

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**  
(See Instructions on reverse)

Red NCU 22 Jan 1979

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

LEAVE BLANK	
JOB NO.	<b>NCI-142-79-5</b>
DATE RECEIVED	<b>22 JAN 1979</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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	<b>4-24-79</b> <i>James B. Rhoads</i> Archivist of the United States

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 L. 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 2 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	7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1/11/79	<i>Ronald L. Brewer</i>	Assistant TVA Archivist	1	<p><u>Records relating to relocation of transmission facilities for State Highway Department or other parties.</u> When it is feasible, the Office of Power will relocate its transmission facilities at the request of the State Highway Department or other parties after completion of an agreement which covers a description of the work to be performed, reimbursement for costs incurred, arrangements for additional rights of way, and abandonment of easement rights, if required. The Division of Power System Operations and the Division of Power Utilization develop the relocation agreements.</p> <p>a. Relocation agreements and billing invoices (Power Accounting Branch)--Destroy in agency 3 years after completion and payment of project.</p> <p>b. Activity authorizations or project authorizations pertaining to relocation of transmission facilities</p> <p>1) Record copy (Cost and Budget Section, Division of Transmission Planning and Engineering)-- Destroy in agency when no longer needed for administrative purposes.</p> <p>2) All other copies-- Destroy when no longer needed</p>		

115-107

for administrative purposes.

to agency, 4/25/79

**Request for Records Disposition Authority - Continuation**

JOB NO.

PAGE OF  
2 of 2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>c. Relocation agreements and related correspondence with State Highway Departments</p> <ol style="list-style-type: none"> <li>1) Manager's Files--Destroy 5 years from date of billing cost or transmittal of invoice.</li> <li>2) All other offices--Destroy no more than 5 years from date of billing cost or transmittal of invoice</li> </ol> <p>d. Relocation agreements and related correspondence with parties other than State Highway Departments</p> <ol style="list-style-type: none"> <li>1) Manager's Files--Destroy 5 years from date of billing cost or transmittal of invoice subject to approval of the Division of Power Utilization.</li> <li>2) All other offices--Destroy no more than 5 years from date of billing cost or transmittal of invoice.</li> </ol> <p>e. Original tracing or drawing (Engineering Drawing Unit, Division of Transmission Planning and Engineering)</p> <ol style="list-style-type: none"> <li>1) If superceded--Destroy 1 year after superceded.</li> <li>2) If not superceded--Destroy 6 years after retirement of facility.</li> </ol> <p>f. Cost estimates</p> <ol style="list-style-type: none"> <li>1) Record copy(Plant Accounting Branch)--Destroy in agency when no longer needed for administrative purposes</li> <li>2) All other copies (Power Accounting Branch and Division of Power Utilization)--Destroy when <u>no longer needed for administrative purposes.</u></li> </ol> <p>NOTE: Original copy of the deed acquiring right of way and abandonment of easement rights is not scheduled by this job. ✓</p>		