

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCL-142-80-9
DATE RECEIVED	3-19-80
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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	6-10-80 <i>Walter W. Stender</i> acting Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)
Tennessee Valley Authority

2 MAJOR SUBDIVISION
Office of Management Services

3 MINOR SUBDIVISION
Division of Finance - Plant Accounting Branch

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE	9. SAMPLE OR JOB NO	10. ACTION TAKEN
3-5-80	<i>Ronald E. Brewer</i>	Assistant TVA Archivist		
7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)			
1	<p><u>Work Order and Project Final Cost Report Files</u></p> <p>These files contain cost analysis, reconciliation, and final cost reports on all additions to and retirement of TVA plant, except Chemical (See attached list of forms). They are working papers used to convert cost and descriptive data into unit record form and plant accounts. They serve as a historical reference in linking plant units with the original costs. After a location is retired, the value of its files is lessened. FERC requires retention for "10 years after clearance to plant account provided continuing plant inventory records are maintained; otherwise, 6 years after plant is retired." Continuing changes in plant, however, make it desirable that all records be retained for 6 fiscal years after the plant location is retired, except that records for locations sold as operating units or systems should be retained for 25 fiscal years. Past experience has shown that such records are sometimes needed for unitization because the plant is reacquired.</p> <p>A. Records for operating units or systems retired through sales: Transfer to Federal Records Center upon sale of facility. Destroy 25 years later.</p> <p>B. Records for all other operating units or systems: Transfer to Federal Records Center upon retirement of plant. Destroy 6 years later.</p>		NW 171/30 Item 3	2 items

to HNCN, agency, HNC - 6/13/80