

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-142-89-5

DATE RECEIVED

12-16-88

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

Inspector General

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Ronald E. Brewer

5. TELEPHONE EXT.

615/751-2520

DATE

1/27/90

ARCHIVIST OF THE UNITED STATES



5. 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

12/8/88

C. SIGNATURE OF AGENCY REPRESENTATIVE

Ronald E. Brewer, RB

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 GRS OR SUPERSEDED JOB CITATION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 attached descriptions of two items that will become part of the Comprehensive Records Schedule for the Inspector General:

1. Policy Files
2. Semiannual Report to Congress Files

Copies sent to agency, MMA, 47m 1/31/90

1. POLICY FILES

Records which define and document the policies required for directing, controlling, and carrying out the operations of the Inspector General's (IG) office. Also includes records on planning and developing the IG policies and directives. Consists of manuals, handbooks, directives, and any working papers. The approximate accumulation to date of the record copy of the policy files is 1 cubic foot. Since these files are considered complete, they will be revised as needed, but very little additional accumulation is expected.

DISPOSITION

A. One record copy of each item.

Permanent. Cut off when superseded or obsolete. Transfer to the National Archives in 10 year blocks when 10 years old.

~~B. All other copies~~

~~Destroy when no longer needed.~~

C. Working papers and background information

Destroy when no longer needed.

2. SEMIANNUAL REPORT TO CONGRESS FILES

Reports prepared and submitted to Congress and their working papers. The reports summarize the activities of the IG for the six-month periods ending March 31 and September 30. The approximate accumulation to date of the record copy is less than one-half cubic foot. Estimated annual accumulation is less than one-half cubic foot.

DISPOSITION

A. Record copy of report

Permanent. Cut off upon transmission to Congress. Transfer to the National Archives in 10-year blocks when 10 years old.

~~B. Other copies of the report~~

~~Destroy when no longer needed.~~

C. Working papers

Destroy when no longer needed.