

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-142-97-3	DATE RECEIVED FEB 3 1997
1. FROM (Agency or establishment) TENNESSEE VALLEY AUTHORITY		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2. MAJOR SUBDIVISION RESOURCE GROUP			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Georgia S. Greene	5. TELEPHONE 423-751-3701	DATE 4-30-97	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 <u>1</u> 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>Re Submitted</i> 1-24-97 11-6-96	SIGNATURE OF AGENCY REPRESENTATIVE <i>Georgia S. Greene</i>	TITLE 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 GRS OR SUPERSEDED JOB CITATION	10.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.	ENGINEERING SERVICES CROSS SECTION AND PROFILES FIELD BOOKS (Please see the attached page)		

ENGINEERING SERVICES CROSS SECTION AND PROFILES FIELD BOOKS

The Engineering Service's (ES) field book is a collection of raw data collected by field personnel. The raw data describes the elevation of a specific stream bed (cross sections and profiles). The books also contain temporary elevation benchmarks which are usually set, flagged, or otherwise made obvious so as to be more easily found and described in detail. The field books usually contain any permanent bench mark elevation information (i.e., brass caps or discs in concrete set and documented by USGS, DOT, etc.) in or near the area.

Examples of information collected are: (1) location, (2) stream mile, and (3) section number. The field books are numbered and each page is stamped with the number. The book has between 1-30 pages. All field books have a carbon copy which is retained by the field office/person gathering the information. The original is sent to the official files in Knoxville, Tennessee. The information is used by surveyors, communities, businesses, subdivisions, or anyone else needing this kind of information. When a customer requests a study to be done on a specific area, the field books are researched for pertinent raw data to be used in the study.

Engineering Data Services Section maintains the original data base (named ARCHIVED SURVEY DATA) which is used as an index/tracking tool and which also gives summary information about each of the field books. Some of the information included consists of: type of data contained in the field book, the date of the survey, location, purpose, and field book number. etc. Each cross section data is considered a record. There are 6064 records within the data base. Field books originating before 1979 have not been entered into the data base so it is not a complete index of the field books. Flood study names A through W are loaded. Surveys done prior to 1979 are not included (except Buncombe Co. 1976/78). Updated 4/20/94 to include all of Woodville/Jackson Co. The ES official file located in Knoxville has a copy of the data base also.

Disposition:

- A. Profile Field Books - To be kept in the ES official file at Knoxville, Tennessee for the life of the agency.
- B. Archived Survey Data, Data Base

Destroy when no longer needed. ~~(GRS-23, Item 8)~~