

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-142-88-002

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

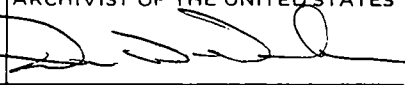
Description:

All items of this schedule were stated in the N1-142-10-001 crosswalk to be superseded by GRS 10, item 10, which is now (2022) GRS 5.4, item 130 (DAA-GRS-2016-0011-0016).

Date Reported: 07/28/2022

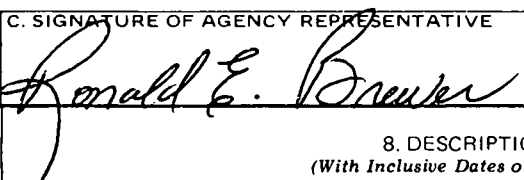
N1-142-88-002

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-142-88-2	
1. FROM (Agency or establishment) TENNESSEE VALLEY AUTHORITY		DATE RECEIVED 11-9-87	
2. MAJOR SUBDIVISION OFFICE OF CORPORATE SERVICES		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 DIVISION OF PROPERTY AND SERVICES			
4. NAME OF PERSON WITH WHOM TO CONFER RONALD E. BREWER			
5. TELEPHONE EXT. (615)751-2520		DATE 2/3/88	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 _____ 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 11/4/87	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE Assistant TVA Archivist	
7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	See attached addition to Section V, Transportation Services Branch, of the Division of Property and Services' Comprehensive Records Schedule.		

V. TRANSPORTATION SERVICES BRANCH

V.7. INVENTORY CONTROL SYSTEM

The Inventory Control System for Transportation Services Branch (TSB) documents the supply of fuels stored in tanks and parts and materials stored in storerooms. Form TVA 9378, TSB Inventory Control System Daily Balance and Control Sheet, is a batch cover sheet prepared at the various offices, garages, and airports in TSB. This form gives instructions to data entry operators in the branch office for keying information used for inventory control into the mainframe. The Division of Management Systems manages the mainframe and they have been instructed to maintain the information on this computer tape for five years.

Each week the branch office receives a printout listing the transactions keyed that week. A copy of the applicable portion of the printout is sent to the garage or office the information pertains to for their use.

Attached to the forms TVA 9378 are various forms which indicate transactions that make changes in the inventory. The forms TVA 9378 are filed by location and date. The forms that are attached to the forms TVA 9378 are listed below. Other copies of some of the attached forms are maintained elsewhere in the branch as different series of records and those copies are scheduled separately.

ATTACHED AND INCLUDED PAPERS

Form TVA 9378,	Inventory Control System Daily Balance & Control Sheet
9368,	Adjustment to On Hand Quantity
4421,	Field Purchase Order and Invoice
9382,	Fuel, Oil and Antifreeze Issues
9381,	Fuel, Oil and Antifreeze Issues
9352,	Material Issues
9375,	New Item Entry and Miscellaneous Item Update
9369,	Order Cancellation or Adjustment
	Physical Inventory List
9640 or 9981,	Purchase Contract
201,	Purchase Requisition
209,	Receiving Report
9625,	Request for Delivery of Materials under Contract (Order Information only)
9625,	Request for Delivery of Materials under Contract (Receipt Information only)
9370,	Return to Stock
144,	Shipping Ticket
575,	Storeroom Requisition
	Non-Inventory Documents

DISPOSITION

1. Paper - Dispose of when 6 months old.
2. Computer Printout - Dispose of when 2 years old.
3. Computer Tape - The Division of Management Systems should maintain for 5 years, then erase and reuse.