

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-142-80-08

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

When this schedule was submitted in 1980, GRS 16, item 4a stated that agencies should submit an SF-115 to schedule its forms. The following year, NARA issued NC1-GRS-81-4 item 1 appraising one record copy of each form of any agency as disposable 5 years after form discontinuation. N1-142-10-001 stated that NC1-142-80-08 was superseded by "GRS 1, 12A1." This citation is not correct, but the agency clearly intended for the GRS to now cover these records (and said so in its N1-142-10-001 crosswalk page 2). Forms management is covered under GRS 4.1, item 040 (DAA-GRS-2013-0002-0009), which supersedes this schedule.

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

Red NCD 29 Jan 80 194

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

1 FROM (AGENCY OR ESTABLISHMENT)

Tennessee Valley Authority

2 MAJOR SUBDIVISION

Office of Agricultural and Chemical Development

3 MINOR SUBDIVISION

Records Unit

4 NAME OF PERSON WITH WHOM TO CONFER

Ronald E. Brewer

5 TEL EXT

FTS

854-3351

LEAVE BLANK

JOB NO

NC1-142-80-8

DATE RECEIVED

1-29-80

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

4-7-80 *James P. O'Neil*
Date *Archivist* 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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ **A Request for immediate disposal.**

☒ **B Request for disposal after a specified period of time or request for permanent retention.**

C DATE	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
1-10-80	<i>Ronald E. Brewer</i>	Assistant TVA Archivist

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p><u>Forms Files</u></p> <p>This records unit is OACD's official record copies of all forms used in the organization since 1935. They are created and controlled in compliance with TVA Code and Instructions, VI Forms.</p> <p>The term 'form' as used in this Authorization includes printed or typed documents with blank spaces for insertion of information, form letters and memorandums, labels, tags, punched cards, notices, interview guides, questionnaires, and other specialty paper items. In most cases, it has been assigned an official form number. OACD forms are identified by the letters ACD, AD, CD, CO, AR, or CE that immediately follow the form number.</p> <p>Disposition:</p> <p>A. <u>Individual Form Files</u> include a carbon copy of Form TVA-589, Forms Specification; original record of dates and quantities ordered and for whom; a master of the form revision currently in use; one copy of each form revision; and may occasionally contain</p>	GRS 16/4a (submit 115)	3 items

*Copy to NNBR, 4NCN,
4NC agency*

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
2 of 2

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p><u>FORMS FILES</u> (Continued)</p> <p>correspondence related to use and development of a specific form.</p> <p>Destroy in agency when no longer needed for administrative purposes.</p> <p>B. <u>Index for Individual Form Files</u> - This is a 3 x 5 card, filed alphabetically by form name. Destroy in agency when no longer needed for administrative purposes.</p> <p>C. <u>Register of Form Orders</u> (Form 29024) Destroy one fiscal year after last entry.</p> <p>(There is a total of 4 cubic feet of records since 1935)</p>		