# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

## TO
NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

## FROM (Agency or establishment)
TENNESSEE VALLEY AUTHORITY

## MAJOR SUBDIVISION
INFORMATION SERVICES

## MINOR SUBDIVISION

## NAME OF PERSON WITH WHOM TO CONFER
Vicki Callahan

## TELEPHONE
(423) 751-6249

## DATE RECEIVED
5-14-97

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request, including amendments, is approved except for items that may be marked “disposition not approved” or “withdrawn” in column 10.

## 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.

## SIGNATURE OF AGENCY REPRESENTATIVE

[Signature]

## TITLE

ASSISTANT TVA ARCHIVIST

## 7. ITEM NO.

## 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>See attached for Software Configuration Management Request Forms</td>
</tr>
<tr>
<td>2.</td>
<td>See attached for ADP Publications</td>
</tr>
</tbody>
</table>

## 9. GRS OR SUPERSEDED JOB CITATION

## 10. ACTION TAKEN (NARA USE ONLY)
1. SOFTWARE CONFIGURATION MANAGEMENT REQUEST FORMS

These records consist of various forms and printouts used to request and document the migration of software modules through the promotion path (test, acceptance, and production). These forms include, but are not limited to, Production Request forms, Software Acceptance Logs, Production Management Change Request forms, PRIDE Modification/Improvement Request forms, and Production Source Module forms.

DISPOSITION

Transfer to Records Center when one year old. Destroy when 5 years old.

2. ADP PUBLICATIONS

Newsletters created to disseminate information pertinent to the use of the central server such as system upgrades, security, database management, media storage, and availability. The current newsletter, *ADP Operating Notes*, is the consolidation of five previous newsletters *Bits and Bytes*, *TSO Swaps*, *Roscoe Reporter*, *CICS Informer*, and *S2K Keys*.

DISPOSITION

A. Electronic copies

   Destroy or delete when superseded or obsolete.

B. Paper copies

   Destroy when no longer needed.