

1.

ENERGY USE PUBLICATIONS FILE

Energy use information (including energy conservation information from the late 1970s through 1989) is developed by program personnel in T&CS. This information is then written and designed into a format for a publication pamphlet by communication specialists and reproduced in-house by the TVA Reproduction Unit. A small stock of the publications is distributed to the regional offices, and extra copies are stocked in Communications of T&CS and in a warehouse for distribution when requested by various TVA organizations. These publications are distributed through distributors at civic meetings, and by employees in an effort to inform as many Valley residents as possible about TVA's energy use programs. Approximately 200 publications--printed, revised, and reprinted--are maintained as a historical master file in Communications of T&CS. A manual alphabetic listing of the publication titles is maintained as an index to the publications. The volume to the historical master file is approximately 3 cubic feet, and the inclusive dates are 1979 and continuing. The approximate annual accumulation of the historical master file is less than .5 cubic feet. The file was broken at the end of 1989, and will be broken every 10 years thereafter. Beginning in 1990 2 sets of each publication will be maintained for transfer to the National Archives.

DISPOSITION

- A. Record Set, one extra set (where available), and the manual alphabetic listing of all Energy Use Publications

PERMANENT. Break the file at the end of 1989. Transfer the segment dated 1979 through 1989 to the National Archives upon approval of this schedule. Transfer 2 sets of all future publications to the National Archives in 10-year blocks when the oldest records in the block are 10 years old. The first transfer of records dated 1990 through 1999 will be in CY 2000.

~~B. All Other Copies~~

~~Destroy when superseded, obsolete, or no longer needed.~~

~~(Nonrecord)~~

2.

ENERGY USE EDUCATIONAL MOTION PICTURE FILMS

From the 1960s until 1982, films used for energy use education purposes were purchased from outside sources and one, The Valley, was produced by TVA. These films are duplicated in the regional offices in T&CS and are filed by title. Examples of film titles are "The Valley," "South Face," "Wind Power," "Design with the Sun," and "Energy Realities." A master copy is retained by Communications of T&CS. Approximately seventy duplicate reels which date from the 1960s to the 1980s are retained in the Distributor Marketing and Services Library. Approximately sixty of these films are considered obsolete. The ten most recent films are currently being used, and they are all 16mm sound/color films. Upon request, these films are charged out to TVA employees. T&CS regional employees show these films to schools, civic groups, etc., as part of the energy use education program. Beginning in the 1980s, TVA began using videotapes and ceased producing or purchasing motion pictures for energy use education purposes (the videotape series is scheduled separately as item 4 of this schedule). The total volume of films produced by TVA as of 1989 is less than .5 cubic feet. The inclusive dates of films produced by TVA are 1969 to 1982.

DISPOSITION

A. One print of motion picture titled The Valley

PERMANENT. Transfer to the National Archives in CY 1999.

B. Master copies of films not produced by TVA

Destroy when no longer needed for reference, not to exceed 20 years.

~~C. Extra copies of films~~

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

~~(N1-142-87-10, Item I.23)~~

3. ENERGY USE PROGRAM SLIDE PRESENTATION

Communications of T&CS develops energy use slide programs on subjects such as solar water heating, sun space, and natural cooling. Communications maintains the master copies which are filed by title. Many of these programs are duplicated in the T&CS regional offices and are shown to school groups, senior citizens, consumer groups, Rotary Clubs, etc., as part of TVA's energy use education program. A manual listing of slide presentation titles is maintained as an index to the slide presentations. In 1989, there are approximately 29 slide presentations with audio cassettes. The inclusive dates are 1979 to present. The total volume of the master set as of 1989 is 9 cubic feet, and the approximate annual accumulation is less than .5 cubic feet. These slide presentations can be categorized into one of the following types:

1. Specific - Designed to sell particular programs to a specific audience.
2. General - General audience, general programs.

see below — *

DISPOSITION

- A. Master set, one extra set (where available), and manual listing of all slide presentations

PERMANENT. Transfer to the National Archives in ¹⁵ 10-year blocks when the ~~oldest~~ records in the block are ¹ 20 years old. The first transfer of records dated 1979 to ~~1988~~ will be in CY ~~1999~~. 1994

~~C. Extra copies of slide presentations~~

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

~~(N1-142-87-10, Item I.24)~~

B. Stock Slides

Permanent. Transfer to the National Archives in 1-year blocks when 15 years old. The first transfer of records dated 1979 will be CY 1994.

* Communications also maintains stock slides which are not part of the established slide presentations. They are occasionally used in presentations then returned to the stock slide file. The approximate volume of stock slides is 3,000, or less than 1 cubic foot. The approximate annual accumulation is less than .5 cubic feet. The inclusive dates are 1979 to present.

4. ENERGY USE VIDEOTAPE PRESENTATIONS

T&CS employees produce, edit, and finalize videotape presentations regarding energy use within the Valley area. These presentations are shown to school groups, senior citizens, consumer groups, Rotary Clubs, etc., as part of TVA's energy use education program. The edited master is maintained in Communications of T&CS. Extra copies of the videos are only produced upon special request. Examples of presentation titles are "Outdoor Lighting," "Heat Pumps," and "Power Marketing." A manual alphabetic listing of presentation titles is maintained as an index. The total volume of the master set in 1989 is 70 videos or 7 cubic feet. The inclusive dates are 1982 and continuing, and the approximate annual accumulation is 1 cubic foot. Communications also maintains approximately 70 video reels of unedited stock footage which is used as a working tool in preparing new video presentations.

see below - *

DISPOSITION

- A. Master set, one extra set (where available), and ^{unedited footage} ~~the manual alphabetic list of all videotape presentations.~~

PERMANENT. Transfer to the National Archives in ¹⁵ 5-year blocks when the ~~oldest~~ records in the block are ¹ 20 years old. The first transfer of records dated 1982 ~~to 1987~~ will be in CY ~~2002~~ 1997.

- ~~C. B. Extra copies of the videotape presentations and unedited footage~~

Erase and reuse or destroy when obsolete or when no longer needed, whichever is sooner.

- B. Finding aids and production files (where available), and the manual alphabetic list of all videotape presentations

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Permanent. Transfer to the National Archives with the related videotape presentations.

* Communications also maintains finding aids and production documentation for the videotape presentations. The finding aids and production documentation varies with each videotape presentation. Finding aids may include data sheets, shot lists, continuities, review sheets, catalogs, indexes, lists of captions, and other textual documentation that are necessary or helpful for the proper identification, retrieval, and use of the records. Production files may include copies of production contracts, scripts, transcripts, and appropriate documentation bearing on the origin, acquisition, release, and ownership of the production.

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