REQUEST FOR RECORDS DISPOSITION AUTHORITY

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

FROM (Agency or establishment):
TENNESSEE VALLEY AUTHORITY

MAJOR SUBDIVISION:
TVA POLICE

MINOR SUBDIVISION:

NAME OF PERSON WITH WHOM TO CONFER:
Kal Chatterjee

TELEPHONE:
423-632-3622

DATE RECEIVED:
1-4-99

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request, including amendments, is approved except for items that may be marked “disposition not approved” or “withdrawn” in column 10.

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

SIGNATURE OF AGENCY REPRESENTATIVE:

TITe:
Manager, Records Mgmt.

DATE:
8/26/98

DESCRIPTION OF ITEM PROPOSED DISPOSITION:

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(Please see attached for description)

STANDARD FORM 115 (REV 3-91)
PREVIOUS EDITION NOT USABLE

Agency: NRC, NR
EMERGENCY MANAGEMENT

TVA Police Emergency Management coordinates the agency program for emergency management, including developing policy for various agency emergency management activities, except for TVA Nuclear radiological response, dam safety and environmental responses, preparing for and responding to agency-wide disasters, providing guidance and assistance to individual organizations, and coordinating TVA emergency response with other federal, state and local agencies as needed. TVA is a Category II agency as established by federal Preparedness Circular 60. This series of records is covered by the Privacy Act Systems of Records, TVA 37, U.S. TVA Police Records

A Emergency Management Administrative Correspondence Files relating to administration and operations of the emergency management program

DISPOSITION

Break file at the end of calendar year—Destroy 2 years after file break—
Destroy when 2 years old

(TVA Schedule, Part A, Item 16)
(GRS 18, Item 8)

B Emergency Management Planning Case Files including accumulation of the preparation and issuance of plans and directives, consisting of a copy of each plan or directive issues, with related background documents, including agency Emergency Notification List

Location TVAP Central Files in Knoxville

DISPOSITION

Break file at the end of the year in which a new plan or directive is issued
Destroy 3 years after cutoff

1 One copy of each plan and directive

PERMANENT Transfer to NARA when 15 years old in 10 year blocks

(NC1-142-84-8, Item 1A)

2 Case file copies of plans and directive, and background information

Destroy 3 years after issuance of a new plan or directive

(GRS 18, Item 27)
C Emergency Management Operations Files including the following

1 Test files accumulating from tests conducted under TVAP emergency plans, such as instruction to members participating in test, staffing assignments, messages, test of communications and facilities, and reports

DISPOSITION

Break file at the end of fiscal year—Destroy 3 years after cutoff

Destroy when 3 years old

(GRS 18, Item 28)

2 Emergency Management Consolidated or Comprehensive Reports of Operations reflecting TVA-wide results of tests conducted under emergency plans—

Location—TVAP Central Files in Knoxville

DISPOSITION

PERMANENT—Break file at the end of fiscal year in which report is completed—Transfer to National Archives 10 years after cutoff

WITHDRAWN
EMERGENCY MANAGEMENT

DISPOSITION (Continued)

3 Agency Line of Succession from which TVA will ensure continuity of operations in the event that key TVA officials are incapacitated for the performance of their official duties in an emergency

Destroy when superseded or obsolete
PERMANENT Transfer to NARA when 15 years old in 10 years block
(GRS-16, Item 1 a)
(NC1-142-84-8, Item 1A)

4 Policies including directives from the Board of Director on how TVA organizations conduct emergency management activities, and directives from the Director, and TVA Police on how TVA Police implements agency emergency management policy and internal emergency management activities, with related background documents

PERMANENT Break file at the end of calendar year in which report is completed. Transfer to National Archives 10 years after cutoff

PERMANENT Break file when policies are superseded. Transfer to NARA 10 years after file break

D MISSION ASSIGNMENT FILES

Files related to TVA participation in federal disaster response missions including Memoranda of Understanding with other federal agencies, contracts with TVA subcontractors for mission assignments, requests for assistance, mission assignments, cost estimates, subcontractor invoices, and TVA invoices and related supporting documentation to other federal agencies

DISPOSITION

Destroy 6 years after expiration of contract

Destroy in agency 6 years and 3 months after expiration of contract

(TVA Schedule, Part A, Item 1 1 A)

(GRS 3, Item 3)

(Previous NARA Job No NC1-142-84-8, Item 1)
Each TVAP district has an assigned armorer who completes inspections on firearms. The following forms are used:

1. Form TVA 17303 TVAP Remington 870 Pump Action Shotgun Inspection
   Destroy 3 months after firearms retired
   Location: Training, Knoxville

2. Form TVA 17304 TVAP Sig Sauer 226/228 Inspection
   The weapons inventory is maintained. Access provides TVAP the ability to track each weapon by item number, description, serial number, and name and location of personnel.
   Destroy 3 months after firearms retired
   Location: Management Processes, Knoxville

FIREARMS INVENTORY

EXPLANATION: The item is related to the police information management system (PIMS). There will be changes in PIMS and TVA inventory systems. This item will be removed later.

ITEM WITHDRAWN

FORM TVA 17307 U.S. TVAP Firearms Inventory Transfer

LOCATION: Management Processes, Knoxville

DISPOSITION: Destroy when 2 years old

ITEM WITHDRAWN

FORM TVA 17308 U.S. TVAP Firearms Repair Replacement

LOCATION: Management Processes, Knoxville

DISPOSITION: Destroy when 6 years after weapon has been disposed of
4  COMMISSION CARD RECEIPT FORMS

Form signed by commissioned peace officer acknowledging receipt of card issued by State of Tennessee, Department of Safety. The card contains personal identifications such as picture of the law enforcement officer, social security number, height, weight, etc. The form contains acknowledgment of receiving the card.

Location: Training, Knoxville

DISPOSITION

Destroy 1 year after cancellation of commission.

5  GENERAL ORDER MANUALS

General Order Manuals describe approved standard operating policies and procedures for TVAP. This series is covered by the Privacy Act System of Records, TVA 37, U.S. TVA Police Records.

DISPOSITION

A  Sector and Individually Assigned copies

Destroy when superseded or obsolete

(TVA Schedule, Part A, Item I.46)

(Nonrecord)

B  Master Copy maintained in TVAP Central File

Destroy 10 years after superseded or obsolete

PERMANENT Transfer to NARA in 5 year blocks 10 years after superseded or obsolete

C  General Order Manual Transmittal / Acknowledge Receipt

Destroy when superseded or obsolete

(TVA Schedule, Part A, Item I.45)

(Nonrecord)
6 CITATION ALLOCATION RECORD

Form TVA 17281 Citation Allocation Record shows ticket numbers assigned, and signature acknowledging receipt of controlled State and Federal Citation Books

DISPOSITION

Destroy 2 years after the last citation is issued

7 CHECKPOINT AND INSPECTION CHECK

Form 17279 Checkpoint and Inspection Check records location of inspection check, officers assigned, and summary of enforcement activity, such as violations and defects. This series of records is covered by the Privacy Act System of Records, TVA - 37, U S TVA Police Records

Location Central File, Knoxville

DISPOSITION

Destroy when 3 years old

Destroy 3 years after final entry

(GRS 18, Item 14 a)
PROPERTY AND EVIDENCE CONTROL

All evidence and property recovered or turned into the TVA Police evidence custodians is properly labeled, packaged, handled, recorded, stored, and accounted for. This series of records is covered by the Privacy Act System of Records, TVA - 37, U.S. Police Records.

The following forms are used:

A  TVA 17359 - U.S. TVA Police Property/Evidence Storage Log
   Location  Evidence Storage Room
   DISPOSITION
   Destroy 2 years after case is closed and evidence destroyed

B  TVA 17360 - Property/Evidence Storage Area - Access Log
   Location  Evidence Storage Room
   DISPOSITION
   Destroy 2 years after final entry

   Destroy 2 years after final entry or 2 years after date of document, as appropriate

   (GRS 18, Item 17 b )
PROPERTY AND EVIDENCE CONTROL (Continued)

C  TVA 17368 - Property/Evidence Inspection/Inventory Log
   Location  TVAP central File
   DISPOSITION
   Destroy 3 years old

D  TVA 24546 - Property/Evidence Chain of Custody Report
   After the evidence is destroyed or handled, record copy is submitted with Uniform Inciden Report (UIR)
   Location  Evidence Storage Room
   DISPOSITION
   See disposition for the Law Enforcement Files, Item 1.36
   Destroy when 6 years old

METAL DETECTOR PERMIT

Form TVA 17369 Application for Metal Detecting Permit is completed by individuals who wish to obtain a permit/badge to metal detect on certain TVA fee-owned land This records series is covered by the Privacy Act system of Records, TVA - 37, U S TVA Police Records

DISPOSITION

Destroy when 2 years old
LAW ENFORCEMENT FILES

Files created by activities authorized under Section 4A(a) of the Tennessee Valley Authority Act of 1933 as amended by Violent Crime Control and Law Enforcement Act of 1994, by Authority 16 U.S.C. 831c (a) Confidentiality - Non-Public, Privacy Act System of Records, TVA-37 - Tennessee Valley Authority Police Records - Location Headquarters/District/Sector Offices

Law enforcement investigation case files documenting investigations and arrests concerning alleged violation of federal and state law. Consists of incident reports, reports of investigation, field investigative contacts, photos, photo logs, evidence log, and related correspondence. Forms - TVA Police, federal, and state (see listing below). This records series is covered by the Privacy Act System of Records, TVA-37-

TVA Police Forms

TVA 11667 Uniform Incident Report
TVA 11667A Uniform Incident Report Supplement
TVA 96 Vehicle Tow In Report/No Tow Request Liability Release Report
TVA 256 Report of Vehicle Accident, Theft or Fire
TVA 2444 Warning Citation
TVA 7946 Interview Statement
TVA 7946A Interview Statement (Continuation)
TVA 16060 Release From Liability
TVA 16070 Police Search Wavier
TVA 17261 Surveillance Log
TVA 17262 Alcohol/Drug Influence Report
TVA 17266 Miranda Warning/Waiver
TVA 17270 Photo Log
TVA 17270A Photo Log Attachment
TVA 17271 Preliminary Accident Incident Information
TVA 17273 Request for Accident Incident Report
TVA 17287 Property Evidence Photos, Etc (envelope)
TVA 17305 Consent to Record Conversation
TVA 17306 Consensual Monitoring Authorization Request
TVA 17356 U.S. District Court Violation Notice
TVA 24546 Property/Evidence Chain of Custody Report
TVA 30534 Notification of Violation - Archaeological Resources Protection Act
LAW ENFORCEMENT FILES (Continued)

State and Federal Forms
State of Tennessee Uniform Citation
North Carolina Uniform Citation
U.S. District Court — Violation Notice (DD-1895) (TVA-17356)
Commonwealth of Kentucky Uniform Citation

Location — Central File at TVAP Headquarters

DISPOSITION:

A  Paper records
    1  Record Copy of the following groups
       a  Capital Crimes
           Destroy 10 years after case is closed and appeal process is exhausted
       b  Felonies
           Destroy 7 years after case is closed
       c  Investigative
           Destroy 10 years after case is closed
       d  Juvenile
           Destroy when juvenile reaches age 26
       e  Misdemeanors
           Destroy when 6 years old
       f  Vehicles-Accidents
           Destroy 6 years after case is closed
       g  Warning-Citations
           Destroy when 1 year old
       h  All Other Reports
           Destroy when 6 years old
LAW ENFORCEMENT FILES (Continued)

DISPOSITION

2 Duplicate copies maintained at district/sector offices.
   Destroy when no longer needed
   (TVA Schedule, Part B, Item I-1)

B Police Information Management Systems include all records described under the
   paper records in A-1
1 The electronic data base
   Delete when no longer needed for administrative, legal, audit or other
   operational purposes
   (GRS-20, Item 1-a)

2 Copies of Input/Source Documentation that are used solely to create,
   update, or modify the records in an electronic medium and are not
   required for audit or legal purposes
   Destroy when no longer needed
   (GRS-20, Item 2-a)

(Previous NARA Job No. N1-142-91-0)

ITEM WITHDRAWN

EXPLANATION LAW ENFORCEMENT FILES INCLUDE POLICE INFORMATION
MANAGEMENT SYSTEM (PIMS) THE SYSTEM WILL BE UPGRADED IN A NEAR
FUTURE THE ITEM WILL BE RESUBMITTED AT A LATER TIME

ACTIVITY REPORT

The TVAP Monthly Activity Report summarizes activities of the TVAP. The report is
prepared and submitted to Chief Administrative Officer A summary of the report is
submitted to Board of Directors

Location Central File, Knoxville

DISPOSITION

Destroy when 10 years old
TVA POLICE ELECTRONIC RECORDS

E-mail, word processing, tracking and control systems and other office automation applications relating to the TVA Police operation

DISPOSITION

Delete when file copy is generated. Longer retention is authorized if needed for reference or updating purposes
EMERGENCY MANAGEMENT

TVA Police Emergency Management coordinates the agency program for emergency management, including developing policy for various agency emergency management activities, except for TVA Nuclear radiological response, dam safety and environmental responses, preparing for and responding to agency-wide disasters, providing guidance and assistance to individual organizations, and coordinating TVA emergency response with other federal, state and local agencies as needed. TVA is a Category II agency as established by federal Preparedness Circular 60. This series of records is covered by the Privacy Act Systems of Records, TVA 37, U.S. TVA Police Records.

A  Emergency Management Administrative Correspondence Files relating to administration and operations of the emergency management program

DISPOSITION

Break file at the end of calendar year. Destroy 2 years after file break

(TVA Schedule, Part A, Item 6)

B  Emergency Management Planning Case Files including accumulation of the preparation and issuance of plans and directives, consisting of a copy of each plan or directive issues, with related background documents, including agency Emergency Notification List.

Location  TVAP Central Files in Knoxville

DISPOSITION

Break file at the end of the year in which a new plan or directive is issued. Destroy 3 years after cutoff

C  Emergency Management Operations Files including the following

1.  Test files accumulating from tests conducted under TVAP emergency plans, such as instruction to members participating in test, staffing assignments, messages, test of communications and facilities, and reports

DISPOSITION

Break file at the end of fiscal year. Destroy 3 years after cutoff

2  Emergency Management Consolidated or Comprehensive Reports of Operations reflecting TVA-wide results of tests conducted under emergency plans

Location  TVAP Central Files in Knoxville

DISPOSITION

PERMANENT  Break file at the end of fiscal year in which report is completed. Transfer to National Archives 10 years after cutoff
1. TVAPEOPLE
PART A - RECORDS SERIES

11 EMERGENCY MANAGEMENT

DISPOSITION (Continued)

3 Agency Line of Succession from which TVA will ensure continuity of operations in the event that key TVA officials are incapacitated for the performance of their official duties in an emergency

Destroy when superseded or obsolete

(GRS 16, Item 1 a)

4 Policies including directives from the Board of Director on how TVA organizations conduct emergency management activities, and directives from the Director, and TVA Police on how TVA Police implements agency emergency management policy and internal emergency management activities, with related background documents

PERMANENT Break file at the end of calendar year in which report is completed Transfer to National Archives 10 years after cutoff

D MISSION ASSIGNMENT FILES

Files related to TVA participation in federal disaster response missions including Memoranda of Understanding with other federal agencies, contracts with TVA subcontractors for mission assignments, requests for assistance, mission assignments, cost estimates, subcontractor invoices, and TVA invoices and related supporting documentation to other federal agencies

DISPOSITION

Destroy 6 years after expiration of contract

(TVA Schedule, Part A, Item I 1 A)

(Previous NARA Job No NC1-142-84-8, Item 1)

(PENDING NARA APPROVAL)
FIREARMS INSPECTION RECORDS

Each TVAP district has an assigned armorer who completes inspections on firearms. The following forms are used:

1. Form TVA 17303 TVAP Remington 870 Pump Action Shotgun Inspection Record
2. Form TVA 17304 TVAP Sig Sauer 226/228 Inspection Record

Location: Training, Knoxville

DISPOSITION

Destroy 3 months after firearms retired

(PENDING NARA APPROVAL)

FIREARMS INVENTORY

The Weapons Inventory on Microsoft Access provides TVAP the ability to track each weapon by item number, description, serial number, and name and location of person to whom the weapon is assigned.

Location: Management Processes, Knoxville
FIREARMS INVENTORY (Continued)

DISPOSITION

A Data Base
Destroy information in data base 5 years after weapon has been disposed of or

B Input Data
form TVA 17307 - U S TVAP Firearms Inventory/Transfer
form TVA 17308 - U S TVAP Firearms Repair/Replacement

Destroy when 2 years old

(PENDING NARA APPROVAL)

COMMISSION CARD RECEIPT FORMS

Form signed by commissioned peace officer acknowledging receipt of card issued by State of Tennessee, Department of Safety. The card contains personal identifications such as picture of the law enforcement officer, social security number, height, weight, etc. The form contains acknowledgment of receiving the card.

Location Training, Knoxville

DISPOSITION
Destroy 1 year after cancellation of commission

(PENDING NARA APPROVAL)
15 GENERAL ORDER MANUALS

General Order Manuals describe approved standard operating policies and procedures for TVAP. This series is covered by the Privacy Act System of Records, TVA 37, U.S. TVA Police Records.

DISPOSITION

A  Sector and Individually Assigned copies
   Destroy when superseded or obsolete
   (TVA Schedule, Part A, Item 15)

B  Master Copy maintained in TVAP Central File
   Destroy 10 years after superseded or obsolete

C  General Order Manual Transmittal / Acknowledge Receipt
   Destroy when superseded or obsolete
   (TVA Schedule, Part A, Item 15)

(PENDING NARA APPROVAL)

16 CITATION ALLOCATION RECORD

Form TVA 17281 Citation Allocation Record shows ticket numbers assigned, and signature acknowledging receipt of controlled State and Federal Citation Books.

DISPOSITION

Destroy 2 years after the last citation is issued

(PENDING NARA APPROVAL)
CHECKPOINT AND INSPECTION CHECK

Form 17278 Checkpoint and Inspection Check records location of inspection check, officers assigned, and summary of enforcement activity, such as violations and defects. This series of records is covered by the Privacy Act System of Records, TVA - 37, U.S. TVA Police Records.

Location: Central File, Knoxville

DISPOSITION

Destroy when 3 years old.

(PENDING NARA APPROVAL)
PROPERTY AND EVIDENCE CONTROL

All evidence and property recovered or turned into the TVA Police evidence custodians is properly labeled, packaged, handled, recorded, stored, and accounted for. This series of records is covered by the Privacy Act System of Records, TVA - 37, U.S. Police Records. The following forms are used:

A TVA 17359 - U.S. TVA Police Property/Evidence Storage Log
   Location Evidence Storage Room
   DISPOSITION
   Destroy 2 years after case is closed and evidence destroyed

B TVA 17360 - Property/Evidence Storage Area - Access Log
   Location Evidence Storage Room
   DISPOSITION
   Destroy 2 years after final entry

C TVA 17368 - Property/Evidence Inspection/Inventory Log
   Location TVAP Central File
   DISPOSITION
   Destroy 3 years old

D TVA 24546 - Property/Evidence Chain of Custody Report
   After the evidence is destroyed or handled, record copy is submitted with Uniform Incident Report (UIR)
   Location Evidence Storage Room
   DISPOSITION
   See disposition for the Law Enforcement Files, Item I 36

(PENDING NARA APPROVAL)
METAL DETECTOR PERMITS

Form TVA 17369 Application for Metal Detecting Permit is completed by individuals who wish to obtain a permit/badge to metal detect on certain TVA fee-owned land. This records series is covered by the Privacy Act system of Records, TVA - 37, U.S. TVA Police Records.

DISPOSITION:
Destroy when 2 years old

(PENDING NARA APPROVAL)

LAW ENFORCEMENT FILES

Files created by activities authorized under Section 4A(a) of the Tennessee Valley Authority Act of 1933 as amended by Violent Crime Control and Law Enforcement Act of 1994, by Authority 16 U.S. C 831c-3(a) Confidentiality Non-Public, Privacy Act System of Records, TVA-37—Tennessee Valley Authority Police Records Location Headquarters/District/Sector Offices

Law enforcement investigation case files documenting investigations and arrests concerning alleged violation of federal and state law. Consists of incident reports, reports of investigation, field investigative contacts, photos, photo logs, evidence log, and related correspondence. Forms TVA Police, federal, and state (see listing below). This records series is covered by the Privacy Act System of Records, TVA-37.

TVA Police Forms

TVA 11667 Uniform Incident Report
TVA 11667A Uniform Incident Report Supplement
TVA 96 Vehicle Tow-In Report/No - Tow Request Liability Release Report
TVA 255 Report of Vehicle Accident, Theft or Fire
TVA 2444 Warning Citation
TVA 7946 Interview Statement
TVA 7946A Interview Statement (Continuation)
TVA 16069 Release From Liability
TVA 16070 Police Search Wavier
TVA 17261 Surveillance Log
TVA 17262 Alcohol/Drug Influence Report
TVA 17266 Miranda Warning/Waiver
TVA 17270 Photo Log
TVA 17270A Photo Log Attachment
TVA 17271 Preliminary Accident/Incident Information
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TVA 17356 U.S. District Court Violation Notice
TVA 24546 Property/Evidence Chain of Custody Report
TVA 30534 Notification of Violation - Archaeological Resources Protection Act
LAW ENFORCEMENT FILES (Continued)

State and Federal Forms

State of Tennessee Uniform Citation
North Carolina Uniform Citation
U S District Court - Violation Notice (DD 1805) (TVA 17356)
Commonwealth of Kentucky Uniform Citation

Location Central File at TVAP Headquarters

DISPOSITION

A

1 Paper records

1 Record Copy of the following groups

a Capital Crimes

Destroy 10 years after case is closed and appeal process is exhausted

b Felonies

Destroy 7 years after case is closed

c Investigative

Destroy 10 years after case is closed

d Juvenile

Destroy when juvenile reaches age 25

e Misdemeanors

Destroy when 6 years old

f Vehicles Accidents

Destroy 6 years after case is closed

Warning Citations

Destroy when 1 year old

h All Other Reports

Destroy when 6 years old

(Previous NARA Job No N1-142-91-9)
LAW ENFORCEMENT FILES (Continued)

DISPOSITION

2. Duplicate copies maintained at district/sector offices

Destroy when no longer needed

(TVA Schedule, Part B, item I 1)

B Police Information Management Systems include all records described under the paper records in Item I 35 A 1

1 The electronic data base

Delete when no longer needed for administrative, legal, audit or other

(GRS 20, Item 1 a)

2 Copies of Input/Source Documentation that are used solely to create, update, or modify the records in an electronic medium and are not required for audit or legal purposes

Destroy when no longer needed

(GRS 20, Item 2 a)

(PENDING NARA APPROVAL)

ACTIVITY REPORTS

The TVAP Monthly Activity Report summarizes activities of the TVAP. The report is prepared and submitted to Chief Administrative Officer. A summary of the report is submitted to Board of Directors

Location Central File, Knoxville

DISPOSITION

Destroy when 10 years old

(PENDING NARA APPROVAL)
12. **TVA POLICE ELECTRONIC RECORDS**

E-mail, word processing, tracking and control systems and other office automation applications relating to the TVA Police operation.

**DISPOSITION**

Delete when file copy is generated. Longer retention is authorized if needed for reference or updating purposes.