

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS** *2 items*

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED MAY 3 1976	JOB NO.
NC 1-142-76-13	
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 "with-drawn" in column 10.	
Date 5-26-76	<i>James B. Hood</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
Tennessee Valley Authority

2. MAJOR SUBDIVISION
Office of Power

3. MINOR SUBDIVISION
Division of Power Production

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

5. TEL. EXT. 615
755-3351

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

3/12/76
(Date)

Ronald E. Brewer
(Signature of Agency Representative)

Assistant TVA Archivist
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p style="text-align: center;"><u>OFFICE OF POWER</u> <u>DIVISION OF POWER PRODUCTION</u></p> <p><u>Periodic Inspection and Maintenance Reports of Hydro Plant Generating Units</u></p> <p>A complete examination of each hydro plant generating unit is made periodically by division employees to ascertain that each unit is in good operating condition. Findings are reported in detail by the power plant superintendent to the Chief, Hydro-Electric Generation Branch for review and approval. This narrative report describes the condition of each part of the unit examined, the routine maintenance work performed, special adjustments made in the operating parts, and the present condition of parts repaired during prior inspections.</p> <p>Attached to the report are copies of various tabulations obtained by special tests performed to determine operating efficiency or safety of the equipment.</p> <p>The original report is retained by the division file of Power Production for two years and then sent to TVA's Records Staging Area where it should be retained for 6 years after the plant is retired from the TVA system. The plant superintendent's copy of this report will be retained until the plant is retired from service.</p> <p><i>Copy to Agency & 4NC 5-28-7600</i></p>	X	

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
	<p>We recommend the following retention periods:</p> <p>Original report - Retain 6 years after plant is retired from service</p> <p>Plant Superintendent's copy - Retain until the plant is retired from service</p> <p><i>Please return sample.</i></p>		