

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NCL-142-85-11	DATE RECEIVED 7-17-85
1 FROM (Agency or establishment) Tennessee Valley Authority		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Power Operations, Division of Operations Spt.		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Materials Management Services Staff		DATE 11-8-85	ARCHIVIST OF THE UNITED STATES <i>James A. Bunker</i>
4 NAME OF PERSON WITH WHOM TO CONFER Ronald E. Brewer	5 TELEPHONE EXT. FTS 858-2520		
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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 7-11-85	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Ronald E. Brewer</i>	D TITLE Assistant TVA Archivist
--------------------------	---	---

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<p><u>DOCUMENT CONTROL LOGS AND TVA ITEM IDENTIFICATION CODE LOGS:</u></p> <p>The Document Control Log is used to record requests from TVA organizations for assignment of a TVA Item Identification Code (TIIC) number for a particular commodity.</p> <p>The TVA Item Identification Code Log is used to list the TIIC number assigned to a commodity after a cataloger has researched the commodity for TVA and written a comprehensive description. The goal of Materials Management Services Staff is to have a TIIC number assigned to all commodities within TVA.</p> <p>These logs are preprinted forms used by Materials Management employees to enter hand-written information. This information is used to provide audit traceability for incoming document requests and assigned TIIC's, to know when a TIIC number was requested and when and what number was assigned.</p>		

2 items

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
2 of 2

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>These logs have significant value for administrative reference. Two copies of microfilm (one original and one duplicate of each log) will be produced. For security purposes the copy will be stored in a separate location in the Materials Management Services Staff. Filming will be done on an annual basis. Approximate accumulation is 5 cubic feet since 1979.</p> <p>DISPOSITION:</p> <p>Paper: Destroy in Agency when acceptable microfilm is obtained.</p> <p>Microfilm: Destroy in Agency when superseded or when system is discontinued.</p>		