

Rec'd NCD 18 Dec 79 AH

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCL-142-80-5	
DATE RECEIVED 12-19-79	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date 2-4-80	Acting Archivist of the United States <i>James E. O'Neill</i>

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

1 FROM (AGENCY OR ESTABLISHMENT)

Tennessee Valley Authority

2 MAJOR SUBDIVISION

All Offices and Divisions

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

Ronald E. Brewer

5. TEL EXT

FTS
854-3351

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 2 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 <u>12-11-79</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ronald E. Brewer</i>	E. TITLE Assistant TVA Archivist
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7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p><u>Payroll Time Reports</u></p> <p>Forms 223 are used for reporting the distribution of salaries of annual employees. The form shows the name of the employee, employee's identifying number, work description, hours by day and for the period, and account number.</p> <p>The foreman's time reports are the original labor records for hourly employees. The report shows the name or identifying number, the hours worked, equipment operation, the description of the work, and the account to be charged.</p> <p>Time reports relating to power activities are retained for 6 fiscal years pursuant to FERC regulations governing records retention, as amended January 1, 1972; time reports relating to chemical activities (OACD) and microfilmed time reports of major projects are also retained for 6 fiscal years. The paper copies of time reports for major projects are retained 1 fiscal year or until completion of audit. Time reports not directly related to major projects and power and chemical activities are retained for 3 fiscal years.</p> <p>DISPOSITIONS ARE ON P. 2</p>	<p>344-S70, Item 28, 29, 44</p> <p>351-S181- Item 1</p>	<p>5 items</p>

115-107

to HVCN (thru NNER), agency - 2/7/80

Request for Records Disposition Authority -- Continuation

JOB NO

PAGE OF
2

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p><u>Payroll Time Reports</u></p> <p>The time reports for major projects will be microfilmed in accordance with FPMR 101-11.4 and FPMR 101-11.5.</p> <p>A. Major Projects: 1) <u>Paper Copy</u> - Destroy ^{in agency} after completion of annual audit or 1 fiscal year, whichever is sooner. 2) <u>Microfilm</u> - Destroy ^{in agency} when 6 fiscal years old.</p> <p>B. Power and Chemical Activities: <u>Originals</u> - Destroy ^{in agency} when 6 fiscal years old.</p> <p>C. Other Activities - <u>Originals</u> - Destroy ^{in agency after GAO audit or} when 3 fiscal years old, <u>whichever is sooner</u>.</p> <p>D. <u>Carbon Copies</u>: Destroy ^{in agency} 6 months after the end of the fiscal year.</p>	<p>GRS 2/3a (deviates)</p> <p>"</p> <p>GRS 2/3a</p>	