

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-142-88-10

DATE RECEIVED

3/22/88

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

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

1. FROM (Agency or establishment)

TENNESSEE VALLEY AUTHORITY

2. MAJOR SUBDIVISION

OFFICE OF NATURAL RESOURCES AND ECONOMIC DEVELOPMENT

3. MINOR SUBDIVISION

DIVISION OF AIR AND WATER RESOURCES

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

RONALD E. BREWER

615-751-2520

8/7/89

*[Signature]*

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

3/14/88

*Ronald E. Brewer*

ASSISTANT TVA ARCHIVIST

7. ITEM NO.

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

See the attached Comprehensive Records Schedule for ONRED's Engineering Laboratory Branch.

ALL CHANGES TO THIS PROPOSED SCHEDULE HAVE BEEN APPROVED BY:

*[Signature]*  
NARA APPRAISER

7/24/89  
DATE

*Ronald E. Brewer*  
AGENCY REPRESENTATIVE

6/19/89  
DATE

## RECORD SERIES

### 1. ENGINEERING LABORATORY PROJECT FILES

The Engineering Laboratory provides research and development services to offices and divisions and to outside agencies or institutions. These activities are primarily in the fields of fluid dynamics, heat transfer, geohydrology, and water resource planning and management. Research project variety ranges from mathematical simulation methods to experimental laboratory techniques to field investigations planned and conducted in coordination with field operations personnel.

The branch makes operational planning studies of the reservoir system and assists in developing improved methods and techniques used in daily streamflow and reservoir elevation forecasting required for operation. It recommends and conducts applied research in river and reservoir hydraulics and in the development and application of improved methods for routing flood waves and power transients. It plans and develops mathematical water resource management methods using new research results and evaluates applications having potential for optimum operation of the total reservoir system for all purposes.

Project Files are maintained on individual projects such as:

- o Nuclear Plants including Browns Ferry, Sequoyah, Watts Bar, Bellefonte, Phipps Bend, and Hartsville
- o Fossil and Hydro Plants such as Widows Creek, John Sevier, Watts Bar, Chickamauga, and Douglas
- o Pump Storage Projects including Raccoon Mountain
- o Special Projects such as Clinch River Breeder Reactor; Coors Distillery; and Lee County, Mississippi.

These files are maintained for research studies requested from other TVA organizations and outside organizations. Included are the following types of information:

- o Raw field data gathered by engineers for individual projects
- o Original Model Studies - Consists of data books, graphs, drawings, charts, and engineering data of various studies performed at TVA Projects. Some examples are: Spillway Ratings, Turbine Bypass Ratings, Reservoir Temperatures, Hydraulic Model Studies, Lummite Sample Tests, etc. These records provide reference for evaluations of past and future projects. They are arranged alphabetically by project. The inclusive dates are 1935 and continuing. The 1988 volume is approximately 618 cu. ft. The annual rate of accumulation varies according to number of studies requested. 18 cubic feet of these records dating from 1935-1965 were shipped to the Federal Records Center in 1974. The accession number is 75A595.
- o Preliminary reports and reference copies of technical reports
- o Copies of final reports of individual studies - Originals are scheduled as a separate series

1. ENGINEERING LABORATORY PROJECT FILES (continued)

These project files comprise the background research files for final reports. The 1988 volume is approximately 815.8 cubic feet. The estimated annual accumulation is 6 cubic feet for all items except the original model studies, and this annual accumulation varies according to number of studies requested.

DISPOSITION

*See attached page*

~~Permanent. Transfer to the Knoxville Records Center 5 years after a project becomes inactive. Transfer to NARA 10 years after transfer to Knoxville Records Center.~~

2. REPORTS FILES

Reports are prepared as requested by internal and external organizations. They consist of model studies, field data, research proposals, mathematical analysis, and hydrodynamic analyses collected by TVA staff engineers. The reports include photographs, drawings, computer printouts, and graphs. Some examples of types of studies are: Ground Water Studies, Water Resources, Hydro and Reservoir Facilities Renovations, Structural Dynamics, etc. There are 4 types of reports prepared:

Level I. Technical Report - All necessary background material which went into compiling the report is included.

Level II. Technical Note - Primarily written for use within TVA. Background material is not necessarily included.

Level III. Proposals - Bids prepared by Engineering Laboratory engineers for their assistance.

Level IV. Data - A compilation of raw data collected from field and laboratory investigations for internal use.

The present volume is approximately 70 cu. ft. with an annual rate of accumulation of less than .5 cu. ft. The inclusive dates are 1940 to date and continuing. They are arranged alphabetically by subject.

DISPOSITION

A. Complete set of Reports

*OK REF*

Permanent. Transfer to the National Archives upon approval of this schedule. Transfer future reports to the National Archives in 5-year blocks ~~beginning in 1994~~ when the oldest reports are 5 years old. (First transfer of future reports will be in CY 1994.)

B. Extra copies of Reports

*OK REF*

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

1. ENGINEERING LABORATORY PROJECT FILES (continued)

These project files comprise the background research files for final reports. The 1988 volume is approximately 815.8 cubic feet. The estimated annual accumulation is 6 cubic feet for all items except the original model studies, and this annual accumulation varies according to number of studies requested.

DISPOSITION

\* A. Project Files Related to TVA Facilities

An engineering evaluation will be performed when the final project report is completed to determine those projects that are related to a TVA facility. All project files related to a facility shall be kept for the life of the facility, and shall not be transferred to the Federal Records Center.

B. Project Files Not Related to TVA Facilities

Destroy 10 years after the final project report is complete unless an engineering evaluation reveals the project relates to a separate ongoing project. Those retained longer than 10 years shall be reevaluated every 5 years for possible destruction. These records shall not be transferred to the Federal Records Center.

3. WATER SUPPLY STUDIES

Correspondence; maps; computations; charts and copies of reports relating to Community Assistance for water supply studies, including approximately 1.5 cubic feet of drawings from the old Project Planning Branch; leak detection program, including a leak detection program data base and a water log data base which will be scheduled at a later date; socioeconomic mitigation; and other related community development problems. Requests for assistance are received from communities in the TVA Valley region. These records are arranged alphabetically by subject. The 1987 volume is 68.3 cu. ft. The inclusive dates are 1954 and continuing. Annual accumulation is less than .5 cu. ft.

DISPOSITION

Paper Copies of Studies

Permanent, Break files upon completion of study.  
~~Destroy 50 years after approval of this schedule.~~ Transfer to TVA Knoxville Records Center 1 year after completion of study. Transfer to FRC 5 years after transfer to the TVA Knoxville Records Center. Transfer to <sup>in 5-yr blocks</sup> the National Archives in 5-yr blocks when the newest records are 20 yrs. old.

4. WATER RESOURCE MANAGEMENT METHODS FILES

\*  
See attached sheet.  
~~Correspondence, calculations, reports and computer printouts regarding the development and application of mathematical water resource management methods. The methods provided guidance in day-to-day system operation and were used as analysis tools in planning studies of new system configurations and operating policies. These methods supported the reservoir system manager so he could effectively respond to the complexity of reservoir system management. The methods also allowed continuous evaluation, flood control, power generation, water quality, fish habitats, and recreation. The records are arranged alphabetically by subject. The inclusive dates are 1940 to 1987, when the project was completed. The volume is approximately 10.5 cu. ft.~~

DISPOSITION

Permanent. Transfer all records to the TVA Knoxville Records Center upon approval of this schedule. Transfer to the National Archives 10 years after date of transfer to the Knoxville Records Center.

#### 4. WATER RESOURCE MANAGEMENT METHODS FILES

The Water Resource Management Methods program began in 1940 in response to a request from the Manager of the TVA Reservoir System. He needed methods developed that would solve problems encountered in the day-to-day operation of the reservoir system. Prior to the establishment of this program, there was no information available either inside or outside TVA on solutions to these types of problems. Many avenues were explored as engineers worked to resolve the problems associated with managing the TVA reservoir system. Their findings were used as analysis tools in planning studies of new reservoir system configurations and in setting operating policies. The reservoir system manager used the successful solutions to effectively respond to the complexity of reservoir system management. The successful solutions also allowed for continuous evaluation, flood control, power generation, water quality, fish habitats, and recreation on the TVA reservoir system.

Many narrative reports were prepared defining both the successful and unsuccessful solutions that were explored. Copies of these reports are all included in Item 2 of this schedule. Examples of these reports are (1) Kentucky-Barkley Dynamic Routing Model, (2) River Forecast Using the Computed Hydrograph Adjustment Technique, (3) Near Future Scheduling Model of the TVA Reservoir System, and (4) Norris Reservoir Inflow Analysis.

This series consists of correspondence, engineering calculations, copies of reports, and computer printouts. The inclusive dates are 1940 to 1987, when the project was completed. The volume is approximately 10.5 cubic feet.

#### DISPOSITION

*REB*  
Transfer to the TVA Knoxville Records Center upon approval of this schedule. Transfer to the Federal Records Center 5 years after transfer to the TVA Records Center. Destroy 5 years after transfer to the Federal Records Center.

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5. TESTING AND DEVELOPMENT AUDIOVISUAL RECORDS

Film and prints of model and prototype testing, field testing, and of actual TVA projects. The tests are performed by TVA's Engineering Laboratory engineers upon request from other TVA organizations or from outside organizations. Some examples of the types of tests are: Environmental effects on projects, spillway operations, operation of sluices, flood incidents, drowning investigations, etc. These files consist of prints, negatives, video tapes, 35mm movies, and slides.

These records are arranged alphabetically by project, then numerically by project designation number. There is no index to the film, but there is an index to the prints that tells number of pictures and dates they were taken. The present volume is 18 cubic feet (272 inches) of 4X5 black and white prints, 7 cubic feet of video tapes, 3,000 slides, and 6 cubic feet of negatives. The inclusive dates are 1933 and continuing.

DISPOSITION

~~Permanent. Transfer to the National Archives when the program function is discontinued.~~

A. Motion Pictures

Destroy when 2 years old or when no longer needed.

(GRS 21, Item 12)

B. Video Recordings

Destroy when 2 years old or when no longer needed.

(GRS 21, Item 19)

C. Slides, Still Pictures, and Negatives

Permanent. Transfer to the National Archives when 30 years old.

6. PUBLIC MEETING FILE

Correspondence relating to meetings held by Engineering Laboratory Branch employees outside TVA. Includes travel information, abstracts and papers, figures and proceedings from the meetings. This file is needed for reference to fulfill outside requests. The original papers are included in the files prior to 1980. After 1980 the original papers are filed in the Report Files (see item 2)

DISPOSITION

A. Records accumulated prior to 1980

Destroy 50 years after approval of this schedule.

B. Records dated 1980 to present and continuing

Destroy when 5 years old.

NONRECORD SERIES

1. HOURLY WATER RECORDS

Work copies of Discharge - Headwater and Tailwater Elevations for Reservoirs. This data is gathered and microfilmed by Reservoir Operations in the Water Resource Operations Department of River Basin Operations, and will be scheduled at a later date. The Engineering Laboratory receives a hard copy of the data which they maintain until they received a copy of the microfiche. They use this data for reference purposes in performing flow evaluations in connection with National Pollutant Discharge Elimination System Permits and in calibrating flow routing models in reference to radiological spills. This information is needed for research purposes.

DISPOSITION

A. Hard Copy

Destroy when copy of microfiche is received.

B. Microfiche

Destroy when no longer needed for reference purposes.