

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-142-78-6	
DATE RECEIVED Jul 18 1978	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
2/22/80 Date	<i>James E. O'Neil</i> 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 Power

3. MINOR SUBDIVISION

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

5. TEL. EXT. FTS
 854-3351

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 9 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
1/2/80	<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
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OFFICE OF POWER

The Office of Power develops, recommends, and carries out plans, policies, and programs for the supply and transmission of electric power and for its full and effective utilization in the development of the region. It has primary responsibility for achieving the objective that such power shall be sold at the lowest possible rates.

Based on economic and program analyses, it forecasts the future needs of the power program and makes plans for meeting those needs, including identification of need for generating and transmission facilities, service buildings and structures, and other physical facilities. It develops, coordinates as appropriate, and recommends to the General Manager plans for all single-purpose power program projects, obtaining prior final review of such plans by all offices or divisions which have a program concern in them. In its planning of single-purpose power generating projects, it obtains from the Office of Engineering Design and Construction preliminary layouts, designs, and cost estimates for alternative types of generating facilities and plant

The agency certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.

9 items

115-107

*Used
4-24-80*

to NNB, 4NEN, 4NC, NNR - 4/24/80
 sent to agency by RTB, 4/23/80

RDO

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	<p style="text-align: center;">OFFICE OF POWER (Continued)</p> <p>sites; participates with that office in determining equipment and other project features as they affect power system costs; and obtains from it the preparation or authentication of all construction cost estimates for projects or features to be built by that office.</p> <p>The Office of Power participates in developing plans to be recommended to the General Manager by others which affect power program interests, and gives prior final review to all such plans or proposals.</p> <p style="text-align: center;"><i>Descriptions</i></p> <p>NOTE: Items 1 through 15 below relate to those portions of the records of the Office of Power which are to be filmed under the ARMS system. These include records pertaining to plans, policies and programs for the supply and transmission of electric power and its full and effective utilization in the development of the region; development of objectives that power be sold at the lowest possible rates; forecasts of the future needs of the power program; plans for meeting those needs, including identification of needed generating and transmission facilities, service buildings and structures, and other physical facilities; plans for all single-purpose power program projects; and development of plans to be recommended to the General Manager by others which affect the power program interests, including prior final review to all such plans or proposals. Documents will be filmed and indexed randomly; only records created on or after Jan. 1, 1979, will be filmed under this schedule. The film will be serviced by a computer index sub-system consisting of a master data base file. Microfilming will be done in accordance with FPMR 101-11-506. Previously approved schedules which cover some types of records described below relate only to those records created prior to ARMS implementation and, therefore, are not superseded by this schedule.</p> <p><i>Records to be placed in the ARMS System consist of:</i></p> <ul style="list-style-type: none"> ● Copies of TVA, office, and division policy statements, directives, organizational charts; management planning and program documents including technical papers, speeches, and articles prepared or received by Power personnel; accounting records including audits, cost analysis and reports, journal vouchers, field vouchers, voucher registers, invoices, suborders and related correspondence, accounts payable records, general overtime approval requests, etc.; travel and transportation records including 		

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	<p style="text-align: center;">OFFICE OF POWER (Continued)</p> <p>mileage quotes, vehicle use and assignments, travel orders, requests and vouchers, correspondence on passports, etc.; budget records including working papers, financial statements, estimates, and reviews; personnel records not relating to individuals, such as records on manpower, overtime, retirement training, tuition reimbursement, fund drives, Blood Banks, employee conduct, promotions and reclassifications, college recruitment, Equal Employment Opportunity, etc.; records relating to routine security matters such as: access to nuclear plants, thefts, building security, radiation film badges, visitor's badges, etc.; safety and health records such as: Correspondence on employee compensation cases; Hazard Control Plan, data and bulletins; traumatic injuries; TVA safety program and reports; safety reports and correspondence to and from OSHA; bomb threats; public safety programs such as: water safety, fire protection, etc.; building audits, inspections, emergency plans, safety instructions; eyewear and footwear; safety meetings, etc.; and general administrative records including Administrative Release Material; Board actions and agendas for Board Meetings; news releases, bulletins, and announcements; conference rooms, requests for office space, space alterations, office equipment, supplies, and furniture; requests for approval to attend internal TVA meetings and meetings outside TVA; minutes of staff meetings; union records including agreements, assignments, classifications, and jurisdictions; monthly programs items reports; legislation, etc.</p> <p>① <u>Nuclear compliance records</u> pertaining to advice to the Manager of Power on the adequacy of TVA's nuclear safety policies and programs and their implementation; and assurance that TVA is in compliance with regulatory requirements of the NRC and other agencies.</p> <p>② <u>Public relations records</u> regarding the development of programs and materials in coordination with the Information Office to promote employee and public understanding of the TVA power program; major reports, brochures, speeches, news releases, replies to inquiries about the power program; arrangements for discussions for foreign and domestic visitors; information about the power program written by persons</p>		

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	<p style="text-align: center;">OFFICE OF POWER (Continued)</p> <p>outside TVA that requires editing, etc.</p> <p>④ <u>Financial Planning and budgeting records</u> pertaining to the execution of approved financial and budget plans for the power program; appraisals of the financial results of the power program and forecasts of borrowing and revenue requirements; studies and data on general economic and financial conditions and their effect on the power program; the overall budget and multiyear financial plan for the power program; forecasts of cash flow and short-term cash needs; financial statements and cost statistics; financial and cost analyses; and appraisals of the impact of probable losses from property and liability risks on the financial test in TVA's basic bond resolution.</p> <p>④ <u>Future site and generation capacity data</u>, including planning and site evaluations (advantages and disadvantages of each site under consideration) for future sites; general information on future sites; site investigations - soils and foundation rocks, core drill holes, data and logs; geologic logs; preliminary plans, design, construction and cost factors between alternative generating plant sites based on the above information and summaries prepared for use in recommendations from the Office of Engineering Design and Construction on precise location of such facilities.</p> <p>④ <u>Office of Power administrative records</u> pertaining to management services and controls throughout the Office of Power including information on the development and coordination of policies and procedures related to training and changes or revisions to existing training policies; plans of activities for security and nonmilitary defense activities; stores and warehousing services and controls, management of lands and buildings, employee safety, records management and travel.</p> <p>④ <u>Research and development data</u> on new developments and improvements in methods and facilities relevant to the broad field of electric power supply; information on research projects which offer promise of benefits to the power program; policies on power research activities; information on major</p>		

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	<p style="text-align: center;">OFFICE OF POWER (Continued)</p> <p>experimental, developmental or demonstration projects; assistance on nuclear research matters related to new developments in the nuclear power field; research work done within TVA or by contract with outside organizations; reviews of arrangements involving the expenditure of power funds in research activities; research programs for the development of environmental technology, including stack gas and particulate removal, heated condenser water discharge, radiological releases, solid waste utilization, etc.</p> <p>● <u>Quality assurance records</u> pertaining to an overall quality assurance and audit program for the design and procurement of nuclear fuel and the startup, operation, maintenance, repair, modification, refueling and testing of nuclear power plants. These records include laboratory, inspection, and engineering reports and records of materials, design and workmanship; mill tests, certifications, heat numbers, stress analyses, and design calculations made to determine physical, chemical, or metallurgical characteristics, acceptability, or a composition of materials, components, equipment, or composite units, used or to be used, in nuclear systems.</p> <p>● <u>Automatic data processing records</u> pertaining to plans, developments, and coordination of systems and ADP activities among divisions and staffs; identification and evaluation of systems opportunities and plans for control of the systems development work to ensure that activities utilize available resources; standards for training of programmers and program processors; development and documentation of programs and systems; and information on programming, system analysis and software maintenance support to all Power divisions and staffs.</p> <p>● <u>Transmission system construction records</u> including records pertaining to the construction of all new transmission lines, communication lines, substations and related facilities; records concerning major additions to and rehabilitation of existing lines, substations and related facilities of the power system; and information on the initial clearing of rights of way for new transmission lines and communication facilities.</p>		

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	<p style="text-align: center;">OFFICE OF POWER (Continued)</p> <p><u>Transmission system operating records</u> including substation and transmission line logs; system operator's daily logs and reports of operation; storage battery and other equipment logs and records; interruption logs and reports; records of substation general inspections and operation tests; apparatus failure reports, line-trouble reports and records; lightning and storm data; insulator test records; records of meter tests; meter history records; transformer history records; records of transformer inspections, oil tests, etc.; pole, tower, structure, equipment and other history records, and substation recording instrument charts.</p> <p><u>Transmission system maintenance records</u> including transformer records; relay tests, and inspection reports; power circuit breaker inspections and tests; transmission line right of way inspections, maintenance, and chemical application reports; various equipment test reports; substation inspection and correction reports; oil test records; oil circuit breakers - repair parts data; and records of transmission line defects.</p> <p><u>Power generating plant operation and maintenance Correspondence</u> including review and analysis of log sheets; reports; test results; operating procedures and instructions; operating and engineering data; surveillance procedures; development of major maintenance schedules; standards for coal quality through sampling, testing and reporting procedures; coal handling procedures and techniques; scheduled maintenance and non-scheduled outages; alterations to existing plants; planning and design records of mechanical and electrical installations involved in minor plant additions and changes; estimates and work orders for improvements, capital additions; and retirements at all generating plants; technical studies of ways of improving thermal efficiency of power generation; recommendation on proper course of action possibly involving modification of equipment, purchase of new equipment, or changes in operating procedures; procedures for all onsite nuclear fuel operations within the scope of the overall power system nuclear - fuel management plans; major mechanical and electrical maintenance</p>		

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	<p>OFFICE OF POWER (Continued)</p> <p>and inspection programs of power generating units; maintenance standards, techniques, and methods; and alterations to larger more complex steam and hydro turbines and generating equipment during an emergency.</p> <p><u>Nuclear records</u> pertaining to the development of action to ensure an adequate and efficient supply of power and fuel for the TVA power system obtaining construction permits, nuclear material and fuel licenses, reload licenses, special project licenses, and operating licenses for the nuclear facilities; acquisition of an adequate supply of nuclear raw materials; negotiations and administration of contracts for exploration, mining and milling services required to produce uranium concentrates from reserves; plans, development and implementation of nuclear fuel cycle supply activities; and determinations of nuclear fuel supply requirements and development of nuclear fuel economic management and supply program.</p> <p><u>Power system records</u> pertaining to the planning and engineering for the transmission and communication systems required to deliver power to the customers; information on siting feasibility assessments for transmission lines, substations, and switching stations to ensure that environmental concerns are properly addressed in transmission system plans.</p> <p><u>Power system records</u> pertaining to the operation of the transmission and communication system network to deliver power from sources of supply to delivery points serving power contractors. This includes determinations of system loading; dispatching, and provisions for relaying, protection, test and maintenance services.</p> <p><u>Power marketing records</u> including correspondence pertaining to the marketing of TVA power in accordance with power program objectives, initiation and implementation of programs to encourage the efficient use of electricity at the lowest feasible cost and the use of power as a tool in regional development; development of systems and procedures for analysis of the power market and for forecasting the future power requirements and expected</p>		

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	<p>OFFICE OF POWER (continued)</p> <p>revenue from power sales in the TVA service area; initiation, negotiation and administration of all contracts relating to the sale, resale, and interchange of TVA power with power customers, including distributors of TVA power, directly served industries, Federal Agencies and other TVA divisions using TVA power, and also with neighboring utilities; and arrangements for and coordination of the participation of other TVA divisions and of outside agencies in matters affecting the marketing of power.</p> <p>1. ARMS System Records:</p> <p>A. Paper copies - Destroy ^{in agency} when acceptable microfilm copy is obtained.</p> <p>B. Microfilm (documents are arranged chronologically on film; film is arranged by roll # ca. 100 rolls/yr)</p> <p>1.) Record Copy } - <u>Permanent</u>. Transfer annually a) (silver original) and } at end of CY to Federal Records b) 1 duplicate copy } to NARS at end of CY when 25 (silver duplicate) } years old.</p> <p>2.) All other copies - Destroy in agency when no longer needed for reference.</p> <p>C. Computer Output Microfiche Index (Cumulative)</p> <p>1.) TVA copy - Destroy in agency when superseded.</p> <p>2.) NARS copy - <u>Transfer latest copy annually</u> (when 25 yrs. old) to NARS with related film. NARS will retain as finding aid until superseded, then destroy.</p> <p>D. Computerized Index (Cumulative)</p> <p>1.) TVA copy - Destroy in agency when superseded.</p> <p>2.) NARS copy - Current copy of index to be dumped annually (when 25 yrs. old) from disc and sent to NARS along with related film. NARS to retain as finding aid until superseded.</p> <p>2.) Record copy - <u>Permanent</u>. Transfer annually (when 25 yrs old) from disc to magnetic tape and send to NARS along with related film.</p>		

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	<p style="text-align: center;">OFFICE OF POWER (continued)</p> <p>E. All manuals, procedural indexes, guides, documentation and any necessary information retrieval routines-- <u>Transfer to NARS</u> the current version with related film. NARS to destroy when superseded.</p>		