

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

27 *9/24/82*

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

LEAVE BLANK	
JOB NO NCI-142-82-16	
DATE RECEIVED April 28, 1982	
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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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 7-13-82	Archivist of the United States <i>[Signature]</i>

1. FROM (AGENCY OR ESTABLISHMENT)
Tennessee Valley Authority

2. MAJOR SUBDIVISION
Office of Power

3. MINOR SUBDIVISION **Division of Energy, Conservation and Rates; Division of Energy Use and Distributor Relations**

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

5. TEL EXT
FTS 858-2520

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 4/22/82	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature: Ronald E. Brewer]</i>	E. TITLE Assistant TVA Archivist
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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
	<p>HOME INSULATION PROGRAM</p> <p>TVA's Home Insulation Program (HIP) was initiated in August 1977 and has been expanded several times since then. Conducted in cooperation with the distributors of TVA power, the program provides onsite inspections of residential dwellings and no-interest loans to finance weatherization measures.</p> <p><u>Program Features</u></p> <ul style="list-style-type: none"> o Energy Surveys and Recommendations <p>Regardless of the type of fuel used in heating or cooling a home, all residential consumers are eligible for the free home energy survey upon request. The onsite inspection is conducted by TVA-trained energy advisors to determine the insulation or weatherization levels of the attic, floor, ductwork, water heater, windows, doors, and other areas of the home. When the inspection is completed, the energy advisor recommends improvements where needed, their potential savings, and the estimated cost of these improvements.</p>		

115-107

to agency, 7/20/82
to 4NCR & NNS 7/21/82

Closed out: 7-22-82; com
Copies to NNS; 4NCR

no copy to FRC - no MDC sheet required

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

6 items

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	<p>The energy advisor also discusses certain conservation practices with the consumer, such as proper thermostat setting. The energy advisor informs the consumer of the availability of no-interest loans for weatherization measures and provides a list of local contractors who have agreed to meet TVA standards for the quality of the insulation materials and their correct installation. Tenants, landlords, and mobile home residents are also eligible for the free survey and recommendations.</p> <p>o No-Interest Loans for Weatherization Measures</p> <p>In electrically heated or cooled homes, the consumer may use the interest-free loan for material and labor costs for attic and floor insulation, storm windows, insulated doors, caulking, water heater insulation, and weatherstripping. The loan will cover the cost of the materials if the consumer wants to do the work himself rather than hire a contractor.</p> <p>Repayment is made in equal payments on the consumer's electric bill for a period of up to seven years.</p> <p>o Inspection</p> <p>When weatherization is completed, the energy advisor inspects the work to make sure it meets TVA's installation specifications. Weatherization work installed with no-interest financing must pass this inspection before payment is made to the contractor. Consumers not using program financing may request and receive an inspection at no cost.</p> <p><u>Resources</u></p> <p>o All distributors (160) of TVA power are participating in HIP. The cooperation of the power distributors is essential to the program's operation and success, since the distributors receive survey requests, frequently provide office workspace for the energy advisors, handle billing and loan payments, and often hire energy advisors to supplement the TVA field force.</p>		

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0	<p>To be listed as a participating contractors, a firm must agree to comply with TVA's standards for insulation materials and their installation. A contractor may be delisted for, among other things, repeated failure to meet TVA installation standards; failure to remedy damages to a consumer's property resulting from the installation of weatherization measures; or providing false information to TVA or a consumer.</p> <p>Information used to implement the Home Insulation Program is recorded on forms such as:</p> <p>TVA 6254 - Request for Home Energy Survey 6254A - Home Insulation Program, Home Energy Survey 6254B - Homeowner/Tenant Agreement to Participate in Home Insulation Program 6254C - Landlord Agreement to Participate in Home Insulation Program 6254D-1 - Home Insulation Program, Specifications and Work Completion Form 6254D-2 - Home Insulation Program, Specification and Work Completion Form - Floor Insulation 6254D-3 - Home Insulation Program, Specification and Work Completion Form - Storm Windows 6254D-4 - Home Insulation Program, Specification and Work Completion Form - Air Infiltration Reduction 6254D-5 - Home Insulation Program, Specification and Work Completion Form - Insulated Doors 6254E - Home Insulation Repayment Agreement</p> <p>Forms included in this authorization are filled out by energy advisor personnel in the seven district offices of EU&DR, with a copy going into their files. The original copy is mailed weekly to the Residential Section, Home Insulation Program Unit, EC&R, where it is prepared for filming. TVA 6254 and its variations are signed by the homeowners. IF a loan is defaulted, and original signature is required by the power distributor's legal staff. The microfilm copy is acceptable by the legal staff. After filming the records are key punched onto magnetic tape. All pertinent information pertaining to the loans on TVA 6254 and its variations are recorded on this tape. The magnetic tape is taken to the Computer Center and added to the Master Tape. A computer printout from this master tape is available upon request when the needs arises.</p>		

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1	<p>It order to maintain complete case files on each participant in the Home Insulation Program (when a participant has completed his participation in the program, his file needs to be retained in case he becomes a participant again at a future date), the following disposition is requested:</p> <p><u>DISPOSITION</u></p> <p>a. <u>Paper Copies</u>: Destroy in Agency when microfilm is verified.</p> <p>b. <u>Microfilm Copies</u>: Destroy in Agency 10 years after program is discontinued.</p> <p>c. <u>Magnetic Tapes (Updates)</u>: Erase and reuse after transfered to Master Tape.</p> <p>d. <u>Master Tape (History)</u>: Destroy in Agency 10 years after program is discontinued.</p> <p>e. <u>Computerized Index (Cumulative)</u>: Destroy in Agency 10 years after program is discontinued.</p> <p>f. <u>Computer Printouts</u>: Destroy in Agency when superseded.</p>		