

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

NCD 15 Jul 81/44

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

1. FROM (AGENCY OR ESTABLISHMENT)
Tennessee Valley Authority

2. MAJOR SUBDIVISION
All Offices and Divisions

3. MINOR SUBDIVISION

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

5. TEL EXT
FTS 857-3351

LEAVE BLANK

JOB NO
NCI-142-81-21

DATE RECEIVED
July 15, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10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 *[Signature]*
Date 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 3 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 7-6-81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ronald E. Brewer</i>	E. TITLE Assistant TVA Archivist
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p><u>Employee Authorization Records</u></p> <p>TVA's policy on controls assures that only those employees who have authority to do so sign contracts, agreements, forms, and other documents, or obtain services, materials, or funds. Heads of offices and divisions are delegated authority by the General Manager, through the TVA Codes and other media, to sign specific contracts and agreements, rate schedules, other documents involving TVA and other parties, and interdivisional forms. When such authority is redelegated, formal systems of authorization are implemented. Heads of offices and divisions or their formally authorized subordinates issue the following forms: TVA 3079, Authorization to Sign Specific TVA Contracts and Agreements, Rate Schedules, and Similar Documents which authorizes an employee to sign contracts and agreements having the effects of contracts, rate schedules, and similar documents involving TVA and other parties; TVA 3080, Authorization to Sign Specific TVA Forms which authorizes an employee to sign various controlled forms and documents necessary in the discharge of his duties</p>	345-S248, II NNA-1240	Item 6, Item 3

to agency + 4 NCA - 7/28/81 No copy to 4 NCA
Closed Out: 7-27-81: K.T.D.

1 item

Request for Records Disposition Authority – Continuation

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>(TVA 3080 may also be used as a cancellation notice). All copies of forms TVA 3079 and TVA 3080 are signed by the authorizer.</p> <p>Only one of each of form 3079 and 3080 for an employee should be outstanding at any time. Issuance of a revised form automatically cancels all authorizations previously given to an employee. Any office receiving a copy of these forms should remove from its active file any previously issued form for that employee. If an office or division wishes to eliminate all approval authority previously granted to an employee, all divisions which originally received a copy of either form for that employee should be notified. When an employee is terminated or transferred to another organization, or when his duties are changed so approval authority is no longer required, all appropriate offices should be notified immediately.</p> <p>Before accepting controlled forms and supplying the service materials, or funds requisitioned, the controlling division will ensure that the person signing the request form has been authorized to do so.</p> <p>The records used by the controlling divisions to verify authorization are as follows:</p> <ul style="list-style-type: none"> • The copy of TVA 3080 which the controlling division receives from the authorizing division is used if the services, materials, or disbursements by the controlling division to the authorizing division are provided at one location. • When services, materials, or disbursements are provided at more than one location, the controlling division may prepare a copy of form TVA 3240, Authorization Records, for each location. A new set of TVA 3240 is not issued when a revised TVA 3080 continues the authority to sign a form already delegated. A copy of the original TVA 3080 may be distributed in lieu of the TVA 3240. Notice of cancellation of authority to sign a form is sent to each organization. • Form TVA 1733, Authorization to Approve Stores Requisitions, may be required by the organization operating a storeroom to identify the signature of employees who requisition materials on form 575. The authorizing division prepares a copy of TVA 1733 for each storeroom to which the authorized employee is 		

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	<p>expected to issue stores requisitions. If authorization to an employee to approve requisitions is withdrawn, cancellation notice is given to each storeroom.</p> <p>These records have little value once an employee has had a status change affecting his eligibility to sign forms or after an employee has been terminated and the records of the division have been audited.</p> <p>1. <u>Disposition</u> - All ^{authorization verification} records listed above (7/11/30) _{in agency} Destroy when superseded or cancelled, provided audit requirements, if any, have been met.</p>		