

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NCI-142-84-7

DATE RECEIVED

1-10-84

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

Jan 23 1984 *Blank War*
Date 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

Property and Services

Divisions of: The Comptroller

3. MINOR SUBDIVISION

Land Branch and Central Accounting Branch

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 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

12-30-83

D. SIGNATURE OF AGENCY REPRESENTATIVE

Ronald E. Brewer

E. TITLE

Assistant TVA Archivist

7. ITEM NO.

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

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

Project/Tract and Land Voucher Files

This series consists of records documenting the acquisition, payment, and disposal of all real property necessary in the execution of the Tennessee Valley Authority program.

The Land Branch, Division of Property and Services, acquires land and landrights for TVA programs and projects, investigates and settles damage claims, sells surplus real property, keeps records of land transactions, certifies titles and rights, furnishes land-related information to TVA and other inquirers, and provides relocation assistance to those dislocated. It performs a discrete function not closely related to other services in TVA. Its staff of title attorneys ensures that TVA has the land rights for which it pays and that land policies and procedures provide the checks and balances to achieve this end.

3 items

*Copy to agency, by RTB, 1/24/84
no copy to 4KRA or FRC needed
no MDC sheet needed*

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF
2 of 3

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>The Central Accounting Branch, Division of the Comptroller, maintains all original contracts, original land purchase and sale documents, and original vouchers. The land vouchers are the authorization for the disbursement of TVA funds for the purchase of land and landrights and settlement of damage claims. The voucher, with its attached papers, evidences a complete financial transaction. The check for payment is issued by the Treasury Branch and the check number is recorded on form TVA 12, Transmittal of Land Check.</p> <p>Documentation included in this series consists of the following:</p> <ul style="list-style-type: none"> Maps and Descriptions of real property Title Documents Real Property Appraisals Contracts and Options Contact Reports Payment Records Land Vouchers Relocation assistance records of claims, and payments Records of damage investigations, claims, and payments Related correspondence and reports <p>This series is arranged in the following two ^{subseries} record groups:</p> <ul style="list-style-type: none"> o <u>Consolidated Project/Tract Files.</u> The Land Branch and Central Accounting Branch agreed to consolidate TVA tract and voucher records and to destroy duplicate copies of these records upon completion and acquisition or sale and final certification of title. These files are kept for purposes of financial accountability and reporting and to maintain the file of evidence of title and related documents, for both the Division of Comptroller and the Division of Property and Services. The project general records are filed alphabetically by project symbol as a case file and the numbered tract files are filed numerically following the project general file. 		

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 3 of 3
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	<p>o <u>Unconsolidated Project/Tract Files.</u> These files are specific projects, including transmission lines, substations, and projects which encompass various land tracts, and contain correspondence, appraisals, evidence of title, and related documents. There are no individual vouchers or financial transactions for consolidation with these files. They are filed alphabetically by project symbol and numbered tract files are filed in numerical order for each project.</p> <p>Records of land and land rights disposed of by TVA must be retained by TVA to identify TVA's real property holdings. These files provide legal descriptions of land and land rights disposed of by TVA, which must be carved from legal description of acquired real property to arrive at the legal description of the land and land rights now owned by TVA.</p> <p>This series has a total accumulation of approximately 3,000 cu. ft. since 1933. The files will be micro-fiched to provide a security copy of these records and also to reduce storage space required for maintaining the records. After the initial project of filming all currently completed project/tract files, the records will be filmed upon completion of the project and as required for records maintenance. These records will be microfilmed in accordance with 41 CFC 101-11.506.</p> <p>Because of the reference activity in these files and administrative needs, the following disposition will serve all agency needs.</p> <p><u>DISPOSITION</u></p> <p>A. <u>Paper Copy</u> - Destroy in agency when microfiche is verified.</p> <p>B. <u>Microfiche</u> -</p> <p>(1) Record Copy - Retain in agency for life of (Silver original and diazo) agency; when agency is dissolved, transfer to new custodian.</p> <p>(2) Duplicates - Destroy when no longer needed for reference.</p>		

GRS 3/2b,
GRS 3/ac,
GRS 4/7
(deviation)