

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-142-96-3</i>	
1 FROM (Agency or establishment) <i>Tennessee Valley Authority</i>		DATE RECEIVED <i>11-1-95</i>	
2 MAJOR SUBDIVISION <i>Services</i>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER <i>Vicki Callahan</i>	5 TELEPHONE <i>(615) 751-6249</i>	DATE <i>2-26-96</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>10-27-95</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Vicki F. Callahan</i>	TITLE Acting 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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.	SERVICES  ENERGY & ENGINEERING PROJECT RECORDS AND MATERIALS AND PROCUREMENT RECORDS See the attached description of the Energy & Engineering Project Records that are being submitted to RIMS (N1-142-93-15)		
2.	Also see the attached description of materials and procurement records from Engineering & Technical support in Services that are being submitted to RIMS		

1. ENERGY & ENGINEERING PROJECT RECORDS

The Services organization's Energy & Engineering group, is providing other organizations and companies with "just intime" employees to do a variety of jobs in engineering, CAD services, and energy services.

This series covers records created during the course of the various projects conducted inside and outside of TVA.

Examples of services provided in Engineering Services are:

Design/Engineering; Field Engineering and Support; Consulting; QA/QC; Specifications/Procurement for electrical, mechanical, civil, nuclear, chemical and industrial.

Examples of services provided in CAD Services are:

MICRO-CADAM; Auto CAD; Pro CAD; Intergraph Micro Station; Drawing Scanning Services; Electronic Drawing Storage; CAD Certified Training; CAD System Installation and initialization; optigraphics.

The Energy Services offered are:

Energy Audits; Lighting Modifications; HVAC Control; Energy Management Systems; Energy Contract Administration; Green Lights Program.

Some examples of the different projects to be worked on are the AFBC Pilot Plant Relocation Project; Underwater Inspections; Control Room and Plant Computer Design Modifications; and staff augmentation projects outside TVA.

A hard copy project file will be maintained in addition to being filmed into RIMS until a project is completed and then the hard copy file will be destroyed.

DISPOSITION

1. Paper Copies

Destroy when project complete

~~2. RIMS Microfilm~~

~~Destroy when 30 years old~~

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## MATERIALS AND PROCUREMENT RECORDS

2. Engineering & Technical Support of TVA Services (TVAS) Energy/Engineering located in Knoxville, submits its materials and procurement records to RIMS. These records are used in contract administration. They consist of requisitions, specifications, pre-award information, revisions to specifications, vendor correspondence, related papers pertaining to award, administration documents, receipt, inspection and receiving reports, and technical submittals. Some of this information may also be in the contract file located in Purchasing.

### DISPOSITION

#### 1. Paper Copies

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

#### ~~2. RIMS Microfilm~~

~~See RIMS Schedule~~

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