

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Tennessee Valley Authority
2. MAJOR SUBDIVISION
Office of Engineering Design and Construction
3. MINOR SUBDIVISION

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

5. TEL EXT
615 755-3351

LEAVE BLANK	
JOB NO	20 JUNE 1977 NCI-142-77-8
DATE RECEIVED	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
10-26-77 Date	<i>James B. Rhoads</i> Archivist of the United States

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.

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 6-9-77	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ronald E. Brewer</i>	E. TITLE Assistant TVA Archivist
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p align="center"><u>RECORDS OF THE OFFICE OF ENGINEERING DESIGN AND CONSTRUCTION</u></p> <p>NOTE: Items 1 through 12 below relate to those portions of the records of the OEDC which are to be filmed under the MEDS system. Documents will be filmed in chronological order by date of receipt or creation by OEDC; only records created on or after September 1, 1976, will be filmed under this schedule. Any previous SF115's approved by NARS cover records prior to September 1, 1976. Also, there may be some approved SF115's for records not being input into the MEDS system. The film will be serviced by a computer index subsystem consisting of a master data base file. Microfilming will be done in accordance with FPMR 101-11.5. Previously approved schedules which cover some type of records described below relate only to those records created prior to 9/1/76, and therefore are NOT superseded by this schedule. RTB 6/22/77</p> <p>Duplicate copies of TVA, office, and division policy statements, directives, organizational charts; management planning and program documents including technical papers, speeches, and articles prepared by OEDC personnel; accounting records including audits, cost analysis and</p>	RTB 6/22/77	

to agency + 4NCN (HMA) 11/15/77 12 items
None to FRC's because no FRC involved

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
2	<p style="text-align: center;"><u>RECORDS OF THE OFFICE OF ENGINEERING DESIGN AND CONSTRUCTION</u> - continued</p> <p>reports, journal vouchers, field vouchers, voucher registers, invoices, suborders and related correspondence, accounts payable records, general overtime approval requests, etc.; travel and transportation records including mileage quotas, vehicle use and assignments, travel orders, requests and vouchers, correspondence on passports, etc.; budget records including working papers, financial statements, estimates, and reviews; personnel records not relating to individuals, such as records on manpower, overtime, retirement training, tuition reimbursement, fund drives Blood Banks, employee conduct, promotions and re-classifications, college recruitment, Equal Employment Opportunity, etc.; records relating to routine security matters such as: access to nuclear plants, thefts, building security, radiation film badges, visitor's badges, etc.; safety and health records such as: correspondence on employee compensation cases; Hazard Control Plan, data and bulletins; traumatic injuries; TVA safety program and reports; safety reports and correspondence to and from OSHA; bomb threats; public safety programs such as: water safety; fire protection, etc; building audits, inspections, emergency plans, safety instructions; eyewear and footwear; safety meetings, etc.; and general administrative records including Administrative Release Material; Board actions and agendas for Board Meetings; news releases, bulletins, and announcements; conference rooms, requests for office space, space alterations, office equipment, supplies, and furniture; requests for approval to attend internal TVA meetings and meetings outside TVA; minutes of staff meetings; union records including agreements, assignments, classifications, and jurisdictions; monthly progress items reports; legislation; etc. (Record copies of these documents are maintained in various non-OEDC offices of TVA.)</p> <p style="text-align: right;">background</p> <p><u>Research and development data, including/data, studies and evaluations, such as:</u> snow melting on roadway bridges, tests on disconnecting switches under laboratory ice conditions, flash temperature-- probability of flame in control cables and small</p>		

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	<p align="center"><u>RECORDS OF THE OFFICE OF ENGINEERING DESIGN AND CONSTRUCTION</u> - continued</p> <p>600-volt power cables, taller stacks, and programs to meet air pollution standards, 500-kv GIS-type switchyards, etc. (Record copies of finalized studies are maintained in the Engineering Reports File, permanent under Job Number NC-142-75-4.)</p>		
3	<p><u>Working papers</u> compiled by committees and task forces on technical and program areas, including correspondence, minutes, agenda, and final reports ^{on subjects} documenting the findings and results of studies made by committees, subcommittees, and task forces on technical and administrative program areas, such as: fire protection and prevention, site investigations committee, coal mining task force, committee on standardization of procurement specifications, OEDC quality assurance committee, environmental education advisory committee, etc. (Record copies of studies ^{and final reports} are maintained in the Engineering Reports File, permanent under Job Number NC-142-75-4.)</p>	RTB 6/22/77	
4	<p><u>Architectural-Engineering contracts and accompanying agreements, status reports, and invoices,</u> including copies of correspondence related to consultants' meetings, personal services contracts, and Architectural-Engineering. (A-E ^{duplicate} works contracts, including agreements, status reports, and invoices.) RTB 6/22/77</p>		
5	<p><u>Future site and generation capacity data,</u> including planning and site evaluations (advantages and disadvantages of each site under consideration) for future sites; general information on future sites; site investigations - soils and foundation rocks; core drill holes, data and logs; and geologic logs; preliminary plans, design, construction and cost factors between alternative generating plant sites based on the above information and prepares summaries for use in recommendations to the Office of Power on precise location of such facilities.</p>	RTB 6/22/77	

prepared.

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<u>RECORDS OF THE OFFICE OF ENGINEERING DESIGN AND CONSTRUCTION</u> - continued			
6	<p><u>Procurement document files</u>, including requisitions, price schedules, contracts, bid receipts, notices to bidders, inspection reports, reply memos, acceptance, addenda, receiving reports, indefinite quantity term contracts, shipping tickets, memoranda, vendor letters, and specifications. (Records ^{created} prior to September 1, 1976, ^{are} scheduled under Job No. NCI-142-76-10.)</p>		
7	<p><u>Inspection and testing records</u>, including manufacturers' data sheets and equipment testing data; TVA inspection reports of manufacturing plant inspections; plant surveys considered quality assurance audit of manufacturing plants; results of tests on equipment; specifications; test reports and related correspondence; nuclear plant construction materials testing records, such as: original calculations, logs, test results, resistivity tests, etc.; laboratory day book sheets; laboratory data notebooks; concrete and soils laboratory test sheets and tabulations; concrete test specimen data; field mixed concrete test specimen data; screen analysis of concrete aggregate; soil investigations; rock testing information; and certifications on critical structures, features, systems, and equipment. (Records ^{created} prior to September 1, 1976, ^{are} scheduled under Job Numbers NCI-142-76-21 and NCI-142-77-6.)</p>		
8	<p><u>Concrete records</u>, including concrete schedules - 60, 90, 120 day forecasts and related correspondence (concrete pour schedules); concrete reports as documentary evidence of concrete integrity; analysis of concrete form distribution and function; analysis of concrete aggregates; concrete mix compressive test strength; reports of concrete operations; concrete research records; concrete specifications; concrete cylinder data sheets; and monthly concrete estimates. (Records ^{created} prior to September 1, 1976, ^{are} scheduled under Job Numbers NCI-142-76-20 and NCI-142-77-6.)</p>		

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	<p><u>RECORDS OF THE OFFICE OF ENGINEERING DESIGN AND CONSTRUCTION - continued</u></p>		
9	<p><u>Records relating to construction equipment</u>, including indexes and logs on major equipment; equipment data sheets; equipment lists; engineering and valuation data on rated and nonrated equipment; equipment inspection reports; records on heavy electrical equipment; equipment and instrument transfer records; equipment transfer releases; releases of permanent equipment for operation or transfer; and equipment records on all TVA construction equipment. (Records ^{created} prior to September 1, 1976, ^{are} scheduled under Job Number NCI-142-76-14.) RTB 6/22/77</p>		
10	<p><u>Engineering design records</u>, including cable schedules; design computations; design calculations and analysis; design criteria documents; structural steel and bridge design; general project design records including electrical design records, architectural design records, mechanical design records, and structural design records; and schedules, including projected workload, generating capacity needs, procurement, construction, etc. (Records ^{Design computation} created prior to September 1, 1976, ^{are} scheduled by Job Numbers NCI-142-76-4 NCI-142-76-15.) RTB 6/22/77 (Engineering drawings were scheduled March 8, 1961, Job Number II NN 3394, for microfilming when 5 years old and mounting on 35mm film in aperture cards. The aperture cards will be scheduled in the future.) (No engineering drawings are included in this schedule.) RTB 6/22/77</p>		
11	<p><u>Construction project records</u> not included in other record series ^{of this schedule}, such as: dredging reports, pre-operational tests, test results, checklist, punch lists; startup records; weld data sheets and reports; excavation records; pile driving records; reports of AEC inspection visits; force reports; environmental monitoring stations; reinforcing schedules; resident engineers' <u>diary</u> or field notebooks and index on major equipment installations; shift concrete report on amount of concrete poured on each shift; project integrity records; reactor vessel installation documentation; grouting documentation; stress relieving charts on steam generated equipment, turbogenerators, and principal piping; quality control</p>		

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12	<p style="text-align: center;"><u>RECORDS OF THE OFFICE OF ENGINEERING DESIGN AND CONSTRUCTION - continued</u></p> <p>reports of earthfill and rockfill replacement; field fabrications; fuel pool records; value tabulations; and records covering repairs and maintenance.</p> <p><u>General engineering design and construction records created in connection with planning and construction of specific projects, including project authorizations and supporting papers; suborders and related correspondence; field change requests; deviation requests; engineering change notices; design philosophy improvement requests (DPIR's); squad check forms; design change requests; cost and estimating studies; studies and analyses of projects; construction plant records, including operators' villages and construction camps, access roads and railroads; and relocation of existing structures such as: highways, railroads, bridges; including ^{duplicate copies of} contracts with counties, states, and municipalities.</u></p> <p>(Record copy of contract ^{is} maintained by Division of Finance) scheduled under Job Number NN 163-141 being reviewed for rescheduling.) RTB 6/22/77</p> <p>Recommended disposition instructions for Items 1 through 12:</p> <p>A. Paper copies--Destroy when acceptable microfilm copy is obtained.</p> <p>B. Microfilm--</p> <p>1. Record copy--Transfer monthly in 20-30 roll segments to National Underground Storage, Inc., Boyers, Pennsylvania. Destroy 50 years from date of filming. (Approximately 50% of the material to be filmed is quality assurance records which must be retained for the life of the facility, which is now expected to be 40 years. Ten additional years will cover the possibility of a longer life period.)</p>		

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	<p><u>RECORDS OF THE OFFICE OF ENGINEERING DESIGN AND CONSTRUCTION</u> - continued</p> <p>as non-record</p> <p>2. All other copies--Destroy/when no longer needed for reference.</p> <p>C. Computerized Index for Microfilm--Transfer each month with related rolls of microfilm to National Underground Storage, Inc. Destroy when related microfilm is destroyed.</p>		