

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-142-90-17

DATE RECEIVED
4/17/92

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE 5/15/92 ARCHIVIST OF THE UNITED STATES 

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
TENNESSEE VALLEY AUTHORITY

2. MAJOR SUBDIVISION
RESOURCE GROUP

3. MINOR SUBDIVISION
RIVER BASIN OPERATIONS, LAND BETWEEN THE LAKES

4. NAME OF PERSON WITH WHOM TO CONFER
LINDA E. BLEVINS

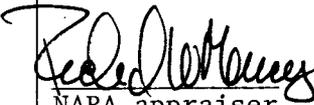
5. TELEPHONE
615-751-2524

WHM

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 4/10/92 SIGNATURE OF AGENCY REPRESENTATIVE  TITLE ASSISTANT TVA ARCHIVIST

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1-29	<p>See the attached items 1 through 29 covering records at Land Between the Lakes.</p> <p>All changes to this proposed schedule have been approved by:</p> <p> 4/29/92 NARA appraiser date</p> <p> 4/10/92 Agency representative date</p> <p>Copies sent to NNA, 4NN, NNS, NIA 6/2/92</p>		

COMPREHENSIVE RECORDS SCHEDULE
LAND BETWEEN THE LAKES
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ORGANIZATION HISTORY AND FUNCTION

On June 14, 1963, President John F. Kennedy announced that the Tennessee Valley Authority would develop Land Between the Lakes (LBL) as a demonstration in resource development. LBL is a 170,000 acre peninsula between Kentucky Lake and Barkley Lake in western Kentucky and Tennessee. President Kennedy's announcement followed several years of studying the area's recreation potential and evaluating the feasibility of development by a Federal agency. Development of LBL would demonstrate how an area with limited timber, agricultural, and industrial resources could be converted into a recreation asset that would stimulate economic growth in the region. It would also establish and define guidelines for the acquisition, development, and operation of other outdoor recreation areas.

Robert M. Howes was appointed Project Manager for LBL in September 1963. LBL was made a division in Reservoir Properties. In January 1964, TVA announced the project boundary and land acquisition plans. Soon after, offices opened at Golden Pond, Kentucky, and construction began. The U.S. Department of the Interior transferred to TVA all land in the Kentucky Woodlands National Wildlife Refuge located in Lyon and Trigg counties in Kentucky. Later the U.S. Army Corps of Engineers transferred to TVA all land above elevation 378, which had been acquired for impoundment of Lake Barkley. TVA transferred all land below elevation 378 to the Corps of Engineers for management of the reservoir. Private lands were also acquired and by 1969, 788 families were relocated.

In January 1975 LBL became a branch in the Division of Forestry, Fisheries, and Wildlife Development. Mr. Howes retired and Dr. Frank R. Holland was appointed LBL manager. In a June 1979 reorganization, LBL returned to division status in the Office of Natural Resources. In May 1981 Elizabeth E. Thach replaced Dr. Holland as LBL Manager, and LBL joined the Division of Land and Forest Resources within the Office of Natural Resources. In a 1984 reorganization LBL became a division in the Office of Natural Resources and Economic Development. In June 1988 a major TVA reorganization occurred which placed LBL in River Basin Operations in the Resource Development organization. LBL Manager Elizabeth Thach resigned in September 1988, and in March 1988 Dr. Charles D. Buffington became manager of LBL.

LBL represents the first time, under Federal administration, that all the resources of such a large area have been managed to produce the most favorable environment for outdoor recreation and environmental education. The area consists of fields and forest land bordered by 300 miles of shoreline: Lake Barkley to the east, Kentucky Lake to the west, and Barkley Canal connecting the two lakes to the north. Techniques of multiple use land management are employed to improve the area's forest and open lands and to provide food and shelter for wildlife. The area's rolling acres and scenic shorelines along with roads, trails, campgrounds, picnic areas, interpretive facilities, visitor centers, and other amenities have converted the area into a magnificent setting for outdoor recreation, including hunting and fishing.

The first 25 years of LBL have been very successful. The future of LBL looks bright, and new developments are being planned and new marketing approaches are being implemented.

1. CORRESPONDENCE FILE FOR LAND BETWEEN THE LAKES

The LBL correspondence file contains general correspondence, administrative, and housekeeping records related to the LBL program. The records are dated from 1963 and continuing. The first file break occurred at the end of 1980 when the file classification system was changed from alpha numeric to subject numeric. The files will be broken every 10 years in the future. The volume of the 1963-80 segment is 37.5 cubic feet. The estimated annual accumulation is 5 cubic feet, and the volume of the 1981 and continuing segment as of 1990 was 75 cubic feet.

Program records include: Historical and archeological data for sites located at LBL; general research and special studies files regarding various research studies carried out at LBL; data on weather at LBL; LBL development records; information about LBL congressional funding; information about utility relocations at LBL; consultant services contracts for the original development of LBL programs; unbound news releases, magazine articles, newspaper clippings, and speeches regarding LBL; LBL visitation correspondence; correspondence and engineering drawings regarding subimpoundments that were planned and constructed at LBL; energy research and development records related to the 1970's energy crisis; social and economic research and planning records for LBL; correspondence regarding the actual assistance given to families who were relocated from LBL; correspondence on land acquisition and condemnation; correspondence and maps showing land and water elevations above or below elevation 378 at LBL; records of LBL special events; correspondence related to the LBL forestry program; reforestation and danger tree records; forestry work area operations; wood removal records; fish and wildlife records; wildlife food production records; background information on the internship and apprenticeship programs; records of user fees and recreational fund collections for LBL facilities; records of the LBL resident group camps; records pertaining to legislation, litigation, patents, and related legal subjects regarding LBL; organization and management records related to LBL; correspondence regarding how various LBL facilities and certain programs might affect the environment; tick control research records; correspondence on the policies on providing uniforms at LBL; LBL Association records; records regarding LBL grounds, structures, and maintenance; and the records of any new programs begun at LBL.

Administrative nonprogram records include: Internal LBL budget information; finance, accounting, auditing, insurance, and taxation; cooperation and coordination with outside organizations and individuals; emergency preparedness; dissemination of information to the public, the news media, and internally; office systems and services; warehouse, shipping, and surplus property; general human resource information; health and safety; records pertaining to grants; general legislative and legal matters not pertaining to LBL; organization and management records not pertaining to LBL; youth program records (YCC, JTPA, and CETA); and uniform issuance and return records.

1. CORRESPONDENCE FILE FOR LAND BETWEEN THE LAKES (continued)

DISPOSITION

A. Program records dated 1963 through 1980

PERMANENT. Transfer to NARA 30 years from the date of the file break (CY 2010).

B. Program records dated 1981 and continuing

PERMANENT. Break files every 10 years. Transfer records to NARA 30 years after each file break.

C. Administrative and housekeeping records

Destroy when no longer needed for administrative purposes not to exceed 10 years. EXCEPTION: All records listed on the LBL 2-year retention list should be destroyed when no longer needed for administrative purposes, not to exceed 2 years.

D. File Classification Plans

PERMANENT. Transfer to NARA with corresponding records.

2. PERSONAL SERVICES CONTRACTS

This series includes copies of personal service contracts and other background information for services provided for special programs or events at LBL. Inclusive dates are 1964 and continuing.

DISPOSITION

Destroy 2 years after expiration of the contract.

3. BOUND VOLUMES OF NEWS RELEASES, MAGAZINE ARTICLES, NEWSPAPER CLIPPINGS, AND SPEECHES REGARDING LBL

This series includes bound volumes of magazine articles, speeches by LBL Directors, and news releases regarding LBL. The bound volumes are filed by date and are cataloged into the LBL Library. The inclusive dates of this bound set are 1967 to 1987. After 1987, all copies are filed in folders by date in the correspondence file. There are four copies of the bound set. The copies are located at Murray State University Library, Trigg County Public Library, the LBL Library, and the LBL Library at The Homeplace. The volume of one bound set is 9 cubic feet.

DISPOSITION

A. One Set of the Bound Volumes (copy housed at the Homeplace)

PERMANENT. Transfer to NARA upon approval of schedule.

B. Extra Set of the Bound Volume

Destroy in agency when no longer needed for reference, not to exceed 5 years after the end of the LBL program.

4. VISITOR REGISTERS, COUNTS AND ESTIMATES RECORDS

Scheduled activities are planned and conducted for visitors to LBL, and each LBL facility maintains form TVA 14, Visitor Register. Information is extracted from these forms to compile the Visitor Count and Estimate Record.

DISPOSITION

A. ~~Form TVA 14, Visitor Register~~

~~Destroy 2 calendar years after final entry in register.~~

~~(GRS 18, Item 17.b)~~

B. Visitor Count and Estimate Record

Destroy 5 years after the end of the LBL program.

5. LBL PUBLICATIONS

This series contains a record set of most LBL publications dating from 1963 and continuing. Extra copies of some publications are also maintained. Examples include the Hunting Guides and quarterly Calendars of Events. The inclusive dates of the Calendars of Events are 1983 and continuing, the total accumulation in 1989 is .5 cubic foot, and the approximate annual accumulation is less than .25 cubic foot.

DISPOSITION

A. Publications existing in 1 copy only, where stock is no longer available (1963-90)

PERMANENT. Transfer to the National Archives when the oldest records are 40 years old, in CY 2003.

B. Record set of all publications (1963-90)

PERMANENT. Transfer to the National Archives upon approval of schedule.

C. Record set of all publications (1991 and continuing)

PERMANENT. Transfer to the National Archives in 5-year blocks when the oldest publication is 5 years old (1991-95 in CY 1996).

D. All other copies of LBL publications

Destroy when superseded or no longer needed for reference or stocking purposes, whichever is sooner.

6. KENTUCKY WOODLANDS NATIONAL WILDLIFE REFUGE ACQUIRED CORRESPONDENCE FILE

This series contains the acquired correspondence file for the Kentucky Woodlands National Wildlife Refuge for the period 1941 to 1964. Shortly after Congress approved TVA's plans to develop LBL, the Department of the Interior transferred ownership of the 58,000-acre Kentucky Woodlands National Wildlife Refuge to TVA to become part of the LBL program. They also transferred approximately 1.5 cubic feet of correspondence, including some maps. These records have been microfilmed, and there is one silver and one copy of 16mm microfilm.

DISPOSITION

A. Paper

PERMANENT. Transfer to NARA upon approval of schedule.

B. Microfilm

Destroy in agency when no longer needed for reference, not to exceed 5 years after the LBL program is discontinued.

7. FAMILY RELOCATION REPRESENTATIVES' FILE

The development of LBL required the relocation of 788 families. This series includes records created by two family relocation representatives who were hired by TVA to assist the families with any problems associated with their relocations.

The relocation assistance records include survey forms that were completed in the summer of 1965 by teachers hired to survey every land owner at LBL to determine their reaction to selling their land. It was noted on the survey forms what types of assistance each family needed. These forms are filed by county then alphabetically by land owner. For those who needed relocation assistance, a typed summary explaining their needs is included in their file. The volume of these records is 2 cubic feet. These records have been microfilmed and there is one silver original and one copy of 16mm microfilm. Correspondence regarding the actual assistance given to families is filed in the correspondence file and has not been microfilmed. A copy of the relocation assistance survey forms, not indexed by county and individual owner and not including a copy of the typed summary of individual needs, is also included in the correspondence file.

DISPOSITION

A. Paper

PERMANENT. Transfer to the National Archives when the newest records are 30 years old (in CY 2010).

B. Microfilm

Destroy in agency when no longer needed for reference purposes, not to exceed 5 years after the LBL program is discontinued.

8. LAND TRACT MAPS AND INDEX

This series consists of a complete set of copies of the LBL land tract maps. The record copy of these maps is in Land Resources (N1-142-90-19). LBL's copies of these maps are microfilmed on 35mm microfilm. There is a silver original and one duplicate copy. The index to the maps is filed in a 3-ring binder. The index includes the name of the landowner, tract number, acreage, and county name.

DISPOSITION

Destroy the paper copy, the microfilm, and the index when no longer needed for reference, not to exceed 5 years after the end of the LBL program.

9. CEMETERY RECORDS

There are 220 cemeteries at LBL. All existing cemeteries were inventoried and platted by TVA surveyors between 1965 and 1968, and a deceased person information record which was prepared for each grave. The deceased person information, or cemetery file, is kept on a 5x8-inch card which shows the name of the cemetery, deceased, date of birth, date of death, family contact, and funeral home. These cards are filed alphabetically by name of the cemetery. Machine copies of the cards are filed alphabetically by name of the deceased and serve as a cross reference to the more detailed cemetery records.

The cemetery record is filed alphabetically by the name of the cemetery. A reduced copy (8-1/2 x 11) of the plat for each cemetery is maintained in the file. These copies of the plats have been updated as new burials occur in the active cemeteries. A copy of each original plat is filed in Mapping Services in Chattanooga, but no effort has been made to keep this copy updated. The copy of the plats in Mapping Services will be scheduled at a later date. Also included in the cemetery record file are several photographs of each cemetery, information on maintenance, vandalism, upkeep, etc. One of the cemeteries is for the Chinese workers at the iron furnaces in the late 1800s. The earliest burial at any cemetery is the late 1800s. These records are used by visitors conducting genealogy research.

LBL is required to maintain the access to each cemetery in a condition at least as good as when TVA acquired the land. A Wang Cemetery Access Data Base is used to track improvements to cemetery accesses, vandalism, or misuse. The input documents for the data base are the paper cemetery records. The data elements are cemetery number, county, survey, road condition, number of graves, number of burials, name of one contact person, vandalism, road work, fence, sign, mobile unit provided, tree cutting, and comments. Reports may be sorted by any one or any combination of the 12 data elements. The reports are produced for current information and as work processing documents. A 5x8-inch Cemetery Survey Card is included in the cemetery record file which gives the cemetery access and cemetery condition for each cemetery.

9. CEMETERY RECORDS (continued)

Approximately 50 cemeteries are still active, and the cemetery records are kept updated by having the local funeral homes complete and submit to LBL a deceased person information record after each new burial. Some correspondence is also included as a part of this series. The burial records dating from 1964 through 1977 (the 5x8 cards described in paragraph one above) have been microfilmed on 16mm film. There is one silver original and one duplicate. The 1989 volume is approximately 1.5 cubic feet, and the inclusive dates are 1965 and continuing.

DISPOSITION

A. Card File

1. Copy of 5x8-inch card with information on each deceased person buried at LBL

PERMANENT.

- a. Transfer records of persons buried at LBL through 1990 to NARA upon approval of schedule.
- b. Transfer records of persons buried at LBL from 1991 and continuing to NARA in 5-year blocks when the newest records in the block are 5 years old (the first transfer of records dated 1991-1995 will be in CY 2000).

2. Copy of card file, both microfilm and paper

Destroy in agency when no longer needed for reference, not to exceed 5 years after the end of the LBL program.

B. Cemetery record file

1. Record copy of all plats from the cemetery record file

PERMANENT. Transfer to NARA upon approval of this schedule.

2. Copy of all plats, information sheets, and other data in the cemetery record file retained by LBL

Transfer to the next custodian with property transfer.

C. Cemetery Access Data Base

1. Data elements and information in data base

Change, update, or delete when no longer needed for administrative purposes.

2. Computer reports

Destroy when no longer needed for administrative purposes.

10. FORESTRY RECORDS AND FORESTRY INVENTORY DATA BASE

This series includes forestry inventory records, documentation of natural forest areas, and forest fire control contracts pertaining to the Natural Resources Management Plan and implementation of the forest management objectives at LBL. From 1964 through 1985, the McBee Key Sort System was used for Forest Management. After forest inventories were completed, the data was entered onto 5x8-inch cards by work area and unit. The cards were also updated as needed to include the status of ongoing work. There is 1.5 cubic feet of the 5x8-inch cards used with the McBee system.

There are two types of inventories used at LBL. The forests at LBL are divided into 65 work areas, and an indepth inventory of these work areas is regularly conducted. Nine work areas are inventoried each year, which means that a work area is inventoried about every 7 years. In addition to the work area inventories, they do a continuous forestry inventory (CFI) by plots every 10 years. This inventory only gives growth, timber type, and how much open land, and it is filed in the LBL correspondence file.

In 1986, new work area inventory data began being input into a Forestry Inventory Data Base, and the information from the McBee System is being entered as time permits. The data base is used only for storing the forest inventory information. The information from the nine work area inventories conducted each year is entered into the data base for storage. The data base is on hard disk drive and is accessed through an IBM personal computer. Very few reports are printed out from the data base. The most frequent report produced is a listing of one of the work area inventories. No annual summary inventory report is produced. Plans are in place to interface the forestry inventory data base with the GIS system in Norris. This interface will allow production of maps and special analysis. The correspondence related to this series is located in the LBL Correspondence File. It is dated 1964 and continuing, and the approximate volume through 1990 is 5 cubic feet. Estimated annual accumulation of the correspondence is .5 cubic foot.

DISPOSITION

A. McBee Key Sort System (5x8-inch cards, 1.5 cu. ft.)

Destroy when no longer needed for reference, not to exceed CY 2025.

B. Forestry Inventory Data Base

1. Data Elements

Change as needed.

2. Input documents

Destroy when no longer needed for reference purposes.

3. All printouts

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

11. WOOD REMOVAL RECORDS AND TIMBER SALES DATA BASE

Timber sale contracts between TVA and loggers are issued to authorize the cutting of timber at LBL for multipurposes. Sealed bids are submitted for the purchase and removal of marked timber subject to the conditions set forth. A statement and certificate of award is made to the successful bidder. Invoices for payment are submitted according to the contract. This series also includes records regarding domestic wood permits, form TVA 16045 (formerly form TVA 3127), which are issued to authorize cutting of timber from designated areas by the public for personal use. Timber sale contracts numbers 1-79 are microfilmed. There is one silver original and one duplicate of the 16mm microfilm.

Timber sales data for LBL was entered into a data base in the Division of Forestry at Norris for the period 1972 to 1986. This data base will be scheduled by the owner organization at a later date. LBL has printouts of their timber sales data for the period 1972 to 1986. LBL began inputting their timber sales data into their own data base in 1987. A forestry aide enters information from the field onto tally sheets and the tally sheets are used as input documents for the data base. The data is entered into a personal computer and stored on floppy disk. The data elements are work area, unit number, date of timber marking, number of den trees, number of metal trees, number of man days for marking, initials of marking crew, number of tally sheets, tree species, DBH (diameter at breast height), number of trees in log categories, and grade of tree. The reports generated from the data base are printed and filed by fiscal year and work area. A copy is given to the person purchasing the timber. The following forms are included in this series and are used after the timber has been sold:

TVA 144, Shipping Ticket
TVA 230, Invoice
TVA 360 C&D, Timber Sale Contract - Invitations, Bid, and
Acceptance STD 1036, Statement and Certificate of Award
TVA 1566, Timber Sale Contract Short form
TVA 16045, Domestic Wood Permit

DISPOSITION

A. Form TVA 16045

Destroy 5 years after termination of permit (do not transfer).

(See for reference, 349-5130, Item 6)

B. Contracts and related forms (paper and microfilm)

Destroy 20 calendar years after termination of contract.

(See for reference, II-NNA-2754, Item 5)

C. Timber sale computer printouts from Division of Forestry data base (1972 through 1986)

Destroy when no longer needed for reference, not to exceed 5 calendar years after the end of the LBL program.

11. WOOD REMOVAL RECORDS (continued)

DISPOSITION (continued)

D. LBL Timber Sales Data Base

1. Data elements, input document (tally sheets), and information in the data base

Destroy when no longer needed for administrative purposes, not to exceed 5 calendar years after the end of the LBL program.

2. Record copy of printouts

Destroy 5 calendar years after the end of the LBL program.

3. Extra copies of printouts

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

12. HUNTING ACTIVITIES AT LBL INCLUDING THE LBL QUOTA DEER AND TURKEY HUNT SYSTEM

LBL allows hunting for small game, big game, waterfowl, and a few other species. Hunter Use Permits, forms TVA 16012 and 16012A, are issued annually. They are issued at LBL welcome stations, the administrative office, and by selected businesses under contract arrangements.

Quota deer and turkey hunts are conducted each year at LBL. Hunters complete a Quota Deer Hunt Application, form TVA 16024, or Quota Turkey Hunt Application, form TVA 16065. The information from the application is entered into the computerized LBL Quota Hunt System. The records in this system, including the Hunter Use Permits, are covered by the TVA Privacy Act system of records, number TVA-15, Land Between the Lakes Hunter Records. The system randomly selects those who will be allowed to participate in each quota hunt. The data base is accessed through a personal computer using dBase III, and it is backed up onto floppy disks which are maintained at LBL in a fireproof vault. The outputs from the data base are hunting permits, rejection notices, and listings of applicants with accept/reject information.

At the end of the hunt season a report is prepared for the file. This report lists total number of deer and turkey killed, type of equipment used, and number of permits issued. The record of quota hunters from 1968-1974 has been microfilmed and the paper copies were destroyed.

12. HUNTING ACTIVITIES AT LBL INCLUDING THE LBL QUOTA DEER AND TURKEY HUNT SYSTEM (continued)

DISPOSITION

A. Contracts

Destroy contracts 2 calendar years after termination.

B. Hunting Report

Destroy in agency when 30 years old.

C. Applications for managed hunts (forms TVA 16024 and 16062)

Destroy 4 years from date of application.

D. LBL Quota Deer and Turkey Hunt System (Privacy Act Series TVA-15, Land Between the Lakes Hunter Records)

1. Information in the system

Destroy when 5 calendar years old.

2. Printouts from the system

Destroy when no longer needed for administrative purposes, not to exceed 5 years.

E. Annual hunting permits (copies of form TVA 16012, Privacy Act Series TVA-15, Land Between the Lakes Hunter Records))

Destroy 5 calendar years after termination of the permit.

F. Microfilm of quota hunters for period 1968-1974

Destroy upon approval of this schedule.

13. INFORMAL USE AREA-CAMPER REGISTRATION SYSTEM DATA BASE

There are several areas at LBL where individual campers can rent space to park campers. The LBL Patrol officers collect money from users of the lake access areas. The information on the collection of this money is entered by the Patrol secretary into a personal computer using dBase III. The data base is used to store the information and to total the fees collected and as a visitor count. The data elements are location of area, total groups, total in party, user day, and total money collected.

13. INFORMAL USE AREA-CAMPER REGISTRATION SYSTEM DATA BASE (continued)

Information from the following forms is used as the input data for the data base:

- TVA 1632, Refund of Collections
- TVA 16002, Camping Permit (formerly Registration and Receipt-Overnight Camper)
- TVA 16003, Registration and Receipt - Day Use - LBL
- TVA 16006, Recreation User Fees - LBL
- TVA 16016, Registration and Receipt - LBL (Organized Group Campers)

DISPOSITION

- A. Paper records for fees charged for camping facilities
Destroy when 5 fiscal years old.
- B. Informal Use Area-Camper Registration System Data Base
 - 1. Data elements and information in the data base
Erase when no longer needed for administrative purposes.
 - 2. Printouts
Destroy when no longer needed for administrative purposes.

14. EQUAL EMPLOYMENT OPPORTUNITY RECORDS

This series includes records pertaining to equality of opportunity in employment, advancement, and treatment for all persons, particularly minority groups, women, and handicapped individuals. Also included is correspondence regarding community involvement to improve conditions affecting employability.

DISPOSITION

Destroy when 3 years old or when superseded or obsolete, whichever is applicable.

(GRS 1, Item 25.g)

15. ENGINEERING DRAWINGS AND MAPS

This series includes the original design blueprints for LBL which were prepared by Engineering Design in Knoxville and later by LBL employees. The original design blueprints have been microfilmed and mounted on aperture cards, and these are located with all TVA engineering drawings in Drawing Reproduction in Knoxville (formerly the TIC in Knoxville). The newer LBL design blueprints will be microfilmed and mounted on aperture cards in the future and added to the existing original set. There are approximately 123 cubic feet of duplicate blueprints located at LBL and approximately 20 cubic feet of original site planning designs prepared by LBL that have not yet been microfilmed. Also included are less than 1 cubic foot of aperture cards for LBL designs, and less than .5 cubic foot of engineering designs.

The LBL drawing number format consists of four parts.

Example: 71C FC1-15N200R1

71 - Project Designation Code
C - Discipline/Group Code

Drawing Number

FC1 - Site/Area Designation Code
15 - Work Classification or Job Number
N - Drawing Size
200 - Drawing Series Number

Also included are 65 cubic feet of LBL maps prepared by Mapping Services in Chattanooga (originals to be scheduled at a later date). These maps are used as reference tools when changes to any LBL designs are made.

DISPOSITION

A. Engineering drawings and blueprints (prepared by EN DES or LBL)

I. Originals (linen, mylar, vellum, etc.)

a. Drawings suitable for microfilming, approved vendor drawings suitable for microfilming, and as-constructed drawings suitable for microfilming

After acceptable microfilm is obtained, destroy when no longer needed for reference, normally not to exceed life of project.

b. Drawings not suitable for microfilming due to special format, illegibility, color-coding, etc.

(1) Drawings selected by TVA and NARA for transfer to archives

PERMANENT. Transfer to NARA when no longer needed for reference, normally at the end of life of project. Final selection to be made at time of transfer.

15. ENGINEERING DRAWINGS AND MAPS (continued)

DISPOSITION (continued)

(2) Other drawings

Destroy in agency when no longer required for reference or for issuance of revised drawings, normally not to exceed life of project.

2. Microfilm

a. Record copy mounted on aperture cards and filed in Drawing Reproduction in Knoxville (formerly filed in the TIC in Knoxville)

(1) Drawings selected by TVA and NARA for transfer to archives

PERMANENT. Transfer to NARA when no longer needed for reference, normally at end of life of project. Final selection to be made at time of transfer.

(2) Other drawings on microfilm not selected as permanent

Destroy in agency when no longer required for reference or for issuance of revised drawings, normally not to exceed life of project.

b. Security copy

(1) Security copy stored at National Underground Storage

Destroy when no longer needed for reference, normally at end of life of project.

(2) Second security copy stored in Reprographics in Knoxville

Destroy when no longer needed for reference.

3. Prints (made from microfilm or originals)

Destroy as nonrecord when no longer needed for reference.

4. Drawing lists, logs, and finding aids

PERMANENT. Transfer to NARA with related drawings.

(NC1-142-85-12, Item IV 4)

B. Site maps (copies of originals)

DISPOSAL NOT AUTHORIZED AT THIS TIME. Reschedule when original maps are scheduled.

16. TRAINING AND DEVELOPMENT RECORDS

This series includes records pertaining to development, education, and training activities for LBL employees, including law enforcement training, which improve the competence of TVA employees. Also included is information regarding cooperative work with other organizations in educational opportunity programs. EXCLUDES The Summer Youth Program records which are scheduled with the correspondence file in Item 1.

DISPOSITION

A. Agency sponsored training background and working files

Destroy when 3 years old.

(GRS 1, Item 29.a(2))

B. Training sponsored by other agencies and non-government institutions

Destroy when 5 years old or when superseded or obsolete, whichever is sooner.

(GRS 1, Item 29.b)

17. WORKERS COMPENSATION RECORDS

Included in this series are forms, reports, correspondence, and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made. EXCLUDED are copies filed in the Employee Medical Folder and copies submitted to the Department of Labor.

DISPOSITION

Destroy 3 years after termination of compensation or when deadline for filing a claim has passed.

(GRS 1, Item 31)

18. OCCUPATIONAL INJURY AND ILLNESS FILES

Included in this series are reports and logs (including OSHA forms) maintained as prescribed in 29 CFR 1960 and OSHA pamphlet 2014 to document all recordable occupational injuries and illnesses at LBL.

DISPOSITION

Destroy when 5 years old.

(GRS 1, Item 34)

19. EQUIPMENT, PROCUREMENT, AND CONTRACTS

This series includes copies of general procurement, procurement policy, and purchase documents for materials, equipment, and supplies. Copies of forms TVA 201, Purchase Order, and related material are needed until five years after the related contract expires because questions often arise about contracts as long as five years after they expire. Existing contracts are also used as examples when new contracts are being written. Record copies of these contracts are maintained by the Comptroller (NN-163-141, Item 1) and Purchasing (II-MNA-2700, Item 3); however, the record copies of the contracts do not contain the backup information that may be needed when questions arise. Forms TVA 4421, Field Purchase Order, are maintained for two years for reference purposes. Also included in this series are copies of the original LBL construction contracts. Although these are completed contracts, they continue to be referenced when questions arise about how to repair or maintain the LBL facilities.

DISPOSITION

~~A. Original Construction Contracts for LBL~~

~~Retain in agency for life of the LBL program, then transfer to the next custodian.~~

~~(GRS 4, Item 4)~~

B. Form 201 and related forms

Destroy 5 years after expiration of contract.

~~C. Form TVA 4421~~

~~Destroy when 2 years old.~~

~~(Nonrecord - See TVA Schedule I, Item 6.f)~~

20. LBL COLOR SLIDES

Approximately 120,000 2x2 color slides are maintained at LBL for reference use by TVA employees and the public. These slides show various points of interest at LBL, various species of birds and animals found at LBL, and special events and attractions in the surrounding area. The original slides are numbered and indexed and stored in an Abodia cabinet which allows rows of slides to be pulled out and viewed without actual physical removal of individual slides. Approximated two-thirds of the slides have copies which are stored in the bottom of the cabinet filed by the number of the original slide. When someone asks to check out a slide, they identify the number of the original slide and are provided with one of the copies, if available. Slide presentations are often put together on a specific subject by selecting related slides and creating a presentation. Most of these presentations are dismantled after they are used and the slides are refiled into the duplicate file. However, some slide shows are maintained together in the library where they can be checked out.

20. LBL COLOR SLIDES (continued)

The inclusive dates are 1964 and continuing, although the individual slides are not dated. Most slides are dated 1976 and continuing with very few dated in the 1960's and early 1970's. The total accumulation from 1964 to 1991 is 401,136 slides or 46 cubic feet. The estimated annual accumulation is 2,800 slides or less than .5 cubic feet.

DISPOSITION

- A. Original set and one duplicate (where available) of all slides dated 1964 and continuing

DISPOSAL NOT AUTHORIZED.

- B. Extra copies of slides

DISPOSAL NOT AUTHORIZED.

21. AUDIO AND VIDEO RECORDINGS

This series includes 85 audio tapes on subjects related to space that were purchased and used in the Planetarium at the LBL Visitor Center. The LBL Association runs the Planetarium under a personal services contract with TVA. Inclusive dates are 1964 to 1989. The volume is 36 cubic feet. Also included are raw footage video recordings of selected special events at LBL. These videos were begun in 1979 and were produced in-house until 1988. In 1988, TVA contracted with Arthur Scott Productions to produce videos, and as of 1991, they had produced 4 or 5 videos. There is a subject index for the videos which guides users to which videos contain information on specific subjects. The inclusive dates are 1979 and continuing. The 1964-1989 volume is 4 or 5 videos and 144 3/4-inch cassettes of raw footage, or approximately 2 cubic feet. The estimated annual accumulation is less than .5 cubic foot.

DISPOSITION

- A. Video presentations

1. Unedited video presentations (1979-88)

DISPOSAL NOT AUTHORIZED.

2. Subject index

DISPOSAL NOT AUTHORIZED.

3. Edited video productions (1991 and continuing)

DISPOSAL NOT AUTHORIZED.

- B. Audio presentations used in the LBL Planetarium

Destroy when obsolete or when no longer needed, whichever is sooner.

22. BLACK AND WHITE PHOTOGRAPHS DEPICTING LBL HISTORY

A historical collection of black and white photographs of various sizes is stored in the LBL library. These are arranged in books by county. This collection has pictures that were given to LBL in the period from 1964-68 of former homes, churches, schools, the old iron furnaces, and businesses in the LBL area. Several negatives are stored with this collection. Also included are duplicate prints taken by the Division of Engineering Design and Construction during the early years of LBL when facilities were being built (the original negatives and prints are scheduled as permanent by N1-142-87-9, Items 1b and 2c).

A collection of 8x10-inch black and white photographs and negatives of various recent LBL special events are stored in the Photography Section at LBL. They are used daily for press releases and media requests. The inclusive dates of these are 1982 to present. These will be reviewed every ten years and some will be moved to the historical collection.

The inclusive dates are 1964 and continuing. The volume from 1964 to 1989 is 7.7 cubic feet. Estimated annual accumulation is 1.5 cubic feet.

DISPOSITION

A. Historical black and white photographs

DISPOSAL NOT AUTHORIZED.

B. Black and white 8x10-inch photographs and negatives used for press releases and media requests (1982 and continuing)

DISPOSAL NOT AUTHORIZED.

23. LBL ORAL HISTORY RECORDINGS

In 1976 LBL cooperated with a project of Dr. James Harmack and the Forrester C. Pogue Oral History Institute within the College of Humanistic Studies at Murray State University to conduct a series of approximately 75 oral history interviews with former residents at LBL. This project was made possible by a grant to Murray State from the National Endowment of the Humanities. TVA assisted with planning the interviews, but no TVA money was spent on the project; therefore, no contract was issued. TVA received one copy of all interviews on reel-to-reel tape at 1-7/8 ips tape speed, and these tapes are maintained in the LBL Library. Each recorded interview is accompanied by a booklet of collateral materials designed to inform users about the interview contents and to aid them in locating specific topics on the tape. Included in the collateral materials are an "ABSTRACT" or summary of the interview, an "INDEX" or list of each topic discussed in the order it occurs in the interview, and "NOTE TO USERS" containing instructions on how to use index references to the recorder's digital counter to locate specific topics on the tape. LBL is in the process of converting the interviews to audio cassettes for easier use. The interviews have not been transcribed. The originals of all tapes are owned and maintained by Murray State University. The inclusive dates are 1976 to 1979. The total accumulation is 108 tapes or 2.5 cubic feet.

23. LBL ORAL HISTORY RECORDINGS (continued)

DISPOSITION

- A. One complete duplicate set of reel-to-reel tapes with finding aids

PERMANENT. Transfer to NARA when no longer needed, not to exceed CY 2000.

- B. Audio cassettes and copy of finding aids

Destroy in agency when no longer needed for reference, not to exceed 5 years after the end of the LBL program.

24. MAILING LISTS

This series contains mailing lists showing personal identifying information, addresses, and other information about people's LBL-associated interests, activities, or program participation. These records are covered by the TVA Privacy Act system of records, number TVA-30, Land Between the Lakes Mailing Lists.

DISPOSITION

Destroy information on individuals when their names are removed from the mailing list.

25. LICENSE AGREEMENTS

This series of records contains copies of License Agreements for Occupancy of TVA Land, forms TVA 30461, and TVA 16058, Long-term License Agreement, and related correspondence. TVA grants to the licensee a license to occupy and use certain TVA premises subject to all of the contract terms and conditions. Contracts are granted for use of the land for craft concessions, campground sites, LBL symbol trademark, etc.

DISPOSITION

Destroy copies of the contract and all related correspondence 5 years after expiration of the contract.

26. WORK ORDERS

This series of records contains working copies of work orders, forms TVA 4005B, and related correspondence. A work order is prepared for any capital construction project. Work orders for amounts under \$100,000 may be approved by an LBL manager, and amounts exceeding \$100,000 require Board approval. The work order states the work plan for all phases of a project including the cost estimate. The original form and the completion report are sent to the Fixed Asset Group (formerly Plant Accounting) in the Chief Financial Officer's office. The inclusive dates are 1964 and continuing, and the 1964-1989 volume is 2 cubic feet.

DISPOSITION

Destroy in agency when no longer needed for reference, not to exceed 50 years.

27. MAINTENANCE REQUESTS AND DATA BASE

LBL maintenance requests and cost estimates are recorded on a Project Action Plan form. Priority and cost estimate information from the form is input into a dBase III data base. The information in the data base is transferred to floppy disk at the end of each fiscal year. The outputs are summaries of prioritized maintenance projects.

DISPOSITION

A. Project Action Plan Form

Destroy when 2 calendar years old.

(Deviation to GRS 11, Item 5. JUSTIFICATION FOR DEVIATION: The organization uses these forms for reference for 2 years.)

~~B. Maintenance Management System Data Base~~

~~Transfer information to floppy disk at the end of each fiscal year. Erase floppy disks and reuse when no longer needed for administrative purposes, not to exceed 2 years.~~

~~(GRS 20, Item 3, and GRS 11, Item 5)~~

C. Printouts

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

(GRS 23, Item 1)

28. GIFT SHOP SALES DATA BASE

The LBL Association was incorporated in 1983 as a nonprofit organization that is independent of TVA. The Association operates a gift shop in the Golden Pond Visitor Center under contract with TVA. LBL staff assists with financial analysis of gift shop sales each year and correlates this with visitation to the visitor center. The Gift Shop Data Base is used to help maintain the financial information needed. The data base is on the Wang VS system on 314 MB fixed hard disk and 288 MB removable hard disks for backup. The data base was created through Wang CONTROL and DATENTRY programs, and reports are generated through the Wang REPORT program. The inputs are taken from the gift shop manager's daily sales reports. The major outputs are monthly summaries of daily sales and Golden Pond Visitor Center visitation, totals for sales and visitors, and average daily sales for calendar year. The data elements are day of week, date, total sales, member discount, coupon discount, visitors to Golden Pond Visitor Center, Comments (special events, holidays, and other factors affecting sales and visitation).

28. GIFT SHOP SALES DATA BASE (continued)

DISPOSITION

A. Data Elements

Revise or delete as needed to support the program.

(GRS 20, Item 3, reference GRS 6, Item 4)

B. Information in the data base

Destroy when no longer needed for administrative purposes, not to exceed 10 years after the end of the Gift Shop program.

(GRS 20, Item 3, reference GRS 6, Item 4)

C. Printouts

Destroy when no longer needed for administrative purposes, not to exceed 5 years after the end of the Gift Shop program.

29. GIFT SHOP INVENTORY DATA BASE

LBL provides technical guidance to the LBL Association under an agreement between the two organizations (Contract TVA-62333A). LBL staff gave technical guidance for the first year of the Association Gift Shop. This included setting up a data base of inventory purchased by the Association for the gift shop and subsequent purchases by Bicentennial Volunteers, Inc. (BVI), a subcontractor for the Association, who operated the gift shop during the first year. The data base is on the Wang VS system using 314 MB fixed hard disk and 288 MB removable hard disk for backup. The data base was created using Wang DATENTRY and CONTROL programs and the reports are generated through the Wang REPORT program. The inputs are from the Association's and BVI's purchase orders. The major outputs are summaries of beginning inventory purchased, post-opening inventory purchased, and non-sale supply items purchased. The data elements are ID Number, Vendor, Item, Shipping Cost, Discount, Cost Each, Quantity, Total Cost, and Comments (address of vendor).

DISPOSITION

A. Data elements and information in data base

Revise or delete as needed to support the program.

(GRS 20, Item 3, reference GRS 3, Item 9)

B. Printouts

Destroy when no longer needed for administrative purposes, not to exceed 5 years after the end of the Gift Shop program.

PART B - NONRECORD SERIES

1. GRIEVANCE RECORDS WORK FILE

This series includes copies of correspondence regarding grievances filed by LBL employees. Until 1989, the record copy was filed in Labor Relations. Beginning in 1989, the record copy is in the Resource Development Human Resource office.

DISPOSITION

Destroy 1 year after the case is closed.

2. TRAVEL RECORDS WORK FILE

This series includes work file copies of records pertaining to travel, including itineraries for trips, courtesies exchanged after trips, flight and lodging accommodations, and copies of travel orders and vouchers.

DISPOSITION

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

3. EDUCATIONAL MOTION PICTURE FILMS

LBL maintains copies of two motion pictures that were produced by TVA. The two movies are titled "Land Between The Lakes" and "YAS - LBL 1960: Discovery." The record copies of the two movies are in the TVA Information Office (N1-142-89-5). LBL shows the movies for educational purposes.

DISPOSITION

Destroy when obsolete or when no longer needed, whichever is sooner.