INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-142-95-017

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Per the crosswalk for N1-142-10-001, this entire schedule was superseded by N1-142-10-001, items 5a, 5b, and 5d. Exact item supersession is unclear.

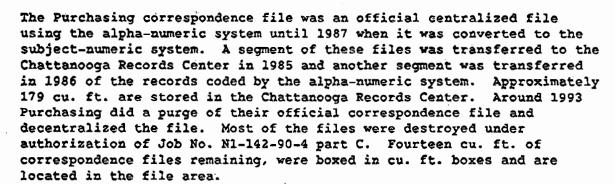
Date Reported: 07/28/2022 N1-142-95-017

REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER		
(See Instructions on reverse)			N1-142-45-19		
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 DATE RECEIVED 8-2-					
FROM (Agency or establishment)			NOTIFICATION TO AGENCY		
Tennessee Valley Authority					
	JOR SUBDIVISION	In accordance with the provisions of U.S.C. 3303a the disposition requ	iest,		
	rchasing	including amendments, is approved except for items that may be marked "disposition			
J. MIR	ACA SUBDIVISION	not approved" or "withdrawn" in colum			
4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE			DATE ARCHIVIST OF THE UNITE	STATES	
Vicki Callahan		(615) 751-6249	2-26-96 Hohn W. Ca	ul-	
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 SIGNATURE OF AGENCY REPRESENTATIVE TITLE					
7/25/95 Georgia S. Breene Assistant TVA Archivist					
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PRO	POSED DISPOSITION	SUPERSEDED TAKE	CTION N (NARA ONLY)	
	PURCHASING CORRESPONDENCE FILES See the attached description of t Correspondence Files. These reco covered by job No. N1-142-90-4.	he Purchasing rds were previously			
	5				
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STANDARD FORM 115 (REV. 3-91) Prescribed by NARA 36 CFR 1228

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE
FEB 29 1996 MHV Capy to agency, 4US
NSR NIA

I.1. PURCHASING CORREST IDENCE FILES



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.

 Records designated 100 through 119 under the alpha-numeric filing system and 0&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.