

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Tennessee Valley Authority
2. MAJOR SUBDIVISION
Division of Power Production
3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Ronald E. Brewer

5. TEL. EXT. 615
755-3351

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED MAR 10 1976	JOB NO. NC 1-142-76-6
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 stamped "disposal not approved" or "with-drawn" in column 10.	
3-31-76 James E. O'Neil Date acting Archivist of the United States	

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

Feb. 20, 1976 *Ronald E. Brewer* Assistant TVA Archivist
(Date) (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1, 2, and 3	<p><u>DIVISION OF POWER PRODUCTION</u></p> <p>Coal Inventory Receipts by Contract - Form TVA 4199A Includes forms TVA 4199B, Monthly Summary of Steam Plant Coal Inventory Activity and TVA 4199C, Summary of Coal Inventory Receipts by Contract. The series of forms included in this authorization is prepared for inventory and accounting purposes. Receiving steam plants prepare the multipage reports. A copy is retained by the plant office primarily for accounting purposes. A retention period of 1 fiscal year after audit would serve the reference needs of the plant forces.</p> <p>As the only record containing the number of conveyances and tonnage received from individual vendors by carrier, it has reference value to the Fuels Unit, Steam-Electric Generation Branch, over a period of many years. Therefore, the Fuels Unit copy is retained for 5 years before microfilming; the microfilm copy is retained by Fuels Unit for the life of the plant. The paper copy is destroyed after microfilming. <i>Microfilming will be in accordance with FPMR 101-11.4-5.</i></p> <p>Plant copy - Retain 1 fiscal year after audit. Fuels Unit copy - Retain 5 years Microfilm copy - Retain for life of plant Paper copy - Destroy after microfilming.</p> <p><i>Plant copy - destroy 1 fiscal year after audit</i> <i>Fuels unit paper copy - microfilm when 5 years old and then destroy original</i> <i>Microfilm copy - destroy when plant is disposed of.</i></p>	X	1 item

Copy to Agency 4-2-76
disposed of. 3/30/76

STANDARD FORM 115
Revised November 1970
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
115-105