Schedule Number: N1-142-92-013

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 07/28/2022

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Items 2 and 7 remain active

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1 was superseded by N1-142-10-001, item 11c1

Item 3 (all subitems) was superseded by N1-142-10-001, item 11b

Item 4 (all subitems) was superseded by N1-142-10-001, item 17d1

Item 5 (all subitems) was superseded by N1-142-10-001, item 17b

Item 6 was superseded by N1-142-10-001, item 17d1

Item 8 was superseded by N1-142-10-001, item 17d1

Item 9 was superseded by N1-142-10-001, item 17d1

Item 10 was superseded by N1-142-10-001, item 17d2

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

LEAVE BLANK (NARA use only)
JOB NUMBER: N1-142-92-13
DATE RECEIVED: 4/29/92

1. FROM (Agency or establishment)
TENNESSEE VALLEY AUTHORITY

2. MAJOR SUBDIVISION
RESOURCE GROUP

3. MINOR SUBDIVISION
WATER RESOURCES, FLOOD PROTECTION

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE
LINDA E. BLEVINS	615-751-2524

WHM

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE	ARCHIVIST OF THE UNITED STATES
8-27-96	John W. Carlin

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 8 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,

[X] is not required; [ ] is attached; or [ ] has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
4/9/92	Linda E. Blevins	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)
	See attached pages for descriptions of ~~11~~ 10 new records series for Flood Protection.		

All changes to this proposed schedule have been approved by:

Susan Elder — **NARA appraiser** — 5/15/96 — **date**

Georgia S. Greene — **Agency representative** — 7/31/96 — **date**

115-109

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

SEP - 4 1996 MHW Copy to: Agency, NSK NSR, 4NS

1. FLOOD ELEVATION DATA USED AS THE DESIGN BASIS FOR TVA NUCLEAR PLANTS

This series includes hydraulic and hydrologic data and calculations which are used to determine the design basis flood elevations for TVA nuclear plants. Also included are siting and safety analysis studies. The information was gathered and calculated by Flood Protection staff engineers, and provided to the nuclear power organization. The inclusive dates of these records are 1970 and continuing. The backup data for the calculation books and drawings for TVA's operating nuclear plants are Nuclear QA records and have been batch filmed and indexed into the RIMS system (N1-142-85-6) because they relate to the nuclear power program. A security copy of this RIMS film is stored at NUS with all RIMS film, and an archival copy plus a diazo copy is stored at the National Personnel Records Center at St. Louis. The Flood Protection Section maintains a copy of the microfilm and the hard copy backup material for their use in performing this work related to the nuclear power program. There are approximately 300 16mm microfilm cartridges (copies of RIMS cartridges) or approximately 3.5 cubic feet. The data for proposed or cancelled nuclear plant sites will be microfilmed but is not considered a nuclear QA record. This microfilm will not be indexed into RIMS. The volume of hard copy records for this series is approximately 15 cubic feet.

The Simulated Open Channel Hydraulics (SOCH) program is used to perform calculations which determine design basis flood data (see items 2 and 3 below). Various SOCH printouts substantiate the determinations made by Flood Protection regarding flood elevation levels used as the design basis for TVA nuclear plants. The printouts used for substantiation have been microfilmed as part of the backup data that was batch filmed into RIMS. These printouts pertain to all plants and cannot be sorted by plant.

DISPOSITION

A. Paper Records and microfilm not indexed into RIMS

~~Destroy when no longer needed as backup to verify that flood elevation levels meet the necessary requirement for the design basis of all TVA nuclear plants. Transfer to the Knoxville Records Center upon approval of schedule. Transfer to the Federal Records Center when reference activity is low enough. TVA will review every 10 years to determine if any of the records can be destroyed.~~

B. Microfilm (copies of RIMS film cartridges)

Destroy when no longer needed for administrative use.

(N1-142-93-15, Item 1)

A. DESTROY WHEN AGENCY NO LONGER EXISTS. 7-31-96
TRANSFER TO KNOXVILLE RECORDS CENTER
AS NEEDED.

2. STREAM FLOW AND SEISMIC DAM FAILURE ANALYSIS DATA USED AS THE DESIGN BASIS FOR TVA NUCLEAR PLANTS

This series contains stream flow calculations and seismic dam failure analysis that were prepared by Flood Protection in support of TVA nuclear plants. The inclusive dates are the late 1960's to 1990. Site drainage and quality assurance information will occasionally be added in the future. The calculations are nuclear quality assurance records and have been microfilmed in a batch and indexed into the RIMS system (N1-142-85-6) because they are backup computations for stream flow and seismic dam failure analysis for nuclear plants. A security copy of this RIMS film is stored at NUS with all RIMS film, and an archival copy plus a diazo copy is stored at the National Personnel Records Center at St. Louis. The Flood Protection organization maintains a copy of the microfilm and the hard copy backup material since they are responsible for performing this work related to the nuclear power program. There are 200 16mm microfilm cartridges, copies of RIMS cartridges, or approximately 2.5 cubic feet. The volume of the paper copies as of 1991 is approximately 45 cubic feet.

The Simulated Open Channel Hydraulics (SOCH) program on the Chattanooga mainframe computer (see Item 3 below) is used to perform calculations. Various SOCH printouts substantiate the determinations made by Flood Protection regarding stream flow and seismic dam failure analysis used as the design basis for TVA nuclear plants. The printouts used for substantiation have been microfilmed as part of the backup data that was batch filmed into RIMS. These reports pertain to all plants and cannot be sorted by plant.

DISPOSITION

A. Paper Records

~~Destroy when no longer needed as backup to verify how stream flow and seismic dam failure will affect the design basis of all TVA nuclear plants. Transfer to the Knoxville Records Center upon approval of schedule. Transfer to the Federal Records Center when reference activity is low enough. TVA will review every 10 years to determine if any of the records can be destroyed.~~

B. Microfilm (copies of RIMS film cartridges)

Destroy when no longer needed for administrative use.

(N1-142-93-15, Item 1)

A. DESTROY WHEN AGENCY NO LONGER EXISTS, TRANSFER TO THE KNOXVILLE RECORDS CENTER AS NEEDED. mfc 7-31-96

3. SIMULATED OPEN CHANNEL HYDRAULICS (SOCH) PROGRAM

This program is used to perform unsteady flow routing computations which establish design basis flood levels in support of TVA nuclear plants and the dam safety program. The program is on the Chattanooga mainframe computer and is accessed by a Telex 191 terminal. The system documentation is located in the Flood Protection Section. The input data is gathered by Flood Protection engineers to make calculations. The data elements include elevations, discharge, velocity, area, R2/3, local inflow, depth, and weighted widths. Major output reports include various computations and calculations used to support the flood protection evaluations related to TVA nuclear plant and dam safety programs.

The drawings and the calculation books containing raw data make up the backup for information in the SOCH data base (see items 1 and 2 of this schedule). This backup information has been batch filmed into RIMS (N1-142-86-5) because it is supporting information for TVA nuclear plants and dams. However, the printouts of the computations are filmed, but are not indexed into RIMS.

DISPOSITION

A. Data elements/sets and information in data base

Change or delete as needed until no longer needed to support the program, not to exceed 1 year after the program ends.

B. Printout reports

1. Reports that document findings

File with the paper records and apply disposition of Items 1.A and 2.A.

2. Reports not needed to document findings

Destroy when no longer needed for reference, not to exceed 5 years.

4. LOCAL FLOOD/FEDERAL INSURANCE ADMINISTRATION (FIA) STUDIES

This series includes hydrologic analysis and hydraulic backwater computations, rating curves, flood elevations, and discharge estimates of streams in the TVA valley region. The records are filed alphabetically by the study area (town, city, etc.), and the information is used in general floodplain management programs. The types of information in a file include correspondence, photographs, and computer summary printouts.

Information on stream elevations is gathered by field analysts. Prior to 1982, stream elevation information was calculated manually; however, the HEC-2 computer model software was purchased in 1982 for use in performing these calculations. The field engineers began recording their observation data onto HEC-2 coding pads. This information was input into the HEC-2 computer model. The computer created summarized data sets giving the needed elevation information on a given stream. The more important data sets are printed out and filed. After the important data sets are printed out, they are maintained on magnetic tape. Many records dating through the mid-1970's have been microfiched as the studies were completed. The summary printouts and computations were microfiched in 1978 and are filed by community name. All photographs, maps, cross sections, and certain other records not suitable to be microfiched will be retained in hard copy. Records will be microfilmed as needed in the future. The inclusive dates of the records are 1957 and continuing. The total volume of microfiche in 1991 was approximately 1 cubic foot. The volume of the paper records as of 1991 was approximately 50 cubic feet.

DISPOSITION

A. Paper Records

1. Filmed

Destroy when the microfiche is verified.

2. Not Filmed

~~Transfer to the Knoxville Record Center when 10 years old. Destroy in agency in CY 2004.~~

B. Microfiche

~~Destroy in agency in CY 2004.~~

A. 2. DESTROY WHEN AGENCY NO LONGER EXISTS.
TRANSFER TO THE KNOXVILLE RECORDS CENTER AS NEEDED. MF 1-31-96

B. DESTROY WHEN AGENCY NO LONGER EXISTS.

4. LOCAL FLOOD/FEDERAL INSURANCE ADMINISTRATION (FIA) STUDIES (continued)

C. HEC-2 Computer Model System

1. Data elements and information in the data base

Destroy when no longer needed for administrative purposes.

2. HEC-2 Coding Input Form

Destroy after computer input is verified.

(GRS 20, Item 2.a)

3. Printouts

a. Those needed as part of the local flood/FIA studies

File in appropriate file (see A and B of this disposition)

b. Those not needed as part of the local flood/FIA studies and all extra copies

Destroy when no longer needed for reference purposes, not to exceed 2 years.

5. FLOOD INFORMATION MANAGEMENT SYSTEM (FIMS) DATA BASE

This data base contains computed and historic flood data, community flood elevations, regulatory information, and references to other flood data in Water Resources for streams and rivers in the Tennessee Valley Region. The FIMS data base is used extensively in the management of flood information in TVA. The input information is gathered by staff engineers at the request of local officials or is the product of studies and evaluations within Flood Protection. The information is entered onto various forms for input into the FIMS data base. The FIMS-01 input form contains information vital to Flood Protection's review of 26a applications, and is filed with the 26a records after input into the data base. All other input forms are destroyed after input is complete.

The information generated from this data base is used to determine the flood potential at a site. The studies prior to 1984 were keypunched onto computer cards, and these have been converted to magnetic tape. Beginning in 1984, the cards were discontinued when the information began to be entered into FIMS. This data base is in Cobalt language and is stored on a disk drive, and accessed through a personal computer. For each category of FIMS, the data elements are similar: stream name, stream number, stream reach, trib to, at mile, community name, community number, reservoir name, reservoir number, etc. A review of the header titles on the attached FIMS input forms will provide more detailed information on data elements.

5. FLOOD INFORMATION MANAGEMENT SYSTEM (FIMS) DATA BASE (continued)

The FIMS data base is menu driven with 17 submenus which can be selected to querry various flood data categories. Each of the submenus has a separate set of data elements, and reports are generated from each of the submenu selections as shown below:

100	Computed Profiles
150	Historic Profiles
200	Stream Gages
250	Regulatory Information
300	Non-TVA Dams
350	Reservoirs
400	Bibliography of Available Data
450	Spot Requests
500	Graphics
550	Dam Failure Projects
800	Offline Reports
994	Stream Map Features
995	Update Stream Gage Tracking Data
996	Listing of Streams by Community
997	Listing of Communities by Stream
999	Exit from FIMS

DISPOSITION

A. Data Elements and Information in Data Base

Revise or delete as needed to support the program, not to exceed 1 year after the end of the flood protection program.

B. Input Forms

1. FIMS-01 form

File in 26a review file or other program file (see items 7 and 8) after input is complete and apply disposition for the related records (the 26a review file will be scheduled at a later date).

2. All other FIMS input forms

Destroy after verification of computer input.

(GRS 20, Item 2.a)

C. Computer Reports

1. Those needed as part of the Flood Protection record

File in related file (see items 1, 2, 4, 6, 7, 8, 9, and 10) and apply approved disposition for that file.

2. Those not needed as part of the ongoing record and all extra copies

Destroy when no longer needed for reference, not to exceed 2 years.

6. INFORMATION FILE ON SPECIAL REQUESTS/SPOT FLOODS

This file contains flood information that is frequently requested by individuals; firms; organizations; and other federal, state, and city agencies. The file consists of hydraulic and hydrologic analyses performed by TVA engineers for floodplain development. It includes flood elevations, discharge estimates, historic data, etc. The inclusive dates are the late 1960's and continuing. In addition to the information file, pertinent information is recorded on 3 x 5 index cards which are filed alpha-numerically by stream, river, county, or community. The information requested most often began being input into the FIMS data base in 1982 (see item 5 above). The input form is FIMS-01, and it is filed with the other backup material after input is complete. The pre-1982 records remain only in hard copy and on the index cards, and the records in the FIMS data base continue to be entered onto the index cards as a security measure and for complete quick reference purposes. The older information may be input into the FIMS data base at a future date. The volume, including the 3x5 cards, in 1991 was approximately 4 cubic feet.

DISPOSITION

Paper Records (information file and 3x5 index cards)
DESTROY WHEN AGENCY NO LONGER EXISTS. TRANSFER TO KNOXVILLE RECORDS CENTER AS NEEDED.
~~Transfer information file records to the Knoxville Records Center when 10 years old. Destroy in agency in CY 2004.~~

Nfc 1-31-96

7. INFORMATION FILE ON INDUSTRIAL SITES

This file consists of flood elevation data, discharge estimates, and floodway data which are based on hydraulic and hydrologic analyses. The data is collected by staff engineers at industrial sites. The analyses are performed to determine the feasibility of site developments and to provide data on the flood hazard potential. The information is made available upon request to individuals and organizations inside and outside the agency. The inclusive dates of these records are late 1960's and continuing. The records are filed alpha numerically by stream, river, county, or community. Pertinent information from the files has been recorded on 3x5 index cards. Beginning in 1982 information began being entered into the FIMS data base (see item 5 above). FIMS-01 is the input form and it is filed with the records after input is complete. The pre-1982 records remain only in hard copy and on the index cards, and the records in the FIMS data base continue to be entered onto the index cards as a security measure and for complete quick reference purposes. The older information may be input into the FIMS data base at a future date. The approximate volume in 1992, including the 3x5 cards, was 3.5 cubic feet.

DISPOSITION

Paper records (information file and 3x5 cards)

~~Transfer information file records to the Knoxville Records Center when 10 years old. Destroy in agency in CY 2004.~~
DESTROY WHEN AGENCY NO LONGER EXISTS. TRANSFER TO THE KNOXVILLE RECORDS CENTER AS NEEDED.

Nfc 1-31-96

8. POTENTIAL FLOOD DAMAGE AREA (PFDA) FILES

This file consists of general correspondence, flood elevations, and floodway data used in comprehensive evaluations of watersheds to determine flood hazard potentials on the Tennessee River and its major tributaries. The data was collected and evaluated by staff engineers. The inclusive dates are 1953 to the mid-1970's. The approximate volume is 14 cubic feet.

DISPOSITION a. Box # 032929 containing 64-01.01 thru 64-02.04 PERMANENT. Transfer to NARA in CY 2014.

b. All other records. ~~Destroy WHEN AGENCY in CY 2004. Transfer to the Knoxville Record Center upon approval of schedule.~~ DESTROY WHEN AGENCY NO LONGER EXISTS. TRANSFER TO KNOXVILLE RECORDS CENTER AS NEEDED. nfc 1-31-96

9. HUD FLOOD INSURANCE STUDY BOOKS

This file contains flood information on various cities in the Valley developed through a contract with the Federal Emergency Management Agency (FEMA) and TVA for computing flood data. The contract specifies that TVA will send flood data to FEMA upon request, and TVA maintains and uses the information in the records until FEMA requests them. The inclusive dates are the mid-1960's to the early 1970's. The approximate accumulation is 6 cubic feet.

DISPOSITION
DESTROY WHEN AGENCY NO LONGER EXISTS. TRANSFER TO KNOXVILLE RECORDS CENTER AS NEEDED. nfc 1-31-96
~~Transfer to the Knoxville Record Center upon approval of schedule. Ship to FEMA upon request, as specified in TVA/FEMA contract~~.

10. FLOOD FREQUENCY STUDIES

This file includes flood frequency data used to define flood potential at various locations on the Tennessee River and its major tributaries. The information is used in evaluations of TVA projects and programs. The studies are periodically updated. The records are filed numerically by drainage area. The inclusive dates are the mid-1950's and continuing. The volume in 1991 was approximately 9 cubic feet.

DISPOSITION
PERMANENT
Transfer to the Knoxville Record Center upon approval of schedule.
~~Destroy in agency~~ in CY 2014.
Transfer to NARA nfc 1-31-96