

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI 142 78 3	
DATE RECEIVED 13 MAR 1978	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
7-21-78 Date	<i>James E. O'Neill</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

Office of Power

3. MINOR SUBDIVISION

various (see individual items)

4. NAME OF PERSON WITH WHOM TO CONFER

Ronald E. Brewer

5. TEL EXT.

854-3351

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 9 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
2-27-78	<i>Ronald E. Brewer</i>	Assistant TVA Archivist

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><u>Division of Power Systems Operations</u></p> <p>Storage Battery Reports - Storage battery reports at sub-stations are prepared when the battery is first installed and then at 3-month intervals thereafter. Copies prepared in the area offices of the reports are submitted to the Transmission Maintenance and Test Branch so that they can be kept informed of trouble. Therefore all copies of these reports, maintained by the area office and those kept by the Transmission and Test Branch office, are needed for reference for three years. This will comply with regulations administered by the Federal Power Commission.</p> <p><u>Division of Power Production</u></p> <p>Storage Battery Reports - Forms TVA 6451A-Weekly Storage Battery Pilot Cell Inspection - _____ Plant and TVA 6451B-Monthly Storage Battery Inspection Reports are completed and filed at hydro and fossil fired plants and are needed for reference and Federal Power Commission requirements for three years. Should any unusual readings be noted, the form 6451B is completed by employees in the Electrical Maintenance Group of the Power Plant Maintenance Branch and reviewed by engineers who take another reading using the same form for verification. These copies are then</p>	345-S-254	
		345-S-254	

25 items

to HNCN, HNC, + agency, 7/24/78 RIB.

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
1	<p><u>Storage Battery Reports</u> - (continued) filed for documentation to substantiate the warranty requirements of battery performance which is 20 years.</p> <p>Therefore we request that these records be scheduled for disposal in this manner:</p> <p><u>Storage Battery Reports:</u></p> <p>a. Division of Power Production ^{copy} (Power Plant Maintenance Branch, Electrical Maintenance Group) } Destroy upon expiration of warranty (20 years)</p> <p>b. All other copies (maintained by the Divisions of Power System Operations and Power Production) Destroy when 3 years old.</p>		
2	<p><u>Division of Power Production</u></p> <p><u>Clearance Sheet - Generating Plant</u> - Clearance sheet-Generating Plant records requirements for fossil fired and hydro plants ^{have changed} since the original disposal job was approved. However, the change takes place with nuclear fired plants because these records are considered to be nuclear Quality Assurance records and deviate from the 3-year retention for fossil and hydro plants to six years for nuclear. This 6-year retention period will satisfy those Q/A requirements established by ANSI N45.2.9.</p> <p>Therefore we request that this change be made in the original disposal request II-NNA-1467. The retention period should read:</p> <p>a. Hydro and fossil fired steam plants Destroy when 3 years old,</p> <p>b. Nuclear fired plants ^{Destroy when} 6 years old,</p>	II - NNA -	1467, Item 20
3	<p><u>Budget Records</u> - Budget records include various files accumulated in the Office of Power in the course of formulating its budget for submission to the TVA Budget Staff, Office</p>		

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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
3	<p><u>Budget Records</u> (continued) - of Management and Budget, and to the Congress; and in supporting the request for funds before all three bodies. After the funds have been made available, or expenditure of corporate funds authorized, Power's budgetary control over the funds are in its expenditure accounting records which <u>are not covered</u> by this authorization.</p> <p>Budget records are normally created at all organizational levels. They show proposals from all operating levels as well as the system-wide coordinating work done by formally organized budget offices. Therefore, the records consist of detailed work papers and budgetary statements developed by single operating units, the more significant budget statements and related papers representing consolidated submissions prepared at the division or equivalent level and forwarded to the Financial Planning & Budget Staff, Office of Power, and the records at the highest level pertaining to the budget submission for the entire Office of Power.</p> <p>The budget papers include summary statements of appropriations, corporate funds, and expenditures, statements of contract authorizations, and statements of income and receivables as well as narrative summary statements which highlight the principal features of the requests and immediately related supporting documents. The narrative usually presents the policies and the programs which the budgetary requests are to support. In addition to the summaries, the records include schedules of obligations and statements pertaining to each type of appropriation and fund under which Power operates. Also usually included, is additional supporting data pertaining to objects of expenditures, and figures based on the cost of various types of service operations, such as personnel and payrolling activities.</p> <p>The budget files will also show the revisions made at the direction of the OMB prior to submission to Congress as part of the total presidential budget. In addition it will include copies of testimony before Congressional appropriation committees and of various exhibits and other data submitted in support of the budget.</p>		

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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
3	<p>The following retention periods are recommended:</p> <p>a. Correspondence files of formally organized, division level or above, budget offices showing policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for Power programs. Papers relating to budgeting processes and to substantive policy decisions pertaining to expenditure aspects are to be retained as permanent program records. RTB 4/14/78</p> <p><i>Destroy when no longer needed for administrative purposes. Not authorized for transfer to Federal Records Centers.</i></p> <p>b. Record copy of budgets and budget estimates are prepared or consolidated by the Financial Planning & Budget Staff, Office of Power, comprising narrative statements, related schedules, and data. These are valuable for administrative and management purposes in budget functions for tracing budgetary development of programs and operations, and historically important in documenting the program of the Office of Power. Manager's Files serves as the official file for these reports within the Office of Power.. RTB 4/14/78</p> <p><i>Destroy when no longer needed for administrative purposes. Not authorized for transfer to Federal Records Centers.</i></p> <p>c. Budget estimates and correspondence files of budget offices not otherwise covered in 1 above (i.e., branch, district, and lower organizational levels). This minimum period should satisfy normal reference needs. <i>Destroy when 5 years old.</i></p> <p>d. Work papers, cost statements, and rough data accumulated in preparation of budget estimates. <i>Destroy when 5 years old.</i></p> <p>e. All extra copies of budget material filed in the same file, as determined by actual comparison. <i>Destroy at option, not to exceed 1 year.</i> RTB 4/14/78</p> <p>f. Processed, or other copies of budget material received from other divisions or organizations which are primarily informational and/or courtesy copies. <i>Destroy at option, not to exceed 1 year.</i> RTB 4/14/78</p>		

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3	<p>Any division or higher organizational level file may transfer budget material - correspondence files - to the records staging area as space requirements dictate. This would include only budget material representative of the organization forwarding the material to the records staging area. Manager's Files, Office of Power, will be responsible for retaining the record copy of budgets and budget estimates pertinent to the Office of Power. These may be forwarded to the records staging area as space requirements dictate.</p>		
4	<p style="text-align: center;"><u>Division of Power System Operations</u></p> <p><u>Meter Set and Change Orders</u> - Form TVA 6438 is a source document used to record information pertaining to the type of meter, capacity, readings, etc., necessary for contractual and statistical purposes. It reports installation, removal, repair, or change of meters, as well as replacement of any current or potential transformer which results in a change of the meter constant.</p> <p>The information on this record is transcribed in the area office from the worksheet prepared by the test engineers and is used in connection with revenue billing and for statistical purposes. Copies of the form TVA 6438 are distributed to the Power Accounting Office, System Loading Branch, Transmission Maintenance and Test Branch, Area Superintendent, and the Power Plant Superintendent (when applicable).</p> <p>The System Loading Branch will retain a copy of form TVA 6438 for the life of the meter. All other copies may be destroyed at the option of the receiving office after they have been superseded, not to exceed 1 year. Worksheet from TVA 6438A may be destroyed after data is transcribed to form TVA 6438.</p> <p>The preparation of form TVA 6438 on auxiliary equipment at generating plants has been discontinued. It is recommended that copies of this form prepared on auxiliary equipment be removed from various files of the division and destroyed. This is not to be construed to include the meter set and change orders written on generation or statistical meters at generating plants.</p>	<p>II-NNA-2910, Item 7c</p>	

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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
4	<p><u>Division of Power System Operations - Meter Set and Change Orders (continued)</u></p> <p>a. Meter set + change orders for Generation or Statistical meters at generating plants</p> <p>1) Worksheets-- Destroy when data is transcribed to form TVA 6438</p> <p>2) <u>System Loading Branch</u> - Retain for life of meter, then destroy</p> <p>3) <u>All other copies</u> - Destroy at option after being superseded, not to exceed one year.</p> <p>b. Form TVA 6438 on auxiliary equipment at generating plants -- Remove from files and destroy immediately.</p>		
5	<p><u>Division of Power Utilization</u></p> <p><u>Financial Reports of TVA Power Distributors</u> - These reports are prepared by TVA Power Distributors and reflect the results of operation and financial conditions of the distributors. They are required by the power contracts and assist the Division of Power Utilization in the development and administration of distributor power contracts. The reports provide information for economic and financial studies; comparative cost analyses; and rate reduction studies. They contain data on capital fund sources, contributions, tax and tax equivalent practices, number and salaries of employees, and board member identification and compensation.</p> <p>[The Division of Finance, Power Accounting Branch retains the record copies of the annual report ^{for an indefinite period} permanently and the monthly reports for 10 fiscal years. A long-term retention of the reports is warranted in the Division of Power Utilization because of the frequency of reference and maintenance of distributor relationships.]</p> <p>Power Manager's Files is the official file for the Division of Power Utilization. Monthly reports will be sent to Power Manager's Files from Power Accounting Branch. Annual reports will be retained one fiscal year in the Distributor Branch and then transferred to Power Manager's Files.</p> <p>Therefore we recommend the following retention periods:</p> <p>a. <u>Monthly Reports - Power Manager's Files (official file copy)</u></p> <p>1) September and December reports -- Destroy when 5 years old.</p> <p>2) All others -- Destroy when 2 years old.</p> <p>b. <u>Monthly reports - Power Accounting Branch</u> -- Transfer to Power</p>	<p>II-NNA-3151, Item 6</p>	

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5	<p><u>Division of Power Utilization - Financial Reports of TVA Power Distributors (continued)</u></p> <p>c. <u>Monthly Reports - District Manager</u> Destroy at option; retain not longer than 10 yrs.</p> <p>d. <u>Annual Reports - Distributor Branch</u> Retain 1 fiscal year and then transfer to Power Manager's Files</p> <p>e. <u>Power Manager's File Copy (Annual Reports)</u> Destroy after 10 fiscal years</p> <p>f. <u>District Manager's File Copy (Annual Reports)</u> Destroy at option</p>		
6	<p><u>Foreign Line Crossing Data</u> - Form TVA 6573 is used by TVA power distributors and other utilities to make application to TVA for permission to construct distribution lines, communication lines, and pipe lines under TVA's transmission lines. The tracing is usually prepared by the applicant and forwarded through the District Manager to the Division of Transmission Planning and Engineering. If approved, the tracing is reproduced and distributed as follows:</p> <p>Original tracing: Environmental and Design Services, Division of Transmission Planning and Engineering</p> <p>Prints: T. L. Design Section, Civil Engr. & Design Br., Division of TP&E; Land Branch, Division of Property and Services; Division of Power System Operations Area Offices</p> <p>Form TVA 6573 shows the plan and profile of the foreign line and the distance separating the TVA and foreign line conductors. The data is subsequently posted to TVA's plan and profile drawings.</p> <p>The foreign line crossing data will have useful reference value for the life of the lines involved. The following retention periods are recommended:</p>	II-NNA-3208, Item 11	

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6	<p style="text-align: center;"><u>Office of Power - Foreign Line Crossing Data</u> (continued)</p> <p>a. <u>Original Tracing</u> <u>Engineering Drawings Unit of Design Service Section</u> Milton F. Metcalf -623 CBB (original tracing) - Because of reference value, this data is valuable and used frequently. Destroy when no longer needed for administrative purposes. authorized for transfer to Federal Records Centers.</p> <p>b. <u>Prints</u> 1) <u>T. L. Design Section, Civil Engineering and Design</u> <u>Branch, Division of Transmission Planning and</u> <u>Engineering - Retain until superseded; or until</u> <u>line is retired, then destroy.</u></p> <p>2) <u>Division of Power System Operations Area Offices</u> Destroy at option, not to exceed 2 years.</p> <p>3) <u>All other prints - Retain until immediate reference</u> <u>needs have been served, then destroy.</u></p> <p>c. <u>Related Correspondence</u> ^{including routine transmittals} 1) <u>destroy with records described in "a" or "b" above, whichever</u> <u>is applicable</u></p> <p>2) <u>routine transmittals-- Destroy when no longer needed for reference.</u></p> <p>3) <u>Manager's Files</u> ^{correspondence} - <u>Manager's Files does not receive</u> <u>copies of drawings and form TVA 6573. Retain</u> Destroy when correspondence _{is} 2 years old.</p>		Not
7	<p style="text-align: center;"><u>Office of Power</u></p> <p><u>TVA-Alcoa System Power Studies - The weekly TVA-Alcoa</u> <u>System Power Study is prepared in the System Loading</u> <u>Branch and contains information for the previous week,</u> <u>current week and projected 2 weeks. Form TVA 6987 is</u> <u>used primarily by the Division Director, Power System</u> <u>Operations, and the Manager of Power for planning the</u> <u>economical operation of the power system. The Daily</u> <u>Scheduling Section will retain the record copy of form</u> <u>TVA 6987 for 2 years. All other copies distributed</u> <u>may be destroyed at the option of the receiving office,</u> <u>not to exceed 2 years.</u></p> <p>Therefore we request the following retention periods be established:</p>	NN-165-159, Item 10	

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7	<p><u>Office of Power - TVA-Alcoa System Power Studies</u> (Continued)</p> <p>a. Form TVA 6987 - Record Copy (kept in Director's Office) - to be kept for 2 years old, Destroy when</p> <p>b. Form TVA 6987 - Duplicate Copy (kept by the Daily Scheduling Section) - to be kept for 2 years old, Destroy when</p> <p>c. Form TVA 6987 - All other copies are to be destroyed at the option of the receiving office, not to exceed 2 years.</p>	<p>RTB 4/14/78</p>	