

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-142-04-2	
1. FROM (Agency or establishment)  Tennessee Valley Authority		DATE RECEIVED 9-28-2003	
2. MAJOR SUBDIVISION COO		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION FOSSIL POWER GROUP (FPG)		In accordance with the provision of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for may items that be marked "disposition not approved" or "withdrawn" in column to.	
4. NAME OF PERSON WITH WHOM TO CONFER Paul A. Jennings	5. TELEPHONE 423-751-2528	DATE 6-21-04	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 on the attached (pages) 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 09/26/2003	SIGNATURE OF AGENCY REPRESENTATIVE Georgia S. Greene <i>Georgia S. Greene</i>	TITLE Manager, Records & Forms Management	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	I.39 EQUIPMENT CALIBRATION RECORDS SEE ATTACHED DESCRIPTION		

*cc: Agency NR DRC*

8/6/2003

1.39 **EQUIPMENT CALIBRATION RECORDS**

This series of records is used by the Central Laboratories Group. The records ensure that quality assurance has been demonstrated in approving, maintaining, reworking, repairing, replacing and/or modifying the equipment which constituted the issuance of the records identified in this schedule.

All of the records listed below are scanned and indexed into EDMS (Electronic Document Management System), and all are QA records.

**General Records**

Assignment Log  
Audit/Survey Report (Ciab)  
Calibration Report  
Corrective Action Report (C Lab)  
External Document Impact Review Log  
Final Report  
Initial/Periodic Evaluation  
Instruction/Specification Revision Package (C Lab)  
Log Sheet (C Lab)  
Specification Manual  
Nonconformance Report (C Lab)  
Notice of Deviation Report  
Personnel Authorized to Authenticate QA Records  
Surveillance Report (C Lab)  
Quality Program Instruction  
Quality Program Instruction Master Index  
Quality Program Procedure  
Software Control Master Index (C Lab)  
Radiological Controls Program Procedure (C Lab)  
Report of Results (C Lab)  
Assessment Report (C Lab)  
Software Control Record (C Lab)  
Specification Manual  
Technical Report (C Lab)  
Test Plan

**DISPOSITION**

A. **Meteorological Monitoring Equipment**

Calibration Record (Meteorological Monitoring)

75 Years from the time the last TVA facility no longer provides monitoring for internal or external radiation exposure to radiation or radioactive material, licensed radioactive material is no longer present, and until concurrence for disposal is received from the Office of General Counsel.

B. **All Other Equipment**

Life of the particular item, while it is installed in the plant or stored for future use.

\* added per e-mail dated 11/03/03 from  
Georgia Greene. JJ

## 2. Electronic Mail and Word Processing System Copies

Electronic copies of records that are created 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.

1. 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

2. 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.