

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-142-90-4

DATE RECEIVED

1/17/90

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

Purchasing

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Ronald E. Brewer

5. TELEPHONE EXT.

615/751-2520

DATE

7/17/91

ARCHIVIST OF THE UNITED STATES



6. CERTIFICATE OF AGENCY REPRESENTATIVE

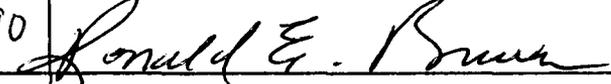
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; 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

1/11/90

C. SIGNATURE OF AGENCY REPRESENTATIVE



D. TITLE

TVA Archivist

7. ITEM NO.

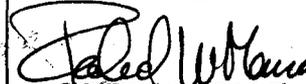
8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

See the attached for description of the Purchasing Correspondence Files.

All changes to this proposed schedule have been approved by:


NARA appraiser 6/19/91
date


Agency representative 6/14/91
date

Copies sent to agency, NNA, 4/23/91

PURCHASING CORRESPONDENCE FILES

The Materials Department was established in 1933 and was responsible for the administration of policies and formulation and application of procedures relating to procurement, inspection, storage, issuance, and disposal of materials and property, property safeguards, and accountability for property.

The Procurement Division within the Materials Department was responsible for the administration of policies and performance of duties relating to the procurement of all plant equipment, supplies, and services (except personal); material inspection and standardization; contract enforcement; the preparation or approval of specifications; requirement analyses; the routing and expediting of deliveries, and other procurement functions.

Later the Procurement Division was renamed Division of Purchasing. It was responsible for formulating, recommending, administering, and evaluating policies for the procurement, transfer, disposal and shipping of equipment, materials, supplies and services, except personal services.

As a result of the restructuring of TVA in July 1988, TVA's organization nomenclature was changed and therefore the Division of Purchasing was referred to as Purchasing. The responsibilities remained the same except that Purchasing now handles personal services contracts for the Services organization.

The correspondence files were classified using the alpha-numeric system until 1987 when they were converted to the subject-numeric system. The Primary subjects for the alpha-numeric system are General; Administration and Management; Dams, Reservoirs, and Waterways; Power; Fertilizer; Chemical and Munitions Development; Conservation and Land Use; Regional Development; Health and Safety; Materials, Equipment, and Real Property.

The primary subjects for the subject-numeric system include Automated Data Processing; Budget, Finance and Accounting; Coal Procurement and Supply; Design and Construction; Energy Resources and Conservation; Environmental Planning and Assessment; Emergency Preparedness; Equipment and Supply Items; Health and Safety; Information Services; Land; Legal and Legislative; Office Systems and Services; Organizations and Management; Procurement and Contracting; Personnel; Property Protection; Quality Assurance; Training and Development; Travel; and Warehousing and Shipping, Surplus Property.

Purchasing's Correspondence File does not include the correspondence files of Management Services and Support, General Transportation, and Fuels Procurement Department, which have official correspondence files of their own.

There are 112 cubic feet of records stored in the Chattanooga Records Center dating from 1933 to 1980. These records need to be reevaluated and purged to comply with this disposition. There are 153 cubic feet of records located in Purchasing's files, with an approximate annual accumulation of 17 cubic feet.

PURCHASING CORRESPONDENCE FILES (Continued)

DISPOSITION

- ~~A. Records essential to the execution of the delegated program responsibilities, including policies and procedures.~~

~~Break file every 5 years and transfer to the Chattanooga Records Center. Destroy in agency when program is discontinued.~~

- ~~B. Records of minor, routine functions of the program not essential to the execution of the program responsibilities~~

~~Destroy in agency when no longer needed for administrative purposes, not to exceed 5 years. EXCEPTION: All material listed on the 2-year temporary list should be destroyed when 2 years old.~~

DISPOSITION

- A. Records designated 100 through 119 under the alpha-numeric filing system and O&M and P&C 1-3 under the subject numeric system.

PERMANENT. (1) Records dating through 1986: Transfer to the National Archives in 2001. (2) Records dating 1987 to 1991 file break: Transfer to National Archives in 2006. (3) Records dating 1991 to date: Break files every 5 years. Transfer to the National Archives when latest records are 15 years old.

- B. All other records essential to the execution of the delegated program responsibilities, including policies and procedures.

Break file every 5 years and transfer to the Chattanooga Records Center. Destroy when 20 years old.

- C. Records of minor, routine functions of the program not essential to the execution of the program responsibilities.

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

EXCEPTION: All materials listed on the 2-year temporary list should be destroyed when 2 years old.