

REQUEST FOR RECORDS DISPOSAL 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 Agricultural & Chemical Development

3. MINOR SUBDIVISION

Office of Power

4. NAME OF PERSON WITH WHOM TO CONFER

Ronald E. Brewer

5. TEL. EXT.

FTS
854-3351

LEAVE BLANK

JOB NO

NC 1 142 78 9

DATE RECEIVED

AUG 15 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

WITHDRAWN

Date

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 3 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
6/13/78	<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 align="center"><u>OFFICE OF AGRICULTURAL AND CHEMICAL DEVELOPMENT</u></p> <p>Research Notebooks--These records have been created by OACD scientists and technicians since January 1, 1934, and encompass 700 cubic feet of records. It contains data accumulated on a day-to-day basis that reflects when a theory, device, or process was first conceived, developed, or put into practice. Methods, procedures, observations, sketches, progress, and final results are also shown.</p> <p>These records have potential reference value for future scientific research; they establish TVA's patent and invention rights; and are of historical value to the Tennessee Valley Region in that they reflect TVA's research and development activities in the chemical and fertilizer development programs.</p> <p>Therefore, we are requesting that the original Research Notebooks be offered to the National Archives and Records Service or destroyed six months after the Chemical and Fertilizer Development Program is discontinued, if NARS does not want the notebooks. Duplicate copies can be destroyed upon the completion of the project to which it pertains.</p>		WITHDRAWN

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>OFFICE OF POWER</u></p> <p><u>Records Relating to Relocation of Transmission Facilities for State Highway Department or Other Parties--When it is feasible, the Office of Power will relocate its transmission facilities at the request of the State Highway Department or other parties after completion of an agreement which covers a description of the work to be performed, reimbursement for costs incurred, arrangements for additional right of way, and abandonment of easement rights, if required. The Division of Power System Operations and the Division of Power Utilization develop the relocation agreements.</u></p> <p>The Power Accounting Branch keeps a copy of relocation agreements and billing invoices 3 years after completion and payment of the project.</p> <p>The Plant Accounting Branch collects costs and transmits these costs to the Power Accounting Branch with a copy to the Division of Power Utilization. The Plant Accounting Branch retains their copy of the cost estimate as the record copy. Disposal of this copy is not authorized.</p> <p>The record copy of Activity Authorizations or Project Authorizations pertaining to relocation of transmission facilities is filed in the Cost and Budget Section, Division of Transmission Planning and Engineering and should be retained for the life of the agency.</p> <p>The original tracing or drawing showing the relocation is filed in the Engineering Drawing Unit Files, Division of Transmission Planning and Engineering and were scheduled originally on GRS No. 4, Item 7 in 1959 for 1 year after being superseded or 6 years after facility is retired.</p> <p>The original copy of the deed acquiring right of ways and the abandonment of easement rights is filed by the Land Branch, Division of Property and Services. Their copy is not authorized for disposal.</p> <p>Relocation agreements and related correspondence with the State Highway Department in Manager's Files will be destroyed 5 years from the date of billing costs or transmittal of invoice for the project. For</p>		<p>WITHDRAWN</p> <p>WITHDRAWN</p> <p>WITHDRAWN</p> <p>WITHDRAWN</p> <p>WITHDRAWN</p>

Four copies, including original, to be submitted to the National Archives

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2	<p style="text-align: center;"><u>OFFICE OF POWER (continued)</u></p> <p><u>Records Relating to Relocation of Transmission Facilities for State Highway Department or Other Parties</u></p> <p>relocation agreements and correspondence with parties other than the State Highway Departments, the Division of Power Utilization will review files on an annual basis to determine if there is a need for retention longer than 5 years from the date of billing costs or transmittal of invoice for the project.</p> <p>All other distributed copies of relocation agreements and related correspondence may be destroyed at the option of the receiving office not to exceed 5 years from the date of billing costs or transmittal of invoice for the project.</p> <p>Experience has shown that the retention requirements specified in the previous paragraphs will satisfy any administrative needs that may arise in TVA.</p>		Withdrawn