REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS
(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)
   Tennessee Valley Authority

2. MAJOR SUBDIVISION
   Division of Power Production

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
   Ronald E. Brewer

5. TEL. EXT. 615
   755-3351

6. CERTIFICATE OF AGENCY REPRESENTATIVE:
   I hereby certify that I am authorized to act for this agency on 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.

Feb. 20, 1976
Assistant TVA Archivist

7. ITEM NO.
8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)

   DIVISION OF POWER PRODUCTION
   Coal Inventory Receipts by Contract - Form TVA 4199A
   Includes forms TVA 4199B, Monthly Summary of Steam Plant Coal Inventory Activity and TVA 4199C, Summary of Coal Inventory Receipts by Contract. The series of forms included in this authorization is prepared for inventory and accounting purposes. Receiving steam plants prepare the multipage reports. A copy is retained by the plant office primarily for accounting purposes. A retention period of 1 fiscal year after audit would serve the reference needs of the plant forces.

   As the only record containing the number of conveyances and tonnage received from individual vendors by carrier, it has reference value to the Fuels Unit, Steam-Electric Generation Branch, over a period of many years. Therefore, the Fuels Unit copy is retained for 5 years before microfilming; the microfilm copy is retained by Fuels Unit for the life of the plant. The paper copy is destroyed after microfilming.

   Microfilming will be in accordance with FPMR 101-11.4-5.

   Plant copy - Retain 1 fiscal year after audit
   Fuels Unit copy - Retain 5 years
   Microfilm copy - Retain for life of plant
   Paper copy - Destroy after microfilming

   Plant copy - destroy 1 fiscal year after audit
   Fuels Unit paper copy - microfilm when 5 years
   Microfilm copy - destroy when plant is disposed of

   Copy to Agency 42-1620

STANDARD FORM 115
Revised November 1970
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
115-105