Act of 1977
- 3 FIFRA - Federal Insecticide, Fungicide, and Rodenticide Act of 1947
- 4 NEPA - National Environmental Policy Act of 1969
- 5 RCRA - Resource Conservation and Recovery Act of 1976
- 6 HMTA - Hazardous Materials Transportation Act of 1975
- 7 TSCA - Toxic Substances Control Act of 1976

WITHDRAWN