

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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 Management Services

3. MINOR SUBDIVISION

Division of Purchasing

4. NAME OF PERSON WITH WHOM TO CONFER

Ronald E. Brewer

5. TEL. EXT.

FTS 857-3351

LEAVE BLANK

JOB NO

NCI-142-81-10

DATE RECEIVED

April 14, 1981

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

7-23-81

Date

Robert R. New
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
4-7-81	<u>Ronald E. Brewer</u>	Assistant TVA Archivist

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
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1.

Contract Procurement Statistical Data

Contract procurement statistical data is used to identify commodity purchases from specific companies and includes information such as vendor name, commodity type, and price. Recording this data began in 1954 and continued until 1961 by the process of obtaining information from the original contract and storing it on punch cards for producing a computer printout. Since 1961 the information stored previously on punch cards as well as all current contract information is keyed to magnetic diskette then processed and stored in a magnetic tape master file. This master file serves as the official record of the Division of Purchasing 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.

to agency, NNR, 4NEN- 7/28/81 No copy to 4NC.

3 items

Closed Out: 7-27-81: R.D.

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF
2 2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>The series is filed chronologically by date, maintained by the Procurement Systems Staff and the Computing Operations Branch, and has a magnetic tape accumulation of 107 tapes since 1961.</p> <p><u>Disposition</u></p> <p>A. Magnetic tape - Retain for life of agency (i.e., Destroy in agency when no longer needed for administrative purposes.)</p> <p>B. Magnetic diskette - Destroy when 2 months old</p> <p>C. Printouts - Destroy when 6 months old</p>		