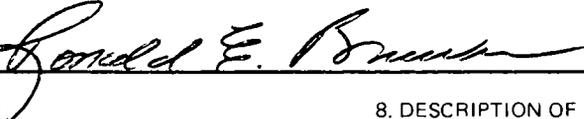


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: <b>GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO. <i>N1-142-88-12</i>	DATE RECEIVED <i>3/29/88</i>
1. FROM (Agency or establishment) <b>TENNESSEE VALLEY AUTHORITY</b>		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION <b>OFFICE OF POWER</b>		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION <b>DIVISION OF ENERGY USE AND DISTRIBUTOR RELATIONS</b>			
4. NAME OF PERSON WITH WHOM TO CONFER <b>RONALD E. BREWER</b>	5. TELEPHONE EXT. <b>615-751-2520</b>	DATE <i>1/24/89</i>	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 <i>3-22-88</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE <b>ASSISTANT TVA ARCHIVIST</b>
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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 GRS OR SUPERSEDED JOB CITATION	10.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>
	See the attached addition of Item I.39, Commercial and Industrial Energy Survey Records, to the Comprehensive Records Schedule for the Division of Energy Use and Distributor Relations.		

I.39. COMMERCIAL AND INDUSTRIAL ENERGY SURVEY RECORDS

The Commercial and Industrial (C&I) Program was initiated in January 1979 and offers energy management surveys and low interest financing to help consumers increase energy efficiency. The C&I Program is managed by EU&DR. Analyses of energy use and identification of energy management opportunities (EMOs) are performed and reported to the consumer. In addition, energy specialists assess the potential for cogeneration, solar energy, and use of other renewable resources. Assistance also is available to analyze construction plans and specifications to identify areas of potential energy waste and recommend more efficient energy use.

A free energy survey is available to small and medium commercial and industrial consumers whose facilities can be analyzed for energy conservation potential without detailed analysis or measurements. Included in the survey forms are existing conditions; recommendations and cost analysis; and miscellaneous field data and calculations. If the TVA energy specialist determines that the energy-consuming systems in the consumer's facility are too complex or too large for a simple evaluation, a free estimate of the cost for a more comprehensive energy management survey will be prepared. The consumer pays the cost incurred by TVA in performing the comprehensive survey. The survey charge will be refunded to consumers who implement 75% of the electrical EMOs that have paybacks of two years or less. TVA loans for implementing qualifying EMOs range from \$1,000 to \$100,000.

Audits are conducted upon request by the Commercial and Industrial Branch of the Division of Conservation and Energy Management (C&EM). After these audits are completed, the original is mailed to the Program Support Section of C&EM. Upon receipt, a data entry operator enters most of this information in the Commercial and Industrial Information System (90% of all fields are entered). This machine-readable file contains data elements relating to the C&I Program, including data such as multiple site information, job information, general building information, building envelope, and systems descriptions (windows, doors, roof, heating, cooling, lighting, etc.), electrical energy consumption of past 12 months, fossil fuels (meter reading, natural gas, coal, fuel, oil), and a summary sheet of annual electric or fossil fuel use. The hard copy of the audit is retained in C&EM. The district offices of EU&DR retain copies of audits and related calculation tables, drawings, etc., as case files for district personnel use.

The Commercial and Industrial Program data base is maintained for the purpose of generating reports and analyses which are used for reference and study purposes by the district offices of EU&DR and personnel in C&EM.

I.39. COMMERCIAL AND INDUSTRIAL ENERGY SURVEY RECORDS

C&EM will schedule the part of these records belonging to them at a later date. All correspondence relating to this program is indexed into RIMS.

DISPOSITION

- A. Paper. Includes EU&DR's copies of the audits received from C&EM and any other paper used by EU&DR relating to the C&I Program except the RIMS copies.

Destroy in agency when program is discontinued or when no longer needed for administrative reference.

- B. Computer-generated Reports (EU&DR's copies of computer printouts)

Destroy in agency when superseded or no longer needed for reference.

- C. Commercial and Industrial Program Data Base

Destroy data elements when program is discontinued or when no longer needed for administrative purposes.