

**REQUEST AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

LEAVE BLANK	
DATE RECEIVED <b>MAY 13 1975</b>	JOB NO. <b>NC - 142-75-5</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date <b>7-1-75</b>	Archivist of the United States <i>James B. Rhoads</i>

**TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
Tennessee Valley Authority

2. MAJOR SUBDIVISION  
Power System Operations

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
Ronald E. Brewer

5. TEL. EXT. 615  
755-3116

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

5/9/75 Ronald E. Brewer Assistant TVA Archivist  
(Date) (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Form TVA 6658, Energy Interchange, is a complete record of hourly system operations with interconnected power companies. The actual energy transactions with power companies are recorded on this form to permit analyses tieline loading and power flow for scheduling purposes (the basic load is computed from the net system load shown on the form); for bank protection; and for pricing the interconnected sales of power on an hourly and daily basis for billing purposes.</p> <p>These forms were first scheduled in 1965 within TVA on a "Disposal not authorized" basis. Actual experience has shown that the following retention period will satisfy all administrative needs within TVA:</p> <p style="margin-left: 40px;"><i>Destroy when</i> Record copy - 7 years old. <i>JBR 6-27-75</i></p> <p style="margin-left: 40px;"><i>Destroy when</i> Reference copy/duplicate - 1 month old.</p>	X	
2.	<p>Form TVA 6729, Energy Distribution, is prepared in the Operation Analysis Section of the System Loading Branch. It is used to prepare reports for FPC (Federal Power Commission) and EEI (Edison Electric Institute). Actual experience has shown that this form is used as a working paper and is needed for a short period of time. Therefore, I suggest the following retention period:</p> <p style="margin-left: 40px;">All copies: Destroy <i>when 2 years old or when no longer needed, whichever is sooner.</i> <i>JBR 6-27-75</i></p>	X	

*Copy to Agency + Georgia 7/17/75  
Samples destroyed 7/17/75*

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3.	<p>Form TVA 6854, Usable Energy in Storage, is prepared in the Daily Scheduling Section of the System Loading Branch. It is a computation of individual and total kW hours in storage, by days, of the Tennessee and Cumberland River reservoirs.</p> <p>The data posted to form TVA 6854 is acquired from form TVA 6591, Hourly Water Record and is not authorized for disposal. The total kW hours in storage are used to determine the mill/kWh value of total TVA hydro storage.</p> <p>Actual experience has shown that a seven year retention period for form TVA 6854 will satisfy all administrative requirements within TVA. The record copy of TVA 6854 is maintained in the Daily Scheduling Section. The following retention period will satisfy all TVA requirements:</p> <p>Record <sup>Destroy when</sup> copy <sub>1</sub> - 7 years old.</p> <p>Duplicate copies - Destroy <del>at option</del> <sup>when 2 years old</sup> or when no longer needed, whichever is sooner.</p>	X	