

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED FEB 14 1973	JOB NO. NN-173-146
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.	
<i>3-6-73</i> Date	<i>James B. Rhoads</i> Archivist of the United States

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 Personnel

3. MINOR SUBDIVISION

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

5. TEL. EXT.
755-3116

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

2-12-73
(Date)

Ronald E. Brewer
(Signature of Agency Representative)

Assistant TVA Archivist
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	These records are the original copies of employees' and applicants' test papers. They include identification and instruction sheets, transcriptions of shorthand and typing tests, answer sheets to General Clerical Test Battery, General Aptitude Test Battery, and Student Generating Plant Operator test answer sheets. These papers are graded and the results tabulated on forms which are filed in the individuals' personal history records or with their applications. Once the test results have been recorded the test papers are no longer needed. Experience has shown that a three month retention period will satisfy all administrative and reference requirements.	344-S69 item 38	

1 item