

REQUEST FOR RECORDS DISPOSITION AUTHORITY

VE BLANK (NARA use only)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

JOB NUMBER

71-142-04-5

DATE RECEIVED

3-4-2004

NOTIFICATION TO AGENCY

Tennessee Valley Authority

2. MAJOR SUBDIVISION
President & Chief Operating Officer

3. MINOR SUBDIVISION
Fossil Power Group (FPG)

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE

Janice C. Beard

423-751-2839

In accordance with the provision of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for may items that be marked "disposition not approved" or "withdrawn" in column 10.

DATE

ARCHIVIST OF THE UNITED STATES

12-8-04

[Signature]

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed on the attached (pages) 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

☒ is not required; *Per RO request 3/15/04* ☐ is attached; or

☐ has been requested.

DATE

February 24, 2004

SIGNATURE OF AGENCY REPRESENTATIVE

Mary H. Ragland

Mary H. Ragland

TITLE

Manager, Records Management & Systems

7.
ITEM
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR
SUPERSEDED
JOB CITATION

10. ACTION
TAKEN (NARA
USE ONLY)

1. I. Heavy Equipment Tool Management Records

Heavy Equipment Tool Management records provide Central and Field offices with information as to the sources of supply and services relating to tool management within the Fossil Projects Heavy Equipment Division.

Records included in this schedule consist of small, tagged, and third party rental records; small tools billing reports; leased tagged tools billing reports; tagged tools billing reports; small tools billing returns; leased tagged tool billing returns; tagged tools billing returns; requisitioning tools forms; small tools billing shipments; tagged tools billing shipments; order shipping lists; requests for shipment of material; lost tools memorandums; damaged tool list; tool management program inventory worksheets; transaction activity reports; and Field Purchase Orders.

These completed records are maintained by the Tools Management Division of the Fossil Power Group. Information is filed by the applicable fossil plant, release numbers, tag numbers, or classification codes.

DISPOSITION

Destroy 6 years and 3 months after period covered by account.

cc Agency, NR, NRC

2.

Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- (a) Copies that have no further administrative value after the recordkeeping copy is made.
 - 1. Copies maintained by individuals in personal files or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

- 2. Copies maintained by individuals in personal electronic mail systems.

Electronic mail will be destroyed automatically when 90 days old.

- (b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.

Added per conversation
w/ RO 3/15/04

