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

DATE RECEIVED: JAN 1979

1. FROM (AGENCY OR ESTABLISHMENT)
   Tennessee Valley Authority
   Office of Power

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

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

5. TEL. EXT. FTS 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 2 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 1/11/79
D. SIGNATURE OF AGENCY REPRESENTATIVE Ronald L. Brewer
E. TITLE Assistant TVA Archivist

7. ITEM NO.

8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)
   1. 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 rights 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.

   a. Relocation agreements and billing invoices (Power Accounting Branch)--Destroy in agency 3 years after completion and payment of project.

   b. Activity authorizations or project authorizations pertaining to relocation of transmission facilities

      1) Record copy (Cost and Budget Section, Division of Transmission Planning and Engineering)--
         Destroy in agency when no longer needed for administrative purposes.

      2) All other copies--Destroy when no longer needed for administrative purposes.

9. SAMPLE OR JOB NO.
10. ACTION TAKEN

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-114

115-107

to agency, July, 1979 4/25/79
<table>
<thead>
<tr>
<th>7. ITEM NO.</th>
<th>8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>9. SAMPLE OR JOB NO</th>
<th>10. ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>c. Relocation agreements and related correspondence with State Highway Departments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1) Manager's Files—Destroy 5 years from date of billing cost or transmittal of invoice.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2) All other offices—Destroy no more than 5 years from date of billing cost or transmittal of invoice.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Relocation agreements and related correspondence with parties other than State Highway Departments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1) Manager's Files—Destroy 5 years from date of billing cost or transmittal of invoice subject to approval of the Division of Power Utilization.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2) All other offices—Destroy no more than 5 years from date of billing cost or transmittal of invoice.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Original tracing or drawing (Engineering Drawing Unit, Division of Transmission Planning and Engineering)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1) If superceded—Destroy 1 year after superceded.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2) If not superceded—Destroy 6 years after retirement of facility.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Cost estimates</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1) Record copy (Plant Accounting Branch)—Destroy in agency when no longer needed for administrative purposes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2) All other copies (Power Accounting Branch and Division of Power Utilization)—Destroy when no longer needed for administrative purposes.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

\[\text{NOTE:} \text{ Original copy of the deed acquiring right of way and abandonment of easement rights is not scheduled by this job.}\]