

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-142-88-7

DATE RECEIVED

2/8/88

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

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

1. FROM (Agency or establishment)

Tennessee Valley Authority

2. MAJOR SUBDIVISION

Office of Natural Resources & Economic Development

3. MINOR SUBDIVISION

Division of Services and Field Operations

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

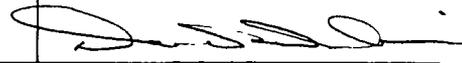
DATE

ARCHIVIST OF THE UNITED STATES

166 Ronald E. Brewer

615-751-2520

3/3/89



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

2/4/88

Ronald E. Brewer

Assistant TVA Archivist

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

See the attached addition of Item II.1, Procurement Records, to the Comprehensive Records Schedule for ONRED's Division of Services and Field Operations.

II.1 PROCUREMENT RECORDS RELATING TO THE EASTERN AREA PROPERTY AND SUPPLY UNIT AND WESTERN AREA PROPERTY AND SUPPLY UNIT

All procurements for Resource Development are processed by either the Eastern or Western Area Property and Supply Unit in the Business Services organization. They prepare purchase requisitions and other forms pertaining to procurement. These forms are used to secure expendable items such as supplies, office equipment which is later tagged, and services which are covered by personal services contracts. A copy of all contracts, the purchase requisition, and all backup information is retained by the Property and Supply Unit that initiated it to be used for reference while the contract is active.

The copies of the contracts for expendable items and services are not destroyed until 2 years after the contract is closed because many times questions arise about a recently-closed contract. Also, these contracts are used as examples when new contracts are being written. The copies of the contracts for tagged equipment are filed separately from other closed contracts because they are kept until 2 years after the equipment is retired. As long as TVA has the equipment, the need may arise to refer to the contract. Record copies of these contracts are maintained by the Comptroller (NN-163-141, Item 1) and Purchasing (II-NNA-2700, Item 3); however, these record copies of the contracts do not contain the backup information that is needed when questions arise. Since the record copy of these contracts are supplemented by the backup information contained in these files, the Inspector General's office uses these files as one source of information on some investigations.

A duplicate copy of all procurement records is maintained, filed by contract number, as a cross reference to procurement specifications. These are used as examples when new contracts are needed that require similar specifications, and are only kept two years because after that, the information would be too outdated to be useful.

Through 1985 a manual reference log was maintained of all procurements. If a question was received about a request for a purchase, this log was used as a quick way to locate the contract number to enable them to go to the contract file and check on the status. In 1986 the manual log was replaced with three Wang word processing list management data bases. These three data bases, which are subject to audit by the Inspector General's Office, are: (1) Request for Delivery Log, (2) Purchase Requisition Log, and (3) Field Purchase Order Log. The data elements for each data base are shown below:

Request for Delivery Log - RD number, RD date, IQT contract number, requisitioner, order form #11022, date complete, and amount.

Purchase Requisition Log - contract number, requisition date, requisitioner, performance date, purchasing agent, date complete, and amount.

Field Purchase Order Log - number, procurement representative, date assigned, field purchase order date, date released, vendor, and total amount.

II.1 PROCUREMENT RECORDS RELATING TO THE EASTERN AREA PROPERTY AND SUPPLY UNIT AND WESTERN AREA PROPERTY AND SUPPLY UNIT (continued)

DISPOSITION

- A. Copies of contracts for expendable items and services
Destroy 2 years after contract is closed.
- B. Copies of contracts for tagged equipment
Destroy 2 years after the equipment is retired.
- C. Numeric cross reference files
Destroy when 2 fiscal years old.
- ~~D. Manual Reference Log
Destroy in 1990~~
- E. Wang List Management Reference Log Data Bases
Erase after audit by the Inspector General or after 5 years,
~~whichever is sooner.~~