REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)  

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<tr>
<td>JOB NO. N1-142-68-11</td>
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<tr>
<td>DATE RECEIVED 3/27/88</td>
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TO: GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408  

1. FROM (Agency or establishment)  
    TENNESSEE VALLEY AUTHORITY  
    OFFICE OF CORPORATE SERVICES  
    DIVISION OF MEDICAL SERVICES  

2. MAJOR SUBDIVISION  

3. MINOR SUBDIVISION  

4. NAME OF PERSON WITH WHOM TO CONFER  
    RONALD E. BREWER  
    615-751-2520  

5. TELEPHONE EXT. D. TITLE  

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  

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<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>GRS OR SUPERSEDED ITEM</th>
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See attached addition of Item 1.2 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.