REQUEST FOR RECORDS DISPOSITION AUTHORITY

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

1. FROM (AGENCY OR ESTABLISHMENT)
    Tennessee Valley Authority

2. MAJOR SUBDIVISION
    Division of Construction

3. MINOR SUBDIVISION
    Construction Services Branch

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 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.

☐ A Request for immediate disposal.

☐ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE
    5-19-76

D. SIGNATURE OF AGENCY REPRESENTATIVE
    Ronald E. Brewer

E. TITLE
    Assistant TVA Archivist

7. ITEM NO

8. DESCRIPTION OF ITEM
    (With Inclusive Dates or Retention Periods)

9. SAMPLE OR JOB NO

10. ACTION TAKEN

DIVISION OF CONSTRUCTION
CONSTRUCTION SERVICES BRANCH

1

Equipment Records

Construction Services Branch maintains records on all TVA construction equipment used by TVA construction forces. These records need to be retained for the life of the equipment.

Because TVA is participating in construction activities at an increasing number of sites and continually requires additional equipment, the volume of these records is steadily increasing.

We propose to microfilm these records on 16mm film in cartridge. As the equipment is retired, the microfilm will be destroyed.

For these reasons, we request the following retention periods:
### REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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Paper Copy: Destroy after legible microfilm obtained

Microfilm: Destroy as equipment is retired.

These records will be microfilmed in accordance with FPMR 101-11.4 and FPMR 101-11.5.