

REQUEST FOR RECORD POSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC 1 142 77 01
DATE RECEIVED	4 JAN 1977
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
Tennessee Valley Authority

2. MAJOR SUBDIVISION
Office of Engineering Design and Construction

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Ronald E. Brewer

5. TEL. EXT
615 755-3351

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.

- A** Request for immediate disposal.
- B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
12-28-76	<i>Ronald E. Brewer</i>	Assistant TVA Archivist

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><u>RECORDS OF THE OFFICE OF ENGINEERING DESIGN AND CONSTRUCTION</u></p> <p>Records are arranged by date of receipt or creation. Letters, memorandums, reports, speeches, directives, contracts, requisitions, draft working papers of sketches, graphs, and charts, and all other records received or created by OEDC in the performance of its mission to design and construct all engineering facilities in TVA. This series of records includes both administrative and program records.</p> <p>Since September 1, 1976, all of these records have been microfilmed randomly in chronological order on 16 mm rolls of 100 feet each and Ultrastrip copies have been made for reference use throughout OEDC and TVA. Micro-filming has been done in accordance with FPMR 101-11.504 and industry standards (ANSI N45.2.9 and related standards).</p> <p>Individual documents on the microfilm are located by means of a separate computer index subsystem consisting of multiple data base files. Each document entered into the system is identified with a set of key data which includes "To, From, Date, Subject" and related keywords</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><u>RECORDS OF THE OFFICE OF ENGINEERING DESIGN AND CONSTRUCTION</u> - continued</p> <p>and key reference numbers, such as contract numbers, letter numbers, etc.</p> <p>The following records are not being filmed and are not included in this request: approved engineering drawings; vendor's catalogs; manuals; personnel records and any other records subject to the Privacy Act; security classified materials; photographic prints; and radiographs.</p> <p>Recommended disposition instructions:</p> <ul style="list-style-type: none">A. Paper copy - Destroy when microfilm copy is verified accurate.B. Record copy of 16 mm microfilm - <u>Permanent</u> offer to the National Archives and Records Service the silver original and one positive copy in annual segments when one year old (approximately 300 to 400 rolls per year).C. Ultrastrip reference copies - Destroy when no longer needed for reference.D. Computerized index - Offer to National Archives and Records Service in annual segments with the microfilm rolls it indexes. The index will be on computer output microfiche and contain essential key data elements for reference purposes.		