

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NCL-142-85-6	DATE RECEIVED 2-20-85
1. FROM (Agency or establishment) <u>Tennessee Valley Authority</u>		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION <u>Office of Energy Use</u>		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION <u>Division of Energy Use and Distributor Relations</u>			
4. NAME OF PERSON WITH WHOM TO CONFER <u>Ronald E. Brewer</u>	5. TELEPHONE EXT FTS 858-2520	DATE <u>1-30-87</u>	ARCHIVIST OF THE UNITED STATES <u>Frank S. Bunker</u>
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 3 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence is attached, or is unnecessary.

B. DATE 2-13-85	C. SIGNATURE OF AGENCY REPRESENTATIVE <u>Ronald E. Brewer</u>	D. TITLE Assistant TVA Archivist
--------------------	--	-------------------------------------

7. ITEM NO	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p align="center"><u>Electric Sales Statistical Data</u></p> <p>The Analysis Section in the Direct Services Branch of the Division of Energy Use and Distributor Relations develops and maintains systems and procedures for the collection of statistical data on the TVA power service area and for forecasting power loads by delivery point and by distributor service area. Electricity consumption for each class of customer and total electricity purchased by the individual distributors are forecast for use in analyzing wholesale and retail rates, conservation programs, load management programs, and in the distributor's system planning. The District Offices are principal points of contact for the Office of Power with the distributors of TVA power, State and local agencies and officials. They provide the necessary liaison and coordination with the power distributors such as the collection of data and statistics for financial, engineering, rate and load forecast studies.</p> <p>The changes made to this proposed schedule have been approved by:</p> <p><u>[Signature]</u> 9/12/86 NARA appraiser date</p> <p><u>Ronald E. Brewer</u> 10/10/86 Agency Representative date</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

2 of 3

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>This records series consists of electricity wholesale rate data and resale rate data for electricity generated by the TVA power system and sold by TVA to Valley distributors. Rate data is provided by the distributors or their billing agencies and also by Power Accounting Branch.</p> <p>Distributor Electric Sales Statistics Reports (computer printouts) on resale data are received monthly from the distributors or their billing agencies. These printouts include data such as summary by class of service, tax summary, heat pump loan statistics, street and athletic field lighting, distribution of electric consumers by levels of energy use (residential service and commercial and industrial), etc. Two copies of the printout are received; the printout retained in the Analysis Section is designated as the record copy and the duplicate is sent to the District Office of the district in which the distributor is located.</p> <p>Portions of this resale data are entered into an Electric Sales Statistics (ESS) data base along with TVA wholesale rate data which is supplied by Power Accounting Branch. (This wholesale rate data is informational only (duplicate copies and computer printouts) as the agency's official wholesale rate data is maintained in the Division of the Comptroller, e.g., Power Invoices (NC1-142-80-2), Meter Readings (NN-163-139, Item 1) and Annual Reports of Municipalities and Cooperatives (NC1-142-80-10).) This data base is maintained on a cumulative magnetic tape and is created and maintained for the purpose of compiling informational reports and tabulations upon request from organizations inside and outside TVA (e.g., university research purposes), and for generating reports such as Electric Sales Statistics (Monthly, 12 year-to-date, and Special), Frequencies, Types of Industry Reports (Special and Monthly), and Distribution of Electricity at TVA Wholesale and Retail Rate Report.</p> <p>Because this statistical data is needed by the Analysis Section and the District Offices in the performance of their delegated responsibilities, the following dispositions are requested for administrative purposes.</p>		

115-203

Four copies including original to be submitted to the National Archives

STANDARD FORM 115-A
 Revised July 1974
 Prescribed by General Services
 Administration
 FPMR (41 CFR) 101-11.4

GPO 1975 O - 579-387

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	OF 10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p><u>Disposition</u></p> <p><u>Distributor Electric Sales Statistics Reports</u> (Computer printouts)</p> <p>a) Record copy retained by the analysis section DESTROY in agency when 15 years old.</p> <p>b) Duplicate copy retained by the District Office. DESTROY in agency when 2 years old.</p>		
2.	<p><u>TVA-generated Reports</u></p> <p>a) Paper copy</p> <p>(1) ESS annual cumulated report PERMANENT. Break file every 5 years. Offer to NARA when the earliest report is 10 years old.</p> <p>(2) Record copy of all other reports retained by the Analysis Section. DESTROY in agency when no longer needed for administrative use.</p> <p>(3) All other copies DESTROY in agency when no longer needed for reference.</p> <p>b) Microfilm copy DESTROY in agency when no longer needed for reference.</p>		
3.	<p>All other documents DESTROY in agency when no longer needed for reference</p>		
4.	<p>ESS Data Base DESTROY individual data elements when no longer needed for administrative purposes; erase and reuse.</p>		