

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

LEAVE BLANK

JOB NO.

*NT-142-89-13*

DATE RECEIVED

*4/6/89*

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

*Act P*

DATE

*4/18/89*

ARCHIVIST OF THE UNITED STATES

*Claudia Weiler*

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

1. FROM *(Agency or establishment)*

**Tennessee Valley Authority**

2. MAJOR SUBDIVISION

**Services**

3. MINOR SUBDIVISION

**Facilities and Services**

4. NAME OF PERSON WITH WHOM TO CONFER

**Ronald E. Brewer**

5. TELEPHONE EXT.

**615/751-2520**

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 <b>3/29/89</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ronald E. Brewer</i>	D. TITLE <b>Assistant TVA Archivist</b>
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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 GRS OR SUPERSEDED JOB CITATION	10.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>
	<p>See the attached addition to the Comprehensive Records Schedule for Facilities and Services of the following two items:</p> <ol style="list-style-type: none"> <li>1. Copy Machine Lease/Purchase Contract Workfile and Maintenance Records</li> <li>2. Copier Management Program Data Base</li> </ol>		

*Copy sent to agency  
NNA, TAM, NARS 4/25/89*

1 COPY MACHINE LEASE/PURCHASE CONTRACT WORKFILE AND MAINTENANCE RECORDS

Facilities and Services (F&SVS), Business Services is responsible for TVA's Copier Management Program. The record series supporting this program consists of information needed to lease and/or purchase and maintain copy machines (copiers) for all TVA organizations. Included are form TVA 9625, Request for Delivery (RD) used to order copiers; copies of contracts for procurement of copiers and related services; and completed copier meter reading forms.

The RDs are retained as long as TVA has the equipment. The copies of the contracts for lease, purchase, or service are kept for two years after close of the contract because many times questions arise about a recently-closed contract. Also, these contracts are used as examples when new contracts are being written. Record copies of these contracts are maintained by the Comptroller (NN-163-141, Item 1) and Purchasing (II-NNA-2700, Item 3); however, these record copies do not contain the backup information that is needed by the user organization when questions arise. A unique meter reading form is created by F&SVS, Business Services for each copy machine. This form is provided to the user organization's key operator to be completed monthly and returned to F&SVS, Business Services. The meter reading form is only retained for one year because this information is available from the copier management system data base.

DISPOSITION

A. Copies of contracts

Destroy 2 years after contract is closed.

(Request deviation to GRS 3, Item 3.c for reason stated in description)

~~B. Copies of Requests for Delivery~~

~~Destroy when TVA no longer has the related equipment.~~

~~(GRS 3, Item 3.c)~~

C. Copy machine meter reading forms

(This includes the form maintained by F&SVS, Business Services and the user organization.)

Destroy when 1 year old.

(GRS 20, Item 2.a)

2 COPIER MANAGEMENT PROGRAM DATA BASE

This data base supports TVA's Copier Management Program. The following reports are regularly generated from the data base: (1) monthly meter reading report for each vendor, (2) monthly cost/billing reports for accounting purposes, and (3) monthly organizational copier usage data for TVA's senior vice presidents. Other reports are occasionally generated. Information from copier meter reading forms; form TVA 9625, Request for Delivery (RD) used to order copiers; and contracts for procurement of copiers and related services is input by employees in F&SVS, Business Services. The system used is a Wang Speed II. The data elements include serial number, manufacturer, model number, location, key operator's name and address, user account number, pricing plans, installation and removal date, RD number, copier features, and monthly meter readings. This data base is not set up to store historical data. Therefore, it is necessary to maintain one copy of each printout for five years to facilitate compilation of three- to five-year average statistics relating to TVA's copier usage which are requested by upper management.

DISPOSITION

~~A. Wang Speed II Data Base~~

~~Delete information in the data base when no longer needed.~~

(GRS 23, Item 3)

B. Computer Printouts from the Wang Speed II Data Base

Destroy when no longer needed for administrative purposes, not to exceed 5 years.

(Request deviation to GRS 23, Item 1 for reason stated in description)