# Request for Record 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:**
   - Office of Health and Safety

3. **MINOR SUBDIVISION:**

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

5. **TEL EXT:**
   - FTS 857-3351

### 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.**

### DATE

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Quality Assurance Reports (Resolution on Nonconformance, Progress, Audit)</td>
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Audits, which are conducted to verify compliance with all aspects of the quality assurance program, are performed in accordance with written procedures by appropriate trained personnel. The results of the audits are documented and reviewed by management having responsibility in the area audited.

When deficiencies are revealed by an audit, responsible management should take necessary action documented in the resolution of nonconformance reports, to correct the flaws. After preventative measures have been placed on the non-conforming items, an inspection is conducted and documented again thereby assuring quality.

Quality Assurance progress reports are written to assurance identification of and compliance with requirements of codes, standards and practices in order to develop a well-established program.

ANSI N45.2.9 requires a retention period of six calendar years for quality assurance--audit, progress and resolution of nonconformance--reports.
<table>
<thead>
<tr>
<th>ITEM NO</th>
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<th>SAMPLE OR JOB NO</th>
<th>ACTION TAKEN</th>
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<tbody>
<tr>
<td></td>
<td>These reports are filed by the TVA standard classification system. Since 1974, the accumulation is 1 cubic foot.</td>
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<td>Disposition: in agency Destroy when six calendar years old.</td>
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