

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: N1-142-88-002**

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

### Description:

All items of this schedule were stated in the N1-142-10-001 crosswalk to be superseded by GRS 10, item 10, which is now (2022) GRS 5.4, item 130 (DAA-GRS-2016-0011-0016).

Date Reported: 07/28/2022

N1-142-88-002

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

LEAVE BLANK

JOB NO.

N1-142-88-2

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

DATE RECEIVED

11-9-87

1. FROM (Agency or establishment)

TENNESSEE VALLEY AUTHORITY

2. MAJOR SUBDIVISION

OFFICE OF CORPORATE SERVICES

3. MINOR SUBDIVISION

DIVISION OF PROPERTY AND SERVICES

4. NAME OF PERSON WITH WHOM TO CONFER

RONALD E. BREWER

5. TELEPHONE EXT.

(615)751-2520

DATE

2/3/88

ARCHIVIST OF THE UNITED STATES

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

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 \_\_\_\_\_ 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 | C. SIGNATURE OF AGENCY REPRESENTATIVE | D. TITLE                |
|---------|---------------------------------------|-------------------------|
| 11/4/87 | <i>Ronald E. Brewer</i>               | Assistant TVA Archivist |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br><i>(With Inclusive Dates or Retention Periods)</i>  | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN<br><i>(NARS USE ONLY)</i> |
|-------------|---|-----------------------------------|--|
|             | See attached addition to Section V, Transportation Services Branch, of the Division of Property and Services' Comprehensive Records Schedule. |                                   |  |

V. TRANSPORTATION SERVICES BRANCH

V.7. INVENTORY CONTROL SYSTEM

The Inventory Control System for Transportation Services Branch (TSB) documents the supply of fuels stored in tanks and parts and materials stored in storerooms. Form TVA 9378, TSB Inventory Control System Daily Balance and Control Sheet, is a batch cover sheet prepared at the various offices, garages, and airports in TSB. This form gives instructions to data entry operators in the branch office for keying information used for inventory control into the mainframe. The Division of Management Systems manages the mainframe and they have been instructed to maintain the information on this computer tape for five years.

Each week the branch office receives a printout listing the transactions keyed that week. A copy of the applicable portion of the printout is sent to the garage or office the information pertains to for their use.

Attached to the forms TVA 9378 are various forms which indicate transactions that make changes in the inventory. The forms TVA 9378 are filed by location and date. The forms that are attached to the forms TVA 9378 are listed below. Other copies of some of the attached forms are maintained elsewhere in the branch as different series of records and those copies are scheduled separately.

ATTACHED AND INCLUDED PAPERS

Form TVA 9378, Inventory Control System Daily Balance & Control Sheet  
9368, Adjustment to On Hand Quantity  
4421, Field Purchase Order and Invoice  
9382, Fuel, Oil and Antifreeze Issues  
9381, Fuel, Oil and Antifreeze Issues  
9352, Material Issues  
9375, New Item Entry and Miscellaneous Item Update  
9369, Order Cancellation or Adjustment  
Physical Inventory List  
9640 or 9981, Purchase Contract  
201, Purchase Requisition  
209, Receiving Report  
9625, Request for Delivery of Materials under Contract  
(Order Information only)  
9625, Request for Delivery of Materials under Contract  
(Receipt Information only)  
9370, Return to Stock  
144, Shipping Ticket  
575, Storeroom Requisition  
Non-Inventory Documents

DISPOSITION

1. Paper - Dispose of when 6 months old.
2. Computer Printout - Dispose of when 2 years old.
3. Computer Tape - The Division of Management Systems should maintain for 5 years, then erase and reuse.