

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-142-91-004

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 07/28/2022

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items remain active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 4 was superseded by N1-142-10-001 item 19d

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-142-91-4

DATE RECEIVED

11-9-90

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

1. FROM (Agency or establishment)

Tennessee Valley Authority

2. MAJOR SUBDIVISION

Power

3. MINOR SUBDIVISION

Business Operations

4. NAME OF PERSON WITH WHOM TO CONFER

WKM
Ronald E. Brewer

5. TELEPHONE EXT.

615-751-2520

DATE

4/10/92

ARCHIVIST OF THE UNITED STATES

[Signature]

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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: ☐ is attached; or ☒ is unnecessary.

B. DATE

10/31/90

C. SIGNATURE OF AGENCY REPRESENTATIVE

Ronald E. Brewer

D. TITLE

TVA Archivist

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

See attached new Comprehensive Records Schedule items for Power Business Operations.

9. GRS OR
SUPERSEDED
JOB
CITATION

10. ACTION
TAKEN
(NARS USE
ONLY)

All changes to this proposed schedule have been approved by:

[Signature]
NARA appraiser

6/2/92
date

[Signature]
Agency representative

5/27/92
date

Copies sent to NNA, 4NN, NNS, NNX 6/19/92

1. POWER FUNDED CONTRACTS CASE FILE

Power Business Operations, General Accounting retains all Power funded contracts and some related correspondence with notes, calculations, and backup judgements in a case file. These contracts are referenced frequently for billing purposes and by auditors during audits. The record copy of all Power contracts and agreements is in RIMS. All Power contracts and related correspondence on TVA Power Distributors from 1933 through 1978 (prior to RIMS) have been batch filmed and indexed into RIMS. The record copy of other contracts and agreements (prior to RIMS) is part of the Power Manager's Files and is scheduled as permanent under the Pre-ARMS CRS (Item I.1, NC1-142-85-12, Item A).

DISPOSITION

Destroy when no longer needed for administrative purposes, not to exceed 2 years after termination or supersession of contracts or agreements.

2. PRESENTATIONS FOR POWER PLANNING

Employees in Power Planning give annual in-house presentations for power planning. The subjects covered include Load Forecasting, Business Operation Plans, Multi-Year Plans, and any other special subjects requested by the TVA Board and/or the Senior Vice President of Power. The presentations are given at Board meetings, Management Committee meetings, and with potential suppliers and customers (such as Memphis Light, Gas, and Water Company).

The records include transparencies (including hard copies) and scripts. After review and final distribution throughout TVA, a record copy is submitted to RIMS.

DISPOSITION

- A. Hard copy and transparencies maintained by Power Planning in a project file

Destroy when no longer needed for reference, not to exceed 5 years after the program no longer exists.

- B. All other copies

Destroy when no longer needed for administrative use, not to exceed 2 years.

(N1-142-87-13, Item I.3(1))

3. ~~SLIDES AND PHOTOGRAPHS OF THE CONSTRUCTION OF THE ATMOSPHERIC FLUIDIZED BED COMBUSTION (AFBC) PLANT AT SHAWNEE FOSSIL PLANT~~

~~This series consists of approximately 100 word slides, 1,000 master and negative color and black and white slides, and 2,000 color and black and white photographs of the construction of the Atmospheric Fluidized Bed Combustion (AFBC) plant. The AFBC is a major step in the demonstration of fluidized bed combustion in a utility environment undertaken by TVA with the construction and startup of a 160mw demonstration plant at Shawnee Fossil Plant near Paducah, Kentucky. TVA built this pilot project in participation with Electric Power Research Institute, Combustion Engineering, Atmospheric Fluidized Bed Development Corporation, Commonwealth of Kentucky, and Duke University.~~

~~The slides and photographs were used to make presentations to a variety of sources, both civic and technical, regarding the AFBC. The inclusive dates of the slides are 1980 through 1989. The photographs cover the period from 1985 through 1989.~~

~~DISPOSITION~~

~~PERMANENT. Transfer to the National Archives in CY 2020.~~

4. RESEARCH AND DEVELOPMENT PROJECT WORK FILES AND MODELING DATA BASES

Research and Development employees work on power-related applied research and development projects such as the Solar Pond, Radiant Barriers, Power Quality, Electronics and Magnetic Interferences, Fiber Optics, 10mw Spray Dryer, Improved Electric Motors, etc. Once an engineer is assigned to work on a project, he begins accumulating project work files. The work files include copies of contract information, receipts for materials, design sketches, meeting notes, work plans, reference material, weekly status reports, timesheets, correspondence, and printouts from modeling data bases. Several computer applications are used in the modeling data bases, such as Harvard Graphics; Lotus 1, 2, 3; word processing; and special modeling software programs on the TVA mainframe. Any information derived from the data bases that becomes pertinent to a project is printed out and included with the hard copy project file. Major Power research and development projects are discussed in TVA Board meetings, and some have been featured in TVA Annual Reports. A few (less than 10) of the projects have resulted in patents being obtained by TVA.

The research and development records of the former Division of Energy Demonstrations and Technology and its predecessor organizations, covering the period 1970 through 1988, are included in this series. The inclusive dates of the records are 1970 and continuing. The approximate total accumulation is 1,000 cubic feet, and the approximate annual accumulation is 100 cubic feet. The approximate total accumulation of records proposed as permanent is 250 cubic feet, and the estimated annual accumulation is 25 cubic feet.

4. RESEARCH AND DEVELOPMENT PROJECT WORK FILES AND MODELING DATA BASES
(continued)

DISPOSITION

A. Projects which meet one or more of the conditions of significance outlined below, as applied by TVA:

1. Projects that appear on the agenda of the TVA Board, the result of which causes the Board to reevaluate a major TVA program (for example, a R&D project results in all nuclear or fossil plants being shut down for repair at a high cost to the agency).
2. Projects that are described in a featured issue in TVA's Annual Report.
3. Projects which produce research that results in a patent being issued.
4. Projects that document very significant basic research, i.e., if significant professional journal articles were published about the project, or if basic research was initiated by the Power R&D group rather than from a request from another Power or Nuclear Power organization. (NOTE: Basic research is different from applied research, and most Power R&D projects involve applied research.)

PERMANENT. Transfer the project workfiles (including photographs, computer reports, videos, and any other record media related to the project) to the National Archives when no longer needed for reference purposes, not to exceed 5 years after the close of the project. For electronic records, transfer to National Archives, Center for Electronic Records. If not accepted, dispose of when other elements of the file are transferred.

B. All other paper project work files

Destroy when no longer needed for reference, not to exceed 5 years after close of the project.

C. All computer data bases used for Power research and development modeling purposes

Delete information from the data base after no longer needed for administrative purposes.

4. RESEARCH AND DEVELOPMENT PROJECT WORK FILES AND MODELING DATA BASES
(continued)

DISPOSITION (continued)

~~D. Computer generated reports~~

1. Reports for projects meeting the definitions given above in item A

PERMANENT. Include a record copy of all significant reports in the paper project work file to be transferred to the National Archives.

2. Reports for projects not meeting the definitions given above in item A

~~Destroy when no longer needed for reference purposes.~~

5. VIDEO RECORDINGS USED FOR TRAINING IN POWER SUPPLY

This series consists of video recordings produced by TVA as well as purchased recordings from outside sources. These videos are used for personnel training, especially for load coordinators and dispatchers, and for information. TVA uses a video recorder to record sessions of internal training classes. These videos are then used as a training tool for new employees. Examples of inhouse videos are Load Coordinator Training #1, #2, #3; Coping with Shiftwork #1, #2, #3, #4, #5; Waterpower and TVA; and ESP Training I & II. Video programs acquired from outside sources include Load Following Limitations in the Steam Plant I and II; Supplemental Power Sales I and II; Unit Commitment and Economic Dispatch I, II, and III; and Weather Research Forecasting I, II, and III. There are approximately 10 TVA-produced tapes and 7 commercial tapes. Inclusive dates of the TVA-produced tapes are 1987 and continuing.

DISPOSITION

- A. ~~Programs acquired from outside sources for training~~

~~Destroy one year after completion of training program.~~

- B. Programs produced by TVA for training.

~~Destroy when no longer needed, not to exceed 5 years after PERMANENT. Transfer to the National Archives 5 years after training becomes obsolete or is discontinued, becoming obsolete.~~

- C. Extra copies

Destroy whe no longer needed for reference.