

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-142-99-7</i>	
1 FROM (Agency or establishment) TENNESSEE VALLEY AUTHORITY		DATE RECEIVED <i>6-7-99</i>	
2 MAJOR SUBDIVISION PROCUREMENT		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		In accordance with the provision of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for any items that be marked "disposition not approved" or "withdrawn" in column to	
4 NAME OF PERSON WITH WHOM TO CONFER VICKI CALLAHAN	5 TELEPHONE 423-751-6249	DATE <i>1-19-00</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 <u>3</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 5/26/99	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE ASSISTANT TVA ARCHIVIST
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
21-30	Attached are items 21, 22, 23, 24, 25, 27, 28, 29, 30, taken from the Procurement comprehensive records schedule that were previously covered by the GRS 20. We are submitting the following for your approval 21. Integrated TVA Materials Systems 22. Federal Procurement Data System 23. Electronic Data Interchange 24. Supply Chain Data Warehouse 25. Subcontracting Database File 27. Supplier and Diverse Business Relations Files 28. Freight Transportation Management System 29. Integrated Credit Card Solution 30. Sourcing Data Base		

cc: Agency, NR, YRC

21 INTEGRATED TVA MATERIALS SYSTEMS (ITMS) (MMS)

All systems data is stored on a combination of disk and tape. Disks are used for current information and on all online processing. Tapes are used for backup and for archival storage.

ITMS (instituted in March 1993) serves as the mechanism for the collection of automated procurement related information, as well as payable information.

Contract procurement data (statistical) is used to identify commodity purchases from specific companies and includes information such as vendor name, commodity type, and price. The master file serves as the official record of Procurement for statistical purposes. Organizations within TVA (e.g. Office of the General Counsel), other Government agencies (e.g. Internal Revenue Service and Federal Procurement Data System), and outside industries request procurement related data which is obtained from the magnetic tapes and is assured quick access by the retrieval arrangement of vendor name or commodity type.

DISPOSITION

1 Magnetic Tape

Delete when obsolete

2 Printouts

Destroy when two years old or when obsolete whichever is sooner

I 22 FEDERAL PROCUREMENT DATA SYSTEM (BPA)

TVA is responsible for collecting and reporting procurement data to the FPDS. The data is used to measure and assess the impact of Federal procurement on the nation's economy, the extent to which small business firms and small disadvantaged business firms are sharing in Federal procurement, the impact of full and open competition in the acquisition process, and other procurement policy purposes.

Procurement is the TVA designated collection point for federal contracting reported to FPDS. FPDS manual/working files contain worksheet for collecting data, copy of Federal Government Standard Form 281 signed by Procurement Senior Vice President, Fed-ex senders copy, Data Transmittal memorandum signed by Procurement Senior Vice President, working copies and various printouts. FPDS files are edited and maintained by the Data Processor clerk.

DISPOSITION

1 ~~DATABASE~~

~~Destroy when 5 years old~~

~~(GRS 3 item 3 d)~~

2 FPDS/WORKING FILES

Destroy when 2 years old or when obsolete, whichever is sooner

I 23 ELECTRONIC DATA INTERCHANGE (EDI) (WD&TS)

EDI is the electronic exchange of routine business or data in a standardized format between computers. The EDI Plan is based on the American National Standards Institute (ANSI) Accredited Standards Committee (ASC) X12 Electronic Data Interchange (EDI) standards. TVA is a voting member of this committee and is also a member of the Utilities Industry Subgroup (UIG) of ASC. This guidance is intended for TVA's Procurement organization and for assistance to any other TVA organizations who wish to trade business documents or data in ASC X12 formats.

TVA sends purchase orders and requests for quotes and receives responses to requests for quotes. The receiver of these documents is required to send a functional acknowledgment. This acknowledgment lets the sender know that the document was received and translated by the receiver. This information is uploaded into ITMS.

DISPOSITION

Delete after information has been transferred to the master file and verified.

I 24 SUPPLY CHAIN DATA WAREHOUSE (BPA)

The Supply Chain Data Warehouse (SCDW) is a snapshot of ITMS, integrates ITMS data into an organized set of data. The Supply Chain Data Warehouse serves as the basis for reporting in the following areas: (1) Purchasing Business Measures, which include requisition cycle time, on-time delivery, receipt exceptions, delivery lead times, minority business dollars awarded, woman-owned business dollars, (2) Standard Reports, which include organization reports for contracts and releases by contract/release number, commodity code, and vendor number identification, and Procurement Statistics by buyer code and organization code, and (3) Ad Hoc Reporting which is a tool for complex queries using Oracle Data Browser software, or Oracle Discoverer 3.0.

DISPOSITION

Destroy information in database when obsolete.

I 25 SUBCONTRACTING DATABASE FILE

An automated file that consists of all procurement contracts with subcontracting plans and results against those plans.

DISPOSITION

Delete when obsolete.

I 27 SUPPLIER AND DIVERSE BUSINESS RELATIONS FILES (SDBR)

Hard copy file of new supplier contacts, Supplier Excellence newsletters, recognition/supplier events, vendor maintenance, subcontracting, supplier diversity, Partnership Purchasing initiatives, and resolutions for Federally Assisted Programs.

DISPOSITION

Destroy when obsolete.

I 28 FREIGHT TRANSPORTATION MANAGEMENT SYSTEM (FTMS)

An automated file for the freight invoicing process that gives users online information concerning carriers and freight rates (tariffs) Data input and sources are freight bills and invoices which are compared to receipts extracted from ITMS

DISPOSITION

GRS 9 item 1.2.

Destroy 6 years after the period of the account

I 29 INTEGRATED CREDIT CARD SOLUTION (ICCS)

This system automates TVA's Purchasing Card statements TVA credit card purchases are supplied by First Tennessee Bank via a magnetic tape Major outputs from the system are monthly credit card statements, various daily reports, and numerous job names under FBCR and queries on DB2 Tables Data elements include card holder's name, card number, social security number, monthly limit, expiration date, approving official, approving official's social security number, default short code, default cost class It also includes credit card transaction date, credit card posting date, vendor's name, vendor's city and state, reference number, amount charged, cash advances, closing date, credit line, available credit

There is a \$5,000 limit on single transactions However, purchases above \$5,000 can be made with proper approval The system is managed by Procurement and Information Services This is a WEB base system and the system was designed in-house The information is stored on the mainframe and is backed upon tape Access is restricted for card holders and approving officials

DISPOSITION

Destroy three years from date of statement

I 30 SOURCING DATA BASE

An automated database including commodities for which TVA maintains lists of approved suppliers, and critical characteristics for approval Record copies including sourcing group/elements along with necessary working files, are maintained by Materials Contracts

DISPOSITION

Destroy information in database when obsolete

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DISPOSITION

1. Magnetic Tape
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2. Printouts
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DISPOSITION

1. DATABASE
Destroy information in the database when no longer needed for current business
2. FPDS/WORKING FILES
Destroy when 2 years old or when no longer needed, whichever is sooner.