

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-142-88-009

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Items 1A-1C were stated in the N1-142-10-001 crosswalk to be superseded by GRS 7, item 4, which is now (2022) GRS 1.1, item 010 (DAA-GRS-2013-0003-0001).

Items 2A-2B were stated in the N1-142-10-001 crosswalk to be superseded by GRS 10, item 9, which is now (2022) GRS 5.4, item 120 (DAA-GRS-2016-0011-0015).

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-142-88-9

DATE RECEIVED

3/22/88

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

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

TENNESSEE VALLEY AUTHORITY

2. MAJOR SUBDIVISION

OFFICE OF CORPORATE SERVICES

3. MINOR SUBDIVISION

DIVISION OF PROPERTY AND SERVICES

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

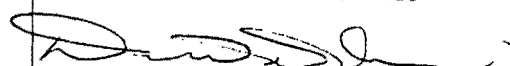
DATE

ARCHIVIST OF THE UNITED STATES

RONALD E. BREWER

615-751-2520

6/15/88



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.

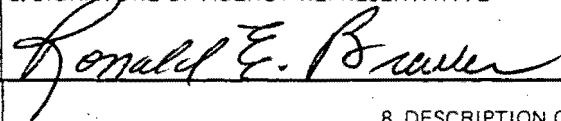
A. GAO concurrence: ☐ is attached; or ☒ is unnecessary.

B. DATE

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

3/14/88



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SUPERSEDED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)

See the attached addition of two items to the Central Travel Section of Property and Services' Comprehensive Records Schedule.

VI.3. FLIGHT ITINERARIES

This file consists of a subject file relating to the planning of trips, and the issuing of tickets for TVA employees when traveling on official business. For each travel arrangement made, a worksheet is prepared on the reservation. The information on the worksheet is then keyed into the United Appolo Computer System automated data base for back-up information. At the end of each month Central Travel receives a microfilmed summary of all transactions that occurred during the month from the airline with which the reservations were made. Once the summaries are received, the worksheets are no longer needed. The back-up information is automatically purged after the date the trip is to be taken or the date of cancellation.

DISPOSITION

A. Microfilmed summaries

Destroy when no longer needed for administrative purposes.

B. Worksheet

Destroy when applicable microfilmed summary is received.

C. Computer data base (back-up information)

Purge after the date the trip is to be taken or the date of cancellation which ever is sooner.

VI.4. COMPUTER FLIGHT SHEETS AND PRINTOUTS

This file contains printouts and worksheets relating to the daily commuter schedule of TVA Planes and Charter flights. When travel arrangements are made on TVA planes and special TVA flights, the information is keyed into the United Appolo Computer System automated data base. From the information, passenger lists and flight schedules are printed. The printouts along with worksheets are used in preparing financial calculations which are necessary in justifying the need to use corporate or charter aircraft rather than commercial airline flights for official travel. These records document authorization of the aircrafts and commercial cost comparisons. They are often used in TVA internal audits and GAO audits.

DISPOSITION

A. Flight Sheets and printouts

Destroy when 6 years and 3 months old.

B. Data Base

Purge when no longer needed for administrative use not to exceed 6 months.