

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO. **N1-142-88-9**

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

DATE RECEIVED **3/22/88**

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

TENNESSEE VALLEY AUTHORITY

2. MAJOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

OFFICE OF CORPORATE SERVICES

3. MINOR SUBDIVISION

DIVISION OF PROPERTY AND SERVICES

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

RONALD E. BREWER

615-751-2520

3/15/88



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 <i>Ronald E. Brewer</i>	D. TITLE ASSISTANT TVA ARCHIVIST
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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 GRS OR SUPERSEDED JOB CITATION	10.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 two items to the Central Travel Section of Property and Services' Comprehensive Records Schedule.		

VI.3. FLIGHT ITINERARIES

This file consists of a subject file relating to the planning of trips, and the issuing of tickets for TVA employees when traveling on official business. For each travel arrangement made, a worksheet is prepared on the reservation. The information on the worksheet is then keyed into the United Appolo Computer System automated data base for back-up information. At the end of each month Central Travel receives a microfilmed summary of all transactions that occurred during the month from the airline with which the reservations were made. Once the summaries are received, the worksheets are no longer needed. The back-up information is automatically purged after the date the trip is to be taken or the date of cancellation.

DISPOSITION

A. Microfilmed summaries

Destroy when no longer needed for administrative purposes.

B. Worksheet

Destroy when applicable microfilmed summary is received.

C. Computer data base (back-up information)

Purge after the date the trip is to be taken or the date of cancellation which ever is sooner.

VI.4. COMPUTER FLIGHT SHEETS AND PRINTOUTS

This file contains printouts and worksheets relating to the daily commuter schedule of TVA Planes and Charter flights. When travel arrangements are made on TVA planes and special TVA flights, the information is keyed into the United Appolo Computer System automated data base. From the information, passenger lists and flight schedules are printed. The printouts along with worksheets are used in preparing financial calculations which are necessary in justifying the need to use corporate or charter aircraft rather than commercial airline flights for official travel. These records document authorization of the aircrafts and commercial cost comparisons. They are often used in TVA internal audits and GAO audits.

DISPOSITION

A. Flight Sheets and printouts

Destroy when 6 years and 3 months old.

B. Data Base

Purge when no longer needed for administrative use not to exceed 6 months.