

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

228814
LEAVE BLANK

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

JOB NO

NCI-142-81-26

DATE RECEIVED

September 3, 1981

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

1. FROM (AGENCY OR ESTABLISHMENT)
Tennessee Valley Authority

2. MAJOR SUBDIVISION
Office of Management Services

3. MINOR SUBDIVISION
Division of Finance

4. NAME OF PERSON WITH WHOM TO CONFER

Ronald E. Brewer

5. TEL EXT

FTS 857-3351

withdrawn, 9/23/81
Date 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 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

8-24-81

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

TVA Vanpool Accounting Records

These records are created under the Employee Transportation Benefits Program and Transportation Mitigation Program. The employee commuter transportation program was organized in 1974 and is a cooperative effort between TVA and its employee credit unions that finance and hold title to the vans. Each credit union has a Vanpool Project Committee. Policy and administrative responsibilities are delegated by the Committee.

The collection of funds, payment of project expenses and other accounting functions are administered by TVA's Division of Finance, Central Accounting Branch. An accounting system is maintained as part of the administrative support provided the program, in accordance with the contracts.

1 item

Withdrawn: 10-1-81: K.P.D.

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
2 2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
10	<p>Included in the series are the following forms and papers:</p> <ul style="list-style-type: none"> Collection Reports (w/Deposit Slips) Share Drafts (copy--only retained record) Transfers in Cr/Union Accounts Vouchers (numeric without attachments) Vouchers (alpha file w/supporting documents) Cr/Union Bank Statements (w/reconciliations) Journal Entries Financial Statements Mitigation collection envelopes Annual Salary Policy collection envelopes Mileage Reports Quarterly Computer printouts--Detail Ledger Miscellaneous reference files (memos, payroll deductions, bus driver commissions, vehicle master listing, JV register, prepaid insurance computations, etc.) <p>The accounting records accumulate at the rate of 25 cubic feet per year and are subject to TVA audit, annually. Administrative needs for the records are satisfied five years after audit.</p> <p><u>Disposition:</u></p> <p>Destroy ^{in agency} five fiscal years after audit.</p>		<p><i>withdrawn, 9/23/81</i></p> <p><i>1 item</i></p>