

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-142-85-13

DATE RECEIVED

11/29/91

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

1. FROM *(Agency or establishment)*

TENNESSEE VALLEY AUTHORITY

2. MAJOR SUBDIVISION

OFFICE OF THE GENERAL COUNSEL

3. MINOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4. NAME OF PERSON WITH WHOM TO CONFER

Ronald E. Brewer

5. TELEPHONE EXT.

(615) 751-2520

DATE

12/10/91

ARCHIVIST OF THE UNITED STATES



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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
12/24/91	<i>Ronald E. Brewer</i>	TVA ARCHIVIST

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1	SEE ATTACHED ITEM FOR THE CENTRAL FILE OF THE OFFICE OF THE GENERAL COUNSEL	NC1-142-85-13	

Copies sent to agency, NNA, 4NN, NEF, NIA 12/31/91

1. CENTRAL FILE OF THE OFFICE OF THE GENERAL COUNSEL

The Office of the General Counsel's (OGC) central file contains program records (related to the mission and responsibility of the office) and administrative records (related to the operation of the office). The file consists of materials dated 1933 and continuing, which are classified to a decimal system. Prior to 1991, the file had accumulated continuously and very little disposition had been applied, even to the short-term administrative records.

In 1990-91, records in all permanent classification codes, except litigation, dated 1933 through 1981 were inventoried and boxed in numerical order by file classification code. The litigation records were inventoried and boxed for the period 1933 through 1961, and the records dated 1962 through 1981 will be inventoried and boxed before the segment is to be transferred to the National Archives in CY 2011. The OGC litigation records will be selected for permanent retention if the litigation affected current agency policy or forced new policy and/or the litigation affected TVA's mission. In the future, OGC will file break (group files) the permanent classification codes by 10-year periods to facilitate continuous transfer of records to the National Archives. Transfers are scheduled to take place 30 years after each file break.

The records dated 1933-81 in the permanent classification codes were reviewed by OGC attorneys to determine if any Freedom of Information Act (FOIA) restrictions should be recommended to the National Archives. FOIA restrictions identified by the attorneys will be noted on the transferring papers (SF 258) at the time of transfer to NARA. A list of any recommended FOIA restrictions will also be made part of NARA's dossier for job number N1-142-85-13.

The approximate volume of the entire central file as of 1990 was 6,750 cubic feet. This total includes 4,250 cubic feet in the Knoxville Records Center and 2,500 cubic feet in the OGC central file room. The estimated annual accumulation of the entire OGC file is 120 cubic feet of which 21 cubic feet consists of permanent records.

The approximate volume of permanent records dated 1933-81 is 1,000 cubic feet, including 300 cubic feet in the proper name file classification code 095, but excluding the permanent litigation records dated 1962-81. The proper name file consists mainly of cross index sheets which were used to identify documents prior to the computerized index system. The 095 cross index sheets are being evaluated for microfilming alphabetically on roll film prior to transfer to NARA in CY 2011. If they are microfilmed, the microfilming will be done in accordance with the standards set forth in 36 CFR Part 1230.

For retrieval purposes, a decimal classification system is used to organize all records. In addition, a controlled vocabulary is used to apply index terms to individual documents of research value. A computerized index, which replaced the cross index sheets, was installed in 1983 using INQUIRE software linked to the Chattanooga mainframe computer. All documents of research value, dated August 1983 and continuing, are routinely indexed and entered into the computerized index. In addition, selected pre-1983 documents of research value have been included. A document control number is assigned to each record entered into the computerized index.

1. CENTRAL FILE OF THE OFFICE OF THE GENERAL COUNSEL (continued)

DISPOSITION

A. Records identified by NARA in the OGC File Classification Manual as permanent (including cross reference sheets) NOTE: See Appendix A for a list of the permanent classification codes.

1. Paper records for all permanent classification codes

a. Segment dated 1933-81

PERMANENT. Break the files of the permanent class codes at 1981. Transfer the low reference records to the Federal Records Center and transfer the records requiring more frequent reference to the TVA Knoxville Records Center. Transfer all records in the 1933-81 segment to the FRC prior to CY 2011. Transfer records dated 1933 through 1981 to the National Archives 30 years from the file break (CY 2011).

b. 10-year segments dated 1982 and continuing

For permanent records dated 1982 and continuing, break the files every 10 years. Transfer in 10-year blocks, when reference activity permits, to either the FRC or TVA Knoxville Records Center. Transfer all records in each 10-year segment to the FRC no later than 25 years after the file break. Transfer in 10-year blocks to the National Archives when the newest records in the block are 30 years old (first transfer of records dated 1982-1991 will be in CY 2021).

B. Program records not selected as permanent (NOTE: See Appendix B for a list of nonpermanent program records.)

Destroy when no longer needed for reference purposes, not to exceed 1 year after TVA no longer exists.

C. Administrative Records (See Appendix C for list of the class codes of administrative records)

1. Long-Term (as determined internally by OGC)

Destroy when no longer needed for administrative purposes, not to exceed 10 years.

2. Short-Term (see Appendix D for a list of 2-year temporary records)

Destroy when 2 years old.

1. CENTRAL FILE OF THE OFFICE OF THE GENERAL COUNSEL (continued)

DISPOSITION (continued)

D. File Classification Manual

PERMANENT. Transfer a copy to NARA with related records.

E. New items added to OGC's File Classification Manual

Submit new file designations on form SF 115 to NARA every 5 years for disposal authority (the first additions to be submitted will be changes for the years 1988-92).

~~F. Computerized Index to hard copy files (1983 and continuing)~~

1. Index

Withdrawn

PERMANENT. Transfer from disk to magnetic tape the index of records entered in each calendar year. These magnetic tapes will not be software dependent and TVA will provide the National Archives with a copy of the record format. Transfer each annual accumulation to the National Archives annually at the close of each calendar year beginning at the close of CY 1991.

2. Computer Program Documentation

PERMANENT. Transfer to the National Archives with the first annual cumulation of index cited in F.1 (above).

2080D

APPENDIX A
LIST OF PERMANENT RECORDS

- 001.301 FALSE RUMORS, SPREADING OF RE TVA, ETC.
- 011.1 GENERAL LITIGATION (A-Z)
Lawsuits, trials, hearings (A-Z by Plaintiff)**
- 011.11 HEARINGS BEFORE COMMISSIONS OR LICENSING BOARDS (A-Z)
Lawsuits, trials, hearings (A-Z by Plaintiff)**
- 011.12 INTERSTATE COMMERCE COMMISSION (by no.)
Lawsuits, trials, hearings (A-Z by Plaintiff)**
- 011.2* CONDEMNATION (A-Z by Respondents)
- 015.11 FEDERAL LEGISLATION BY NAME OF ACT (A-Z)
015** Legislation
015.1** Federal
015.11** Specific legislation (A-Z by Act)
015.12** Federal legislation as whole group (A-Z)
- 015.21 STATE LEGISLATION (A-Z)
015.2** State
015.21** Specific legislation (A-Z)
015.21-1** Proposed legislation (A-Z)
015.21-3** House Bills (by no.)
015.21-4** House Joint Resolutions (by no.)
015.21-5** House Concurrent Resolutions (by no.)
015.21-6** Senate Bills (by no.)
015.21-7** Senate Joint Resolutions (by no.)
015.21-9** Senate Acts (A-Z)
015.21-10** State Acts (by no.)
- 032.05* HOUSE & SENATE BILLS (BY NO.)
032** Congress
032** The Legislative Branch
032.04** Proposed Legislation
- 032.1* PUBLIC LAWS--GENERAL
- 032.1* PUBLIC LAWS (BY CONGRESS AND NUMBER)
032.1** House of Representatives
032.2** Senate

321.01-5* SECRETARY OF THE CORPORATION
321-1.3** Secretary of Corporation and Assistant Secretary

321.02* OFFICE OF THE GENERAL MANAGER
321-2** General Manager's Office

321.02-1* STAFF MEETINGS WITH MANAGERIAL PERSONNEL
321-2** General Manager's Office

321.02-2* TECHNICAL LIBRARY

321.02-3* CITIZEN ADVOCATE

445.01 REPROCESSING OF NUCLEAR FUEL
463.9** Nuclear fuel-uranium

503 TRANSPORTATION OF DANGEROUS MATERIAL (GENERAL)
522.6** Explosives and ammunitions

503.1* TRANSPORTATION OF RADIOACTIVE WASTE

503.2* MOVEMENT OF NUCLEAR WASTE BY OVERWEIGHT VEHICLES
522.6** Transportation of nuclear material

604 RELOCATION ASSISTANCE TO LAND OWNERS

604.1* TVA POLICY ON RELOCATION ASSISTANCE
604.2** Policies of TVA on relocations

612 RECREATIONAL AREAS & GROUNDS (GENERAL)

617.1 FISH & WILDLIFE (A-Z)
618.12** Wildlife, game, and fish

617.2* FISH KILL (A-Z)

630* TVA RESERVATIONS & TOWNSITES (GENERAL)
680** Reservations

640 CEMETERIES

640.1* CEMETERIES (A-Z)
687** Cemeteries

- 675.1 BREEDER REACTOR PLANTS - GENERAL
- 675.11 BREEDER REACTOR PLANTS (A-Z)
 - 675.1** Breeder reactor plants - General
 - 675.10** Nuclear power plants (A-Z)
- 675.2 NUCLEAR POWER PLANTS - GENERAL
 - 675.10** Nuclear power plants (A-Z)
- 675.2-1 LICENSING
 - 675.10** Nuclear power plants (A-Z)
- 675.2-2 FUTURE PLANT SITING
 - 675.10** Nuclear power plants (A-Z)
- 675.2-3 SCREENING REVIEW BOARD
 - 675.10** Nuclear power plants (A-Z)
- 675.2-4 NUCLEAR PLANT INSURANCE
 - 004.2** Insurance
- 675.2-4.1 ORGANIZATION OF NUCLEAR INSURANCE CO.
 - 675.10** Nuclear power plants (A-Z)
- 675.2-5 SPECIAL NUCLEAR MATERIAL LICENSE
 - 675.10** Nuclear power plants (A-Z)
- 675.2-6 STANDARDIZED DESIGN FOR NUCLEAR PLANTS
 - 675.10** Nuclear power plants (A-Z)
- 675.2-7 NUCLEAR ENERGY SITE SURVEY & SECURITY AGENCY
- 675.2-8 NUCLEAR PLANT SAFETY
- 675.2-9 RADIOLOGICAL EMERGENCY PLAN (GENERAL)
- 675.2-9.1 RADIOLOGICAL EMERGENCY PLANS (A-Z)
- 675.2-10 HIGHLEVEL RADIOACTIVE WASTE
- 675.2-10.1 HIGH LEVEL WASTE ACTIONS (A-Z)
- 675.2-11 EARLY SITE REVIEW
- 675.2-12 HIGH-TEMPERATURE GAS-COOLED REACTOR (HTGR)

675.2-13 LOW LEVEL RADIOACTIVE WASTE

675.2-13.1 LOW LEVEL WASTE ACTIONS (A-Z)

675.2-14 PIUS NUCLEAR REACTOR

675.21 TVA NUCLEAR POWER PLANTS (A-Z)

 675.10** Nuclear power plants (A-Z)

679** MISC. PLANTS

 NOTE: This series was the forerunner of the 675 series.

687** CEMETERIES (part of 640 and 640.1 series)

720.7-1 HAZARDOUS WASTE MANAGEMENT

720.9 MALARIA CONTROL

 720.91** Malaria and insect control and operations

723 ENVIRONMENTAL CONSIDERATIONS

723.1* AIR POLLUTION (GENERAL)

723.1-1* ACID RAIN

723.1-2* INDOOR AIR POLLUTION

723.1-3 STACK HEIGHT REGULATIONS

723.2* ENVIRONMENTAL REPORTS

723.3* AIR POLLUTION CONTROL BOARDS (A-Z)

723.4* AIR POLLUTION BY PROJECTS OR PLANTS (A-Z)

723.5* OPEN BURNING (A-Z BY STATES)

820 WATER POLLUTION (GENERAL)

 800.224** Pollution of water

820.1 THERMAL POLLUTION (GENERAL)

 800.224** Pollution of water

820.2 OIL SPILLAGE & HAZARDOUS MATERIAL SECTION 311 (GENERAL)

 800.224** Pollution of water

820.3 TOXIC POLLUTANTS SECTION 307 (GENERAL)

 800.224** Pollution of water

901.09 STRIKES
 901.50 Strikes

901.09-1 COAL STRIKES

901.09-2 WORK STOPPAGES

901.09-3 STRIKES (A-Z)

910 PLANNING

911 ECONOMIC PLANNING

912 SOCIAL PLANNING

913 REGIONAL PLANNING

914 INDUSTRIAL PLANNING (GENERAL)

944 HISTORICAL CONSIDERATIONS

944.1** STUDIES, PAPERS, DATA

944.2** ANTIQUITIES, RELICS, CURIOS

944.3** SITES, STRUCTURES, LANDMARKS

944.6** ARCHEOLOGICAL RESEARCH (GENERAL)

944.6-1** ARCHEOLOGICAL RESEARCH (A-Z)

*Classification codes added after review of NARA's appraisal memorandum.
**Classification codes added as the result of changes to the narratives of the
OGC Classification manual.

APPENDIX B

LIST OF NONPERMANENT OGC PROGRAM RECORDS

1. Speeches by OGC personnel
2. Reports of meetings attended by OGC personnel
3. Resolutions and expression of goodwill, confidence
4. Litigation not meeting the criteria for permanent retention, including hearings, class complaints, condemnation, title bills, garnishments, and permits
5. Opinions, including TVA, Federal, and state opinions, not including the microfilm of the bound OGC opinions dated 1933-76
6. Courts, including court costs, fees, state commissions, legal instruments and papers, witnesses
7. City legislation, including ordinances, and county laws, as relates to TVA
8. Taxes, Federal, State, and various types of taxes, as relates to TVA programs and personnel
9. Taxes, power
10. Executive Branch, including comments and orders about TVA
11. Cabinet, including any departments reports and comments about TVA
12. Executive office of the President, including any reports and comments about TVA
13. Federal agencies reports and comments about TVA, including Federal bureaus, commissions, committees, councils, and offices
14. Maps, charts, tables, directly related to TVA activities
15. Inventions, patents, copyrights, and trademarks
16. Countries, States, and territories as related to TVA programs and activities
17. Finance and accounting procedures
18. Audits directly related to TVA including any audits about TVA
19. Appropriations as directly related to OGC
20. Reimbursements and transfers procedures
21. Funds, disbursements, as relate to TVA programs and OGC responsibilities including laws, regulations

APPENDIX B

22. Funds received, deposited, and on hand procedures
23. Accounts of funds, money, and special deposit Accounts procedures
24. Vouchers, procedures, as relating to OGC program
25. Property on hand transferred, as relates to OGC program
26. Accounting for land, as relates to OGC program
27. Accounting (other than fund and property accounting) as relates to OGC program
28. Accounting for power, transportation, rent and rentals, payrolls, employees, services, and interest during construction, as relates to OGC program and any procedures
29. Claims against TVA
30. Accounts receivable, as directly related to OGC program
31. Charges for use of TVA lands and property
32. Loans, stocks, bond issues, municipal script
33. TVA revenue bonds, bonds other than TVA
34. Loans to or by the United States Government, public financing
35. Personnel procedures and responsibilities, including employee complaints, appeals, oaths, status changes for OGC employees, leave regulations, training reports for OGC employees
36. Pay procedures and instructions, procedures for deductions
37. Travel procedures and instruction, including regulations
38. Education and training procedures and instructions, including any reports of training taken by OGC personnel
39. School and university programs directly related to OGC programs
40. Libraries and clubs directly related to OGC programs
41. Procedure and guidelines relating to publications, books, and periodicals
42. Discipline, moral, and conduct procedures
43. Pension, retirement, unemployment compensation guidelines, procedures, as related to OGC program, including individual retirement accounts

APPENDIX B

44. Merit incentive guidelines and procedures
45. Administrative releases directly related to OGC program
46. Board resolutions, agenda, policy and procedure, as related to OGC program
47. Communications, including mail, procedures and instructions
48. Correspondence preparation and procedures, instructions
49. Records procedures and guidelines
50. Forms procedures and guidelines
51. Office methods procedures and guidelines, including TVA Handbook
52. Reports by TVA, as related to OGC program
53. Inspections and investigations, including investigations of TVA
54. Boards, councils, commissions as related to OGC program
55. Procedures and guidelines for supplies, services, equipment, procurement, bids, office supplies office equipment, farming operations, animals, other material, machines, furniture, clothing, medical supplies, chemicals, fuel, guns, telecommunications, sanitary services, cleaning services, reproduction, printing, and reimbursable services.
56. Fuel contracts and provisions may be directly related to OGC program. Excludes records in permanent classification code 445.01.
57. Telecommunications equipment and services may be directly related to OGC program
58. Reimbursable services procedures, guidelines
59. Transportation procedures, guidelines, regulations, including traffic regulations, laws, violations, radioactive waste. Excludes records in classification codes 502.2 and 502.3 and records in permanent classification codes 503, 503.1, and 503.2.
60. Safety regulations, guidelines, studies, includes reports of accidents
61. Buildings and lands regulations, procedures

APPENDIX C

LIST OF LONG-TERM ADMINISTRATIVE RECORDS
File Material to be Coded for Temporary Retention Not to Exceed 10 Years

1. Conventions, fairs, expositions, meetings, including pageants, lays, minstrels, outings, picnics, reunions
2. War and peace, including national defense, Crusade for Freedom
3. Tourists, tourist travel, statistics
4. Publicity, advertising, including photographs, bulletins, speeches and articles by other than OGC personnel, newsletter, press releases, press clippings, index of TVA News, newspapers, magazines, and exhibits. Excludes records in permanent classification code 001.301.
5. Business enterprises, insurance, including informational material about insurance, retirement, and pension and welfare plans
6. Gratuity, charity, grants, including campaign drives
7. Criticism, complaints and protests against Government ownership
8. Suggestions
9. Informational material about Federal legislation, not directly related to TVA programs
10. Informational material about State legislation, representatives, and governors not directly related to TVA programs
11. Informational material about city legislation, city ordinances, and county laws, not directly related to TVA programs
12. Informational material about taxes, including income tax, withholding tax, state taxes, not directly related to TVA programs and personnel
13. Informational material about the Legislative Branch, such as laws, representatives, representatives comments, committees comments, not directly related to TVA programs and personnel
14. Informational material about the Executive Branch, not directly related to TVA programs and personnel
15. Informational material about the Cabinet and Cabinet Departments, not directly related to TVA programs and personnel
16. Informational material about the Executive office of the President and various agencies and councils, not directly related to TVA programs and personnel
17. Acquisition and ownership of real property, regulations, procedures, details involving acquiring
18. Disposition of real property, regulations, procedures, easements, provisions

APPENDIX C

19. Relocation of transmission lines, railways, highways, roads, bridges, recreational areas and grounds, natural resources, drilling, caves, tunnels, fish and wildlife, forestry, erosion housing, lease of government space, TVA reservations and townsites, cemeteries, land formation temporary buildings, fences, observation towers, riding courses, park buildings, memorial and monuments, structures for liquids or heat, plants and systems water plants and systems, sewerage systems, ventilating and refrigerating systems, heating systems, power plants, nonpower plants, and resource recovery procedures, regulations, guidelines, as affecting OGC program or functions. Excludes records in permanent classification codes 612, 617.1, 617.2, 630, 640, 640.1, and 675.1 through 675.21.
20. Medical Services, guidelines, procedures, health, environmental pollution, environmental evaluation report, as affecting OGC program or functions
21. Waters and waterway development, rivers, dams, guidelines, procedures, OGC program responsibilities
22. Water resources procedures, OGC program responsibilities
23. Bodies of water procedures, OGC program responsibilities
24. Structures of navigable water procedure, licenses, permits, OGC program responsibilities
25. Reservoirs, procedures, responsibilities
26. Water pollution, permits, procedures, and OGC responsibilities. Excludes records in permanent classification codes 820 through 820.3.
27. Effluent guidelines and standards
28. Water pollution control standards and guidelines
29. Social and economic considerations, statistics, surveys, studies, planning politics, and political activity, crimes, offenses and criminals, religion, historical considerations, as affecting the OGC program responsibilities
30. Arts as affecting OGC program
31. Power responsibilities as affecting OGC program
32. Solar energy, cogeneration, and fertilizer, as affecting OGC program
33. Informational material about Federal agencies, including Federal bureaus, Federal commissions, Federal committees, Federal councils, and Federal offices, not directly related to TVA programs and personnel

APPENDIX C

34. Maps, charts, tables
35. Informational material about inventions, patents, copyrights, and trademarks, not directly related to TVA programs
36. Informational material about countries, States and territories, routed for information, and not directly related to TVA programs
37. Proper name file, informational material, routine, requiring no research
38. Finance and accounting, including financial reports, accounting procedures and statements
39. Informational copies of audit reports not directly related to TVA
40. Appropriations and budgets from other offices and divisions, not directly related to OGC, and including estimates for appropriations
41. Reimbursements and transfers
42. Funds, disbursements, including expenditures or payments not directly related to OGC program, such as routine payments and checks
43. Informational material about vouchers
44. Office and field property accounts, including informational material about office space, property inventories, office services
45. Return of property and supplies, including office equipment, office supplies
46. Informational material about accounting, including power accounting, transportation accounting, rent and rentals accounting, payroll, employees, services, and interest during construction, not directly related to OGC program
47. Personnel, including requests for information, applications, resumes, hiring of employees, "Number of Employees by Organization", references, appointments not directly related to OGC program
48. Informational material about personnel qualifications and status, reinstatement, transfer, classification, and reclassification, status changes, routine examination and tests, service reviews, work hours, leave, unions, credit union, retirement, and termination
49. Informational material about titles and grades, types of employees, pay, travel expense, travel advances, reimbursement, per diem and request for approval
50. Education and training, informational material, such as training available, training classes

APPENDIX C

51. Informational material about schools and universities, libraries, books, publications, and periodicals
52. Informational material about discipline, morals, and conduct
53. Informational material about pensions, retirement, unemployment, retirement plan, retirement systems
54. TVA announcements, codes, administrative releases, board agenda, not directly related to OGC program
55. Informational material about mail and mailing lists
56. Informational material about records, forms, office methods, not directly related to OGC program
57. TVA reports not directly related to OGC program
58. Organization and administration of the TVA, informational reports and correspondence not directly related to OGC, such as organization charts, reorganizations, other organizations responsibilities and duties
59. Informational material about supplies, services and equipment, including bids, contracts, rent, surplus equipment, equipment loans, not directly related to OGC program
60. Farming operations, plants, flowers, animals and fowls, insects, building and other material, mechanical and electrical equipment, machines, equipment, tools and instruments, furniture, signboards, clothing, briefcases, beverages, tobacco, medical equipment and instruments, chemicals, drugs, packing supplies, fuel, ammunition, guns, telecommunications, sanitary services, storage service, renovation and cleaning services, reproduction services, printing, motion pictures informational material, not directly related to OGC programs and functions. Excludes records in permanent classification code 445.01.
61. Transportation, traffic billing for transportation, transportation services informational material, not directly related to OGC program. Excludes the records in classification codes 502.2 and permanent classification codes 503 through 503.2.
62. Informational material about safety, safety reports, accidents, not including any accidents by OGC employees or directly related to OGC program
63. Informational material about buildings and lands, not affecting OGC program
64. Informational material about acquisition and ownership of property not affecting OGC program

APPENDIX C

65. Informational material about disposition of real property and relocation assistance to land owners not affecting OGC program. Excludes records in permanent classification codes 604 and 604.1.
66. Informational material about relocation of transmission lines, highways, railways, recreational areas and grounds, that does not affect OGC program
67. Informational material about natural resources, drilling, caves, tunnels, fish and wildlife, forestry, erosion, housing, lease of government space, TVA reservations, cemeteries, land formation, temporary buildings, fences, towers, shelters, memorial and monuments, structures, plants and systems that does not affect OGC program function. Excludes records in permanent classification codes 617.1, 617.2, 640, and 640.1.
68. Informational material about medicine, medical treatment, medical examinations, dental treatment, injuries, disease, environmental evaluations that do not affect OGC program functions
69. Informational material about waters and waterway developments, including rivers, dams, and harbors, that do not affect OGC program functions
70. Informational material about structures on navigable waters that do not affect OGC program functions
71. Informational material about reservoirs, water pollution, water quality that do not affect OGC program functions
72. Social and economic statistics, surveys, studies, including planning, not affecting OGC program functions
73. Religion and arts, informational material, not affecting OGC program functions
74. Power informational material, not affecting OGC program functions
75. Solar energy, cogeneration, and fertilizer informational material, not affecting OGC program functions

APPENDIX D

List of Short-Term Temporary Records File Material to be Coded for Two-year Temporary Retention

AUTOMATED DATA PROCESSING

- a. Informational material about computer programs and services. Excludes computer programs and services directly related to OGC's program.
- b. Material about computing services job numbers, including printouts, and form TVA 9413, Request for Job number Assignment.
- c. Monthly computer utilization figures.
- d. Informational material about repairs to ADP equipment and service charges.

BUDGET, FINANCE, AND ACCOUNTING

- a. Periodic budget instructions such as notices of deadline dates, budget review, budget format to be followed; budget estimates; schedules, and correspondence about appropriation limitations.

Excludes estimates projected beyond a two-year period.
- b. Budget analysis, including form TVA 3048A, Comparison of Expenditures and Income.
- c. Material about year-end closing.
- d. Material about accounting entries and adjustments; form TVA 8190, Ledger Sheet; corrections to ledger sheets; classification of accounts; establishment of new account; and cancellation of accounts.
- e. TVA Financial Statements and form TVA 4121, Organization Statement.
- f. Printouts of monthly Man-Hour Reports.
- g. Accounts receivable and accounts payable records, including invoices and related correspondence.
- h. Material about property accountability for tagged equipment; instructions and schedules for taking physical inventory; inventory reconciliation and adjustments; transmittals of property tags; and correspondence about transfer and receipt of capital items, including:

Form TVA 383A, Office Equipment Transfer

EMERGENCY PREPAREDNESS

- a. Information pertaining to meeting schedules for emergency health preparedness.

EQUIPMENT AND SUPPLY ITEMS

- a. Estimates of office furniture and equipment requirements, including form TVA 4759, Estimated Requirements for Office Equipment.
- b. Requests for name badges and pins.
- c. Material about warranty adjustments on equipment.
- d. Correspondence about credit cards, such as requests, issuances, and replacements.
- e. Material about procurement, shipping, stocking, and distribution of equipment and supplies; arrangements for demonstration; pamphlets and correspondence with vendors promoting sales, requests for and transmittals of specifications; descriptive literature; price lists, and

Form TVA 575, Storeroom Requisition
575B, Storeroom Requisition
9275, Office Supply Requisition
9275A, Office Supply Requisition

HEALTH AND SAFETY

- a. Reports of safety meetings including, form TVA 9265, Safety Meeting Report.
- b. Requests and arrangements for schedules and notices of medical examinations, including form TVA 1444, Requests for Medical Examination.
- c. Promotional material about health and safety promotion, including safety posters and bulletin.
- d. Letters from individuals and organizations promoting services and replies thereto.

INFORMATION SERVICES

- a. Informational news releases and clippings.
- b. Correspondence about arrangements, itineraries, and schedules for visitors and courtesies exchanged.
- c. Material about special events, including celebrations and dedications.
- d. Requests for and transmittals and acknowledgements of information and informational materials, such as requests for approval of publications, program data, and other technical information; maps, charts, and drawings; handbooks, manuals, catalogs, and pamphlets; reprints of published articles; technical periodicals, and reference books. Includes form TVA 9102, Request for Reference Materials.

APPENDIX D

INFORMATION SERVICES (Continued)

- e. Information copies of speeches and articles, including arrangements for speaking engagements and courtesies exchanged.

Excludes correspondence or attached data involving or recording research.

- f. Informational copies of letters, memoranda, reports, releases, publications, bulletins, instructions, and completed forms from outside organizations and other TVA organizations.

Excludes any correspondence or publications directly related to the OGC's program.

OFFICE SYSTEMS AND SERVICES

- a. Material about stenographic and reproduction services, including temporary help, temporary usage report, and

Form TVA 51, Reproduction Order
471, Order for Engineering Reproduction

- b. Material about mail service, including mailing lists and revisions, corrections in mailing addresses, and form TVA 19, Correspondence Record.
- c. Material about telecommunication services, including correspondence about credit cards; information for telephone directories; terminated contracts for telephone service.
- d. Informational material about office space and facilities, including projections and estimates for office space requirements.
- e. TVA and organizational announcements, including announcements of personnel changes.

Excludes announcements directly related to the OGC's office.

- f. Annual, quarterly, and monthly progress reports circulated for informational purposes; instructions for preparation of reports; memorandum notices of reports due, and transmittals of reports.

Excludes any reports prepared by and for the OGC's office.

- g. Correspondence and forms requesting or cancelling signature authorizations; all material on signature authorizations for personnel no longer employed by OGC.

OFFICE SYSTEMS AND SERVICES (Continued)

- h. Drafts of correspondence and reports on which no comments have been made, provided the final copy has reached the files.
- i. Informational material circulated about various TVA programs and activities.

Excludes any material directly related to the OGC's program.

ORGANIZATION AND MANAGEMENT

- a. Bulletins or circulars published by the U.S. Government. Includes GSA Bulletins.
- b. Informational material about planning documents, and program planning.
- c. Processed copies of items approved by TVA Board of Directors.
- d. Announcements, correspondence, schedules, or material about TVA Board meetings.
- e. Administrative release material, including suggested revisions, drafts, and correspondence preliminary to approval of administrative releases.

Excludes changes recommended by OGC and releases related to OGC's program.

- f. Transmittals of organizational instructions.
- g. TVA and organizational announcements, including announcements of personnel changes.

Excludes announcements directly related to OGC.

- h. Annual, quarterly, and monthly progress reports from organizations other than the OGC's office circulated for informational purposes; instructions for preparation of reports; memorandum notices of reports due, and transmittals of reports.
- i. Correspondence and forms requesting or cancelling signature authorizations, and all material on signature authorizations for personnel no longer employed by the OGC's office.
- j. Drafts of correspondence and reports on which no comments have been made, provided the final copy has reached the file.

PROCUREMENT AND CONTRACTING

- a. Material on procurement, stocking, and distribution of equipment and supplies, including arrangements for demonstrations, and letters from vendors promoting sales of products and services; requests for price lists; correspondence regarding recommendations of awards, cancellations of requisitions and contracts; short term rental agreements, and forms

- TVA 394, Change of Contract
 - 5050, Invitation, Bid and Acceptance
 - 9640, Quotation - Contract
 - 9216, Property Card

- b. Late Payments Report.
- c. Field Purchase Orders and Invoices.

PERSONNEL

- a. Processed informational copies of personnel lists and statistics.
Excludes estimates projected beyond a 2-year period.
- b. Information of schedules regarding HRO meetings.
- c. Personnel statistical data including Current TVA Manpower Report, Overtime Report, Personnel List, and Summary of Employment Activity.
- d. Monthly report of the number of employees in each TVA organization.
- e. Information on dates employees report for work, report of dates employees are eligible for within-grade increases, correspondence and material included in individual personal history records, reference letters, biographical data, etc. (includes recommendation letters).
- f. Letters of appreciation to OGC employees for participation in activities, correspondence regarding OGC employees who have excelled in certain areas.
- g. Employee reports on outside employment and financial interests.
- h. Requests and cancellations for security clearance
- i. Information relating to personnel work groups, committees, or meetings. Includes Personnel Forum meetings.

PERSONNEL (continued)

- j. Material about recruitment, employment notices, selection, qualification, and placement; including correspondence with or about applicants; transmittals and requests for personnel records, and including

- Form TVA 1, Application for Employment
- 3028, Request for Candidates
- 9823, Vacant Position Announcement, TVA-Wide
- 9823A, Vacant Position Announcement, Office-Wide
- 9824, Employee Application for Announced Position Vacancy
- 9856, Notification of Interest and Availability
for Placement During RIF Notice Period
- 9888, Vacancy Announcement, Annual T&L Position Unnumbered,
Announcement of Anticipated Position Vacancy

Excludes announcements of vacant position directly related to the OGC program.

- k. Informational material about rates of pay, salaries, and benefits.
- l. Leave and vacation schedules, requests for leave, notices of leave balance, and leave audit correspondence.
- m. Correspondence and printed material regarding group insurance and social security.
- n. Printed material about TVA Retirement System, including newsletters and announcements; correspondence about retirements, including employee's preparation for retirement.
- o. Material about ordering and presenting service pins, service recognition and letters to individuals; and commendations.
- p. Material about holidays; daylight savings time; work schedules, including flexible and inflexible schedules; and overtime.
- q. Material about participation in U.S. Savings Bond drives and campaigns, Combined Federal Campaigns, and similar drives and campaigns.

TRAINING AND DEVELOPMENT

- a. Informational material about cooperative training and development, such as memorandums and forms regarding requirements and requests for training, and requests for cancellation of contracts.
- b. Informational material about part-time student employment and summer aid programs.

TRAINING AND DEVELOPMENT (continued)

- c. Material about training, such as announcements and schedules of training classes, workshops, and field trips; requests for training; arrangements to attend; lists of participants; tuition reimbursements and registration fees; and requests for and transmittals of training materials.

Excludes background material and plans for the OGC's office training program and reports on special training courses taken by employees of this organization.

TRAVEL

- a. Material about travel, including travel allotments; itineraries for trips, courtesies exchanged after trips; flight and lodging accommodations and working copies of forms:

Form TVA 586, Travel Order
1012A, Travel Voucher

- b. Material about assignment, transfer, and operation of automotive equipment, including Estimated Requirements for Transportation Equipment Use.
- c. Estimates of requirements for transportation services and equipment.