

RELAY INFORMATION AND SETTING SHEETS

Complete data about protective and voltage control devices installed on generating plant equipment are furnished by the Fossil Power Group's (FPG) Engineering Design Services, in a series of data sheets. Each type of data sheet is serially numbered so that the issuing of the current information supersedes entirely the information given on a specific sheet in the series. The purpose is to specify to field personnel the setting of relays and protective devices which function when abnormal conditions arise on TVA facility distribution systems.

Fossil plant relay setting sheets are distributed to plant managers, dispatchers, and engineering units. Record copies are submitted to the Electronic Document Management System (EDMS), the vault. Copies are filed in FPG's Engineering Design Services. The relay setting sheets are created, modified, and issued by Engineering Design Services, as necessary; however, FPG's Generating Group has the option of performing this function. TVA forms covered by this series include and are limited to the following:

TVA 17790 - FPG Relay Information and Setting - General
TVA 17790-1 - FPG Relay Information and Setting - Motor Relays

DISPOSITION

A. Record Copy

Retain for the life of the plant.

B. All other copies

Destroy when no longer required for reference.

RELAY INFORMATION AND SETTING SHEETS (Continued)

DISPOSITION (Continued)

- C. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also, includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes, copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.