

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. NI-142-86-13	DATE RECEIVED 9/8/86
1. FROM (Agency or establishment) TENNESSEE VALLEY AUTHORITY		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION OFFICE OF CORPORATE SERVICES		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 DIVISION OF MEDICAL SERVICES			
4. NAME OF PERSON WITH WHOM TO CONFER RONALD E. BREWER	5. TELEPHONE EXT. FTS 858-2520	DATE 12-9-86	ARCHIVIST OF THE UNITED STATES <i>Frank A. Banks</i>
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; 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 9-3-86	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ronald E. Brewer</i>	D. TITLE Assistant TVA Archivist
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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 GRS OR SUPERSEDED JOB CITATION	10.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>
	<u>TVA EMERGENCY RESPONSE UNIT WEEKLY INSPECTION SHEET</u> (see attached)		

Request for Records Disposition Authority - Continuation

JOB NO

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>The TVA Emergency Response Unit Weekly Inspection Sheet was created by the Special Health Services Branch in 1984. It is used as a verification check-off system, required by the Division of Medical Services, to ensure ambulances at project sites are properly equipped. The inspection sheet includes the name of the TVA facility, vehicle tag number, and date of inspection, and requires the signature of the inspector. The following items are inspected on the ambulances: oxygen, IV set-up kit, anaphylaxis kit, ambulance supplies, immobilizing equipment, vital signs equipment, miscellaneous articles, trauma kit, and poison antidote kits. Inspections are made weekly and after each emergency run, and submitted quarterly to the Emergency Medical Service Unit.</p> <p>TVA's Office of General Counsel requests that these inspection sheets be kept 10 years from date of inspection for documentation purposes in case of possible claims against TVA.</p> <p>Volume to date is one cubic foot, the records are filed alphabetically by project site.</p> <p><u>DISPOSITION:</u></p> <p>Destroy 10 years from date of inspection.</p>		