

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
 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
 Vicki Callahan

5. TELEPHONE
 (615) 751-6249

LEAVE BLANK (NARA use only)

JOB NUMBER
 N1-142-95-17

DATE RECEIVED
 8-2-95

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE
 2-26-96

ARCHIVIST OF THE UNITED STATES
John W. Carl

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE: 7/25/95

SIGNATURE OF AGENCY REPRESENTATIVE: *Georgia S. Greene*

TITLE: Assistant TVA Archivist

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	PURCHASING CORRESPONDENCE FILES See the attached description of the Purchasing Correspondence Files. These records were previously covered by job No. N1-142-90-4.		

I.1. PURCHASING CORRESPONDENCE FILES

The Purchasing correspondence file was an official centralized file using the alpha-numeric system until 1987 when it was converted to the subject-numeric system. A segment of these files was transferred to the Chattanooga Records Center in 1985 and another segment was transferred in 1986 of the records coded by the alpha-numeric system. Approximately 179 cu. ft. are stored in the Chattanooga Records Center. Around 1993 Purchasing did a purge of their official correspondence file and decentralized the file. Most of the files were destroyed under authorization of Job No. N1-142-90-4 part C. Fourteen cu. ft. of correspondence files remaining, were boxed in cu. ft. boxes and are located in the file area.

When the records were decentralized, each direct report to the Vice President and the Vice President of Purchasing, started maintaining their own files. These files are maintained as alphabetical files.

When the Vice President of Purchasing moved from Chattanooga to Knoxville in October 1994, his files were sent to RIMS (this does not have an approved authority). He now maintains a hard copy alphabetical file in Knoxville.

DISPOSITION~~A. Records dating through 1992.~~

1. 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. Transfer to the National Archives in 2001. Destroy records determined during archival processing to lack sufficient archival value to warrant permanent retention.

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

~~Destroy when latest files are 20 years old.~~

N1-142-90-4

B. Records beginning 1993.

1. Vice President of Purchasing file
 - a. Hard copy

PERMANENT. Break file at end of calendar year 1995: Transfer to the Knoxville Records Center. Transfer to NARA in 2005. Beginning 1/1/96 break files every five years (1996 through 2000; 2001 through 2005; etc.) Transfer to the Knoxville Records Center. Transfer to NARA when latest records are ten years old (1996 through 2000 transfer in 2010; 2001 through 2005 transfer in 2015; etc.) Destroy records determined during archival processing to lack sufficient archival value to warrant permanent retention.

I.1. PURCHASING CORRESPONDENCE FILES (Continued)**DISPOSITION (Continued)**

- b. Submitted to RIMS (sent in October 1994, see last paragraph of description).

Print out hard copy. Transfer to NARA when first transfer is made of Vice President of Purchasing's files.

2. All Department Head Offices

Destroy when 5 years old.

3. 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.*

4. Finding Aids (File Plans, Inventories)

Transfer with related Permanent correspondence.

*Records such as ADP Equipment, Budget, Career Development, Combined Federal Campaign, Credit Cards, Emergency Plan, Employee Recognition, Financial Disclosure Report, Health & Safety, Hospitality, Leave, Library, Livewell, Metrication, Myers Briggs, Office Supplies Project, Performance Review and Development, Resumes, Rotational Assignments, SB Progression Plan, Short Codes, Subscription & Publications, Temporary Clerical, Training, U.S. Saving Bonds, Warehouse Row, Wearing Apparel, Wes Motley Task Force, etc.

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