

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

NCO 20 May 81/14

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
Property & Services, Transportation Services Branch

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

5. TEL. EXT.
FTS 857-3351

LEAVE BLANK	
JOB NO <i>NC1-142-81-12</i>	
DATE RECEIVED <i>May 20, 1981</i>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>6-11-81</i> Date	<i>[Signature]</i> Archivist of the United States

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 3 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
4/21/81	<i>Ronald E. Brewer</i>	Assistant TVA Archivist

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><u>SHOP ORDER WORK RECORDS</u></p> <p>Shop order printout sheets show by vehicle number the cost of shop work (labor, materials, and overhead) done on passenger vehicles, trucks, heavy construction equipment, and aircraft in the various garages and airplane shops for each month. These records are used to provide information such as identification of the mechanic, type of work performed, and material used on each job.</p> <p>Two copies of the printout sheets are made. One copy is retained in the Property and Services Accounting Section for one year; the other is filmed on microfiche. Sections of this printout relating to aviation are sent to the airports. Microfiche copies are sent to the branch office and all garages.</p> <p>The records are used for administrative reference and are filed chronologically at the Transportation Services Branch Office, garages, and airports.</p>	NN 167-86 Item #8	<i>[Signature]</i>

*Closed Out: 6-16-81: R.T.I.
Copy to Agency, 4NC & NNBR*

Request for Records Disposition Authority - Continuation

JOB NO.

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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
	<p><u>DISPOSITION</u></p> <p>A. Branch Office (1) Printout--destroy^{in agency} after microfiche is received (2) Microfiche--destroy^{in agency} when no longer needed for administrative purposes</p> <p>B. Garages Microfiche--destroy^{in agency} three months after one fiscal year</p> <p>C. Airports Printout--destroy^{in agency} at option, not to exceed 18 months</p>		
2	<p><u>PURCHASE CONTRACT FILE</u></p> <p>The purchase contract file provides the branch and field offices with information as to sources of supply, previous prices, descriptions, and specifications of needed parts, materials, supplies, and services relating to the operation and maintenance of TVA's aircraft, vehicle, and service units.</p> <p>The authorized retention periods for the purchase documents filed in the Divisions of Finance and Purchasing are sufficient to cover all accounting and legal requirements. However, the retention requirements for the Transportation Services Branch records are somewhat different because of operational reference needs for documents on aircraft, vehicle, and shop equipment that are still in use. Some of this equipment remains in operation for as long as 20 to 30 years before it is retired.</p> <p>This record series is filed alphabetically and numerically in the Chattanooga Branch Office and at garages and airports.</p> <p><u>DISPOSITION</u></p> <p>A. Branch Office (1) Aircraft, vehicle and shop equipment -- destroy^{in agency} one year after equipment is retired (2) Materials and supplies -- destroy^{in agency} when two years old</p>		

Request for Records Disposition Authority – Continuation

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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
	<p>B. Garages Destroy ^{in agency} one year after expiration of contract</p> <p>C. Airports Destroy ^{in agency} three years after expiration of contract</p>		