**OFFICE OF POWER**

**DIVISION OF POWER PRODUCTION**

1. Periodic Inspection and Maintenance Reports of Hydro Plant Generating Units

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.

Attached to the report are copies of various tabulations obtained by special tests performed to determine operating efficiency or safety of the equipment.

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.

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**REMARKS**

Copy to Agency 4/MC 5/26/7690
We recommend the following retention periods:

Original report - Retain 6 years after plant is retired from service

Plant Superintendent's copy - Retain until the plant is retired from service

Please return sample.