


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. <i>N1-142-88-11</i>	DATE RECEIVED <i>3/22/88</i>
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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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. 615-751-2520	DATE <i>6/10/88</i>	ARCHIVIST OF THE UNITED STATES 
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 <i>3/14/88</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ronald E. Brewer</i>	D. TITLE ASSISTANT TVA ARCHIVIST	
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 GRS OR SUPERSEDED JOB CITATION	10.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>
	See attached addition of Item I.2 to Section I of the Comprehensive Records Schedule for the Division of Medical Services.		

SECTION I - RECORDS COMMON TO MOST MEDICAL SERVICES OFFICES

I.2. PROJECT PROPERTY RECORD

The Project Property Record, form TVA 924, is prepared by the Administrative Services Unit of the Division of Medical Services for all Medical tagged equipment when received. The form is prepared in triplicate. The original and yellow copies are maintained in the Administrative Service Unit. The white copy (original) is filed by project location, the yellow copy is filed numerically by tag number, and the pink copy is maintained by the office where the equipment is located.

DISPOSITION

Remove original and copies from active file when equipment is retired or transferred and destroy 1 calendar year from the retirement date.