

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS.**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED MAR 10 1976	JOB NO NC1-142-76 - 7
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.	
Date	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 Finance
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:

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 (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.	<p align="center"><u>DIVISION OF FINANCE</u></p> <p><u>Plant Unit Record</u> Selected data relative to TVA's fixed assets are typed on continuing plant unit record form (TVA 4130 and its variations). The forms 4130 are put in books which are stored in fire resistant file cabinets. A major catastrophe involving the Haney Building could result in the destruction of data essential to the accounting for TVA's fixed assets.</p> <p>To minimize this possibility the continuing plant unit records as of June 30, 1972, are being microfilmed and xerox copies are being made of sheets on which changes are entered after that date. The microfilm has been sent to Atlanta Federal Records Center for storage. Xerox copies of changes will be sent to Atlanta on a periodic basis.</p> <p>When the volume of xerox copies becomes significant, the continuing unit records will again be microfilmed. At that time destruction of the old film and xerox copies is authorized.</p> <p>The original copy is the historical record of property acquired by TVA from its conception and property sold by TVA. In addition to the necessity of retention from the accounting standpoint, these records are a valuable source of mortality data and must be preserved permanently.</p> <p><i>Copy to Agency 5-25-76 CR</i></p>	X	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>We have determined that through actual use of the information that the microfilm can be destroyed when superseded. Therefore we suggest the following retention periods:</p> <p>Microfilm - Destroyed when superseded Xerox copy used for update - Destroy after microfilming Original - Permanent</p>		