

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

*NI-142-88-8*

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

DATE RECEIVED

*3/22/88*

1. FROM (Agency or establishment)

TENNESSEE VALLEY AUTHORITY

2. MAJOR SUBDIVISION

OFFICE OF THE GENERAL COUNSEL

3. MINOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4. NAME OF PERSON WITH WHOM TO CONFER

*128* RONALD E. BREWER

5. TELEPHONE EXT.

615-751-2520

DATE

*6/10/88*

ARCHIVIST OF THE UNITED STATES

*[Signature]*

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

*3/14/88*

C. SIGNATURE OF AGENCY REPRESENTATIVE

*Ronald E. Brewer*

D. TITLE

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 GRS OR SUPERSEDED JOB CITATION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 I.3, Methods of Billing for Transmission, to the Comprehensive Records Schedule of the Office of the General Counsel.

### I.3. METHODS OF BILLING FOR TRANSMISSION

This series contains documentation submitted by various offices for OGC review and comment, information, or legal opinion related to billing for the transportation of goods. Consists of memoranda and related material documenting agency policy and procedure, correspondence, bills of lading and audit reports. OGC uses the information in this record series for many years when researching previous legal opinions they have given to enable them to give consistent legal opinion. The series also includes OGC's reference copies (as issuer) of standard form 1103, Bill of Lading. The record copy of standard form 1103 is in the Division of Purchasing (II-NNA-2126).

#### DISPOSITION

- A. Memoranda and related documents received for OGC review and comment, or for information only regarding Bills of Lading.

Destroy in agency when no longer needed for reference.

- B. File on demurrage containing audit reports, memoranda, and related documents received by OGC for review and comment or for information only.

Destroy in agency when no longer needed for reference.

~~C. OGC (as service user) copy of Standard Form 1103~~

~~Destroy when 1 year old.~~

(GRS 9, Item 1b)