

RECORDED 70 MAY 28 1978

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NC 1 142 78 4
DATE RECEIVED	31 MAY 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date	withdrawn, 8/17/78
	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

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

Ronald E. Brewer

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 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
5/17/78	<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>OFFICE OF AGRICULTURAL AND CHEMICAL DEVELOPMENT--</u> <u>DIVISION OF CHEMICAL DEVELOPMENT</u></p> <p><u>Control Laboratory Analytical Records</u>--These records are generated by the laboratory which is a part of the Division of Chemical Operations. The record series is comprised of a monthly average report which is made up of air and aqueous waste worksheets, analytical worksheets and a samples register.</p> <p>The Samples Register is used to register, describe, and sequentially number laboratory samples as they are received for testing in the laboratory.</p> <p>The worksheets (analytical, air and aqueous waste) are used to record raw data regarding repetitive analysis. The raw data is reviewed and then summarized into a monthly report which is used for efficient plant operations and quality production control.</p> <p>In order to comply with the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 ET. SEQ; The Act) we are requesting that the air and aqueous waste worksheets be retained for 3 FY. Experience has shown that the other</p>	II-NNA-1738	withdrawn, 8/17/78

*8 items*

**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><u>OFFICE OF AGRICULTURAL AND CHEMICAL DEVELOPMENT--</u>  <u>DIVISION OF CHEMICAL DEVELOPMENT</u></p> <p><u>Control Laboratory Analytical Records - continued</u></p> <p>worksheets (general lab.) can be destroyed in 12 calendar months. This retention period will satisfy all of our administrative needs.</p> <p>The Samples Register is needed only for 12 calendar months because it is used primarily to locate samples related to the general laboratory worksheets and is of no further value once the worksheets are destroyed.</p> <p>The Monthly Average Report which contains the information compiled from the samples register and the analytical worksheets (air and aqueous waste and general laboratory) then becomes the master records as outlined in paragraph 3 and is needed for 5 FY.</p> <p>Summation of the various series components and suggested retention periods are:</p> <p style="padding-left: 40px;">Analytical Worksheets              Air &amp; Aqueous Waste - 3FY              Gen. Laboratory Worksheets - 12 Calendar Mos.</p> <p style="padding-left: 40px;">Samples Register - 12 Calendar Mos.</p> <p style="padding-left: 40px;">Monthly Average Report - 5 FY</p> <p><u>OFFICE OF ENGINEERING, DESIGN AND CONSTRUCTION</u></p>		
2	<p><u>General Administrative and Program Records--</u>These records record the development and growth of the largest engineering organization in the United States. They are arranged by various filing systems and span from 1932 to September 1, 1976, when the "MEDS" system was brought on-line. It is comprised of letters, memorandums, reports, speeches, directives, contracts, requisitions, draft working papers of sketches, graphs and charts, and any other records received or created by OEDC in the performance of its mission.</p>	<p>II-NN-3394              NC1-142-76-10              NC-1-142-76-4              NC1-142-76-21</p>	<p><i>withdrawn,              8/17/78</i></p>

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	<p><u>OFFICE OF ENGINEERING DESIGN AND CONSTRUCTION</u></p> <p><u>General Administrative and Program Records - continued</u></p> <p>The records will be categorized as follows:</p> <ul style="list-style-type: none"> <li>I. Construction Documentation               <ul style="list-style-type: none"> <li>a. By project</li> <li>b. By information type (keyword &amp; key number)</li> <li>c. Date</li> </ul> </li> <li>II. Design Documentation               <ul style="list-style-type: none"> <li>a. By project</li> <li>b. By information type (keywords &amp; key numbers)</li> <li>c. Date</li> </ul> </li> <li>III. General Design and Construction Documentation               <ul style="list-style-type: none"> <li>a. By information type (keyword &amp; key number)</li> <li>b. Date</li> </ul> </li> </ul> <p>**These records will be microfilmed in accordance with FPMR 101-11.5 on Microfilming.</p> <p>The following items are excluded from this request:</p> <ul style="list-style-type: none"> <li>1. Engineering drawings</li> <li>2. Employee personnel records</li> <li>3. Employee financial records</li> <li>4. Employee medical records</li> <li>5. Administratively confidential records</li> </ul> <p>Based on our experience, the following retention periods will satisfy our administrative needs:</p> <ul style="list-style-type: none"> <li>1. Paper copy - Destroy when microfilm copy is verified accurate.</li> <li>2. Record copy of 16mm microfilm - <u>Permanent</u>, offer to NARS, silver original stored in TVA Archival Storage</li> <li>3. 16mm cartridge reference copies - Life of plant</li> </ul>		

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	<p style="text-align: center;"><u>OFFICE OF ENGINEERING DESIGN AND CONSTRUCTION</u></p> <p><u>General Administrative and Program Records - continued</u></p> <p>4. Reference index - Offer to NARS in manual segments with the microfilm cartridges it indexes.</p> <p>5. Camera master will be kept for duplication if necessary.</p>		