

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NCI 142 78 1	
DATE RECEIVED	
22 DEC 1977	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
5-12-78 Date	<i>James P. Phelan</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
 Tennessee Valley Authority

2. MAJOR SUBDIVISION
 Division of Finance

3. MINOR SUBDIVISION
 Plant Accounting Branch

4. NAME OF PERSON WITH WHOM TO CONFER
 Warren H. Jaunsen

5. TEL. EXT.
 (FTS - 615)
 852-2141

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 4 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
12/8/77	<i>W. H. Jaunsen</i>	Supervisor, Office Management Services Staff

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><u>Plant Unit Records</u></p> <p>Selected data relative to TVA's fixed assets are typed on continuing form TVA 4130, Plant Unit Record, and its variations. These forms are filed in binders by project, i.e., nuclear plant, steam plant, hydro plant, transmission line, substation, etc. The binders are stored in fire resistant file cabinets.</p> <p>To minimize the possibility of destruction of this original data, a plan is being proposed whereby the complete record will be microfilmed in its entirety every five years. Interim changes and additions to pages will be xeroxed. A copy of the microfilm and the xerox pages will be sent to the Federal Records Center, East Point, Georgia, for security storage.</p> <p>The original copy is the historical record of all property acquired by TVA from its conception and property sold by TVA. In addition to the necessity of retention from the accounting standpoint, these records are a valuable source of mortality study data.</p> <p>We request that the following disposition instructions be approved:</p>		

115-707
sent to agency, NNR, 4NCN1 & 4NC - 5/10/78

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><i>Transfer to FRC upon filming, for security storage.</i></p> <p>A. Microfilm: Destroy when superseded, or no longer needed for administrative purposes.</p> <p>B. Xerox copies of updated pages: Destroy when file has been refilmed.</p> <p>C. Original paper records: <i>Destroy in agency when no longer needed for accounting, auditing, reference, research, or other administrative purposes.</i> Not authorized for transfer to Federal Records Center.</p> <p>Please note the following references:</p> <p>1. Code of Federal Regulation, Title 18, Chapter I, Federal Power Commission, Part 125 - Preservation of Records of Public Utilities and Licensees, Item 30 (b) and footnote (5). Life or mortality study data for depreciation purposes shall be retained for the life of the corporation.</p> <p>2. Bonneville Power Administration, Financial Management Records Disposition Schedule, Item 32, Plant Record Ledgers (a).</p> <p>The records will be microfilmed in accordance with FPMR 101-11.4 and FPMR 101-11.5.</p>		<p><i>Administrative</i></p> <p><i>RTB</i> <i>4/24/78</i></p> <p><i>(internal and GPO)</i></p>
2	<p><u>Office of Power Work-in-Progress Ledger Sheets</u></p> <p>Plant Accounting Branch prepares work-in-progress ledger sheets for each Office of Power work and job order. This file goes back to 1933 and contains 466 cubic feet.</p> <p>The Federal Power Commission regulations governing the preservation of records permits destruction of construction work-in-progress ledgers "10 years after clearance to the plant account, providing continuing plant inventory records are maintained; otherwise, six years after plant is retired" (item 31a).</p> <p>Requirements for both additions and retirement ledger sheets are satisfied since all plant changes are typed in the plant unit records. These records are scheduled in Item 1 of this request.</p> <p>Approval requested of the following disposition instructions:</p>		

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3	<p>Office of Power work-in-progress ledger sheets - Destroy^{in agency} 10 years after clearance to plant account.</p> <p><u>Tagged Equipment Unit Records</u></p> <p>Tagged equipment unit recordkeeping has been converted to a computer application thereby replacing a manual operation which involved typing unit record information on cards. Significant data contained in the card file was input into the computer and the resulting file will be output on COM microfiche at the end of each fiscal year. Information on the cards is therefore duplicated on the computer master tape and on the microfiche eliminating need for the McBee Keysort cards and for form TVA 8008, Tagged Equipment Unit Record. This file dates back to May 1936 and contains 350 linear feet.</p> <p>Federal Power Commission regulations permit destruction of these records six years after the equipment is retired providing the mortality data is retained. This is covered under item 1, Plant Unit Record.</p> <p>We request the following disposition instructions:</p> <p>A. <u>Retired Records</u></p> <ol style="list-style-type: none"> 1.) McBee Keysort cards involving equipment retired prior to 1970 - Destroy immediately upon approval of this request. 2.) McBee Keysort cards involving equipment in use - Destroy six years after equipment is retired. Destroy when computer output microfilm received. RTB 3/6/78 3.) Form TVA 8008, Tagged Equipment Unit Record - Destroy six years after equipment retired. Destroy when computer output microfilm received. RTB 3/6/78 4.) Computer printout reports ^{of retired equipment} FD PLT 50772-1 and FD PLT 50774-1 - Destroy when six years old. RTB 3/6/78 		

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	<p>B. <u>Active Records</u></p> <ol style="list-style-type: none"> 1.) McBee Keysort cards - Destroy when computer output microfilm received. 2.) Form TVA 8008, Tagged Equipment Unit Record - Destroy when computer output microfilm received. 3.) Computer Master Tape - Destroy after third generation cycle is complete. 4.) Microfiche - Destroy after second fiscal year. <small>(printout)</small> <p>The records will be microfilmed in accordance with FPMR 101-11.4 and FPMR 101-11.5.</p>		