

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

LEAVE BLANK

JOB NO.

*N1-142-93-1*

DATE RECEIVED

*11-2-92*

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

1. FROM (Agency or establishment)

*Tennessee Valley Authority*

2. MAJOR SUBDIVISION

*Purchasing*

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

*Linda E. Blevins*

5. TELEPHONE EXT.

*615/751-2524*

DATE

*12/29/93*

ARCHIVIST OF THE UNITED STATES

WITHDRAWN

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

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>10/19/92</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Linda E. Blevins</i>	D. TITLE <i>Asst. TVA Archivist</i>
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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 GRS OR SUPERSEDED JOB CITATION	10.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 item.</p> <p>ROUTINE PROCUREMENT FILES. This item was originally submitted in Job No. NCI-142-85-15, but was withdrawn. It was approved in Job No. N1-142-89-15. This SF 115 is to request approval to raise the dollar amount from \$500 to \$5,000 the contracts that are destroyed two years after final payment.</p>		<p><i>Withdrawn 12/29/93</i></p>

JUSTIFICATION FOR PURCHASING'S DEVIATION FROM THE GENERAL RECORDS SCHEDULE  
(GRS) FOR PROCUREMENT FILES

Purchasing's procurement files are often utilized as background for day-to-day operations; to settle disputes; and answer questions. A study was conducted to measure the activity of retrieval for procurement contracts under \$25,000 which are at least two years old and are stored in the Chattanooga Records Center. The study revealed that less than 10 percent of all procurement contracts in the records center were requested, but at least 55 percent of the files requested were for under \$25,000 contracts but only a negligible number were under \$5,000. Therefore, approval to deviate from the GRS, and approval to raise the dollar amount from \$500 to \$5,000 to destroy two years after final payment, is requested.

CONTRACTS

Includes preaward information, requisitions, quotes, worksheets, correspondence, recommendations for awards, approvals, and contracts, dealing with procurement of material, equipment and real property and, in specific instances, it also includes quality assurance documents for those contracts dealing with the purchasing of equipment, fuel and related materials, and services for nuclear plants.

Contract - A binding agreement between two or more persons or parties. The bid or quote of the supplier selected for award becomes the contract when it is marked as to acceptance and signed by the purchasing agent in the appropriate TVA form.

A. ROUTINE PROCUREMENT FILES

Contains contract, requisition, purchase order, lease bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment.

DISPOSITION

A. Transactions of \$5,000 or more:

Destroy 6 years and 3 months after final payment. Transfer as needed to the Chattanooga Records Center.

B. Transactions of less than \$5,000:

Destroy 2 years after final payment.