

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-142-93-14	DATE RECEIVED 8-12-93
1 FROM (Agency or establishment) Tennessee Valley Authority		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Resource Group			
3 MINOR SUBDIVISION National Fertilizer and Environmental Research Center			
4 NAME OF PERSON WITH WHOM TO CONFER (WHM) Linda E. Blevins	5 TELEPHONE 615-751-2524	DATE 10-3-97	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 8/4/93	SIGNATURE OF AGENCY REPRESENTATIVE <i>Linda E. Blevins</i>	TITLE Assistant TVA Archivist
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ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See the attached two items.		
1	Test Demonstration Farm Records		
2	Tennessee Farm Records Data Base		

1. TEST DEMONSTRATION FARM RECORDS

The broad objective of the TVA agricultural program is the development, protection, and effective use of all the agricultural resources of the region in the interest of better living for all of its people. H. A. Morgan, who headed the TVA fertilizer program in the 1930's, approached the agricultural college deans of seven valley states and suggested that TVA could assist them by carrying out a research program to improve and develop fertilizers that could be used in agricultural readjustment programs in the watersheds.

On November 20, 1934, a memorandum of understanding became effective between the U.S. Department of Agriculture; TVA; and land-grant universities in Alabama, Georgia, Kentucky, Mississippi, Tennessee, and Virginia. The memorandum established a "systematic procedure for a cooperative program of agricultural research, extension and land use planning within the region of the TVA . . ." In 1936, the first test demonstration farms came into being and provided a source of information not otherwise obtainable on practical farms having wide differences in basic physical factors.

In cooperation with state extension services and individual farmers, the program is designed to improve agricultural income and promote economic growth in the seven Valley states. Test demonstration activities developed in two parts; test demonstration farm units and test demonstration areas. Unit test demonstrations are concerned with the use of fertilizers integrated with other farm management practices into complete farm and home improvement programs. These test demonstrations have been more concentrated within the Tennessee Valley (valley farms), but have also been conducted in 25 additional states and Puerto Rico (non-valley farms). The area test demonstrations are confined to the Tennessee Valley and have a purpose beyond the improvement of individual farms. In area test demonstrations, TVA fertilizers are made available to all farms in the community. Farmers participating in the program are selected because they provide opportunities to deal with significant adjustments faced by farmers. Generally, farmers remain on the program for a 5-year period; however, there are instances when farmers are permitted additional time to complete the program.

During the 1988 TVA reorganization, responsibility for the test demonstration farm programs was split between two organizations in Resource Group. The Agriculture Institute under Valley Resource Center of Business Operations was assigned responsibility for the Valley farms. Non-valley farms became the responsibility of National Programs of National Fertilizer and Environmental Research Center. The records from 1988 and continuing are separated between Valley farms and non-valley farms.

1. TEST DEMONSTRATION FARM RECORDS (continued)

There are several types of records included in this series. Most of the early records dated 1934 to 1948 were destroyed during the 1950's when the records were reviewed and some dispositions were applied (see II-NNA-2478). A representative sample of one average letter of the alphabet for the state of Tennessee was retained to reflect the type of records accumulated by TVA for the program. Also retained were: (1) individual farm maps showing benchmarks, (2) publications and brochures related to the program (approximately 1.5 cubic feet), and (3) Annual Reports of the Test Demonstration Branch (approximately 1 cubic foot). Some summary reports on the program are filed and scheduled with the Agriculture Relations Correspondence File (currently submitted to NARA for appraisal as item 2 of N1-142-91-5).

Shown below are detailed descriptions of the types of records included in the Test Demonstration Farm record series:

- A. Individual farm records and applications consist of non-TVA forms provided by state extension services containing personal and confidential data submitted annually by farmers participating in the program. This data pertains to educational background, household data, farm inventories, fertilizer use, crop acreages and yields, livestock production, income and expense, participation in community activities, and other similar data. Individual Farm Records are filed by state, then by farm, and consist of a representative sample of every 20th farm plan file (those numbered 1 and each number divisible by 20) for the 125 Tennessee Valley counties. In addition, farm plans for a specified list of 62 Valley farms have been retained for special analyses and record purposes. Applications are filed by state, then by county, then by farm. These records are covered by the TVA Privacy Act as series numbers TVA-4 for Valley farms and TVA-27 for outside the Valley farms. However, the records are valuable for research, and there is no restriction on their use when reference is not made to the individual farmers and when averages only are prepared and used.

These records cover the period 1935 to present. A portion of these records dating from 1947 to 1965 has been microfilmed. They are included in the 41 rolls of film located at the Muscle Shoals Technical Library. The paper records of the first 29 rolls microfilmed are at the Federal Records Center and the remaining paper records are in storage at the Muscle Shoals Records Center. A small group of the 1935-40 records (15 per Tennessee county) are filed and scheduled with the Agriculture Development Correspondence File.

1. TEST DEMONSTRATION FARM RECORDS (continued)

- B. Test Demonstration Farm Directory and Farm Record (forms TVA 1403 and 9442) are the only remaining records of all test demonstration farm participants from 1933 to the present. The Directory is a listing of the participants' name, address, file number, farm acreage, date approved, and ending date of participation. The Farm Record is a file of 5x8-inch cards of the same information plus a year-by-year summary of acreage in the program and fertilizer usage. Both are filed by state, then by county, but then the directory is by file number which is assigned sequentially, and the farm record is by name. There are 32 binders of out-of-valley state participants (5 cubic feet) and about 50 cubic feet of Farm Records. These records are updated and referenced daily. Since they are the only complete source of historical information on the program, they are valuable for research and agency reports.
- C. Farm detail summary and individual farm record analysis are the output reports of a computer data base containing data coded from forms TVA 1403, 9442, and the Resource Management Farm Record. The original data base was begun in 1963; however, the information for the period 1963 through the late 1970's was accidentally deleted. When this deletion was discovered in the early 1980's, a new data base was established and it contains information from the late 1970's and continuing. The data base is described in item 2 of this schedule.
- D. Farm Fertilizer Summary Records represent TVA's complete summary of all materials requisitioned and released, under contract, to participants in this program. The information included is taken from various documents included in the "Fertilizer Shipping Order" files. It is not duplicated in any other permanent records. This is a continuing research program.

Types of information shown are: farmer's name and address, farm acreage, dates of participation (often several different time periods), county and state, and financial summaries of farm income and expenses. Also shown are total pounds and types (analyses) of fertilizer used on each farm in each county of each state, number of farms, number of acres, and number of farms actually receiving material.

These records are updated and referenced daily. They are used for compiling statistics on fertilizer distribution and use, to aid in the preparation of reports, to analyze past programs such as the effectiveness of various fertilizers used under different conditions, and for planning future programs. These records are valuable for verification of the agricultural development of the nation.

Includes the following and similar forms and reports:

TVA 1407, Demonstration Farm Progress Report
 TVA 5493, County Record of Test Demonstration Farms
 TVA 5400, County Record of Mixed Fertilizer Use
 June and September year-end reports of Fertilizer
 Allocations and Shipments

1. TEST DEMONSTRATION FARM RECORDS (continued)DISPOSITION

A. Individual farm records and applications

Destroy when no longer needed for reference purposes, not to exceed the end of the Test Demonstration Program.

B. Test Demonstration Farm Directory and Farm Record (forms TVA 1403 and 9442)

Destroy when no longer needed for reference purposes, not to exceed the end of the Test Demonstration Program.

(originally NCI-142-80-4, Item 1)

C. Fertilizer Summary Records

1. Hard copy records

Destroy immediately upon discontinuance of this program. Not authorized for transfer to the Federal Records Center.

(NCI-142-80-4, Item 1)

2. Microfilm (silver original and one duplicate)

Destroy in agency when no longer needed for reference purposes, not to exceed 5 years after end of the program.

D. Test Demonstration Publications and Brochures

1. One record set (1 cubic foot)

PERMANENT. Transfer a complete set of all Test Demonstration publications and brochures to the National Archives upon approval of schedule.

2. All other copies

Destroy when no longer needed for reference purposes, not to exceed 5 years after the end of the Test Demonstration Program.

E. Test Demonstration Branch Annual Reports (1 cubic foot)

PERMANENT. Transfer to the National Archives upon approval of schedule.

*See
revision*

1 Test Demonstration Farm Records

A Individual farm records and applications

Test Demonstration Records, Farm Plans, Withdrawing Farms and Farm Maps - Land Use Originals Filed alphabetically by state

(1) Alabama and Tennessee

Volume c 6 cubic feet

PERMANENT Transfer to the National Archives and Records Administration upon approval of schedule

(2) All states except Alabama and Tennessee

Destroy when no longer needed, not to exceed 10 years beyond termination of the program

B Test Demonstration Farm Directory, Farm Record and Test Demonstration Progress Report Cards (TVA forms 1403, 1407, 9442, 9442A)

Destroy when no longer needed, not to exceed 10 years beyond termination of the program

C Farm Detail Summary and Individual Farm Record Analysis

Computer Printouts from annual farm & home summary forms for unit test demo farms in the TN Valley containing information in Table form for land use, row crops, facilities, livestock & livestock products, fertilizer used, woodland, crops, vol percent changed and related information, 1930-1951 Arranged by table Volume c 2 c f

PERMANENT Transfer to the National Archives and Records Administration upon approval of schedule

D Farm Fertilizer Summary Records

(1) Active and inactive fertilizer industry files

Reports, Plans, Orders, Requisitions, Monthly Fertilizer Shipments, Fertilizer Releases, Inventory Control, Collection Reports, TVA form 44484, Quarterly Reports of Fertilizer Shipped, Summaries of Test Demonstration Fertilizers Shipped, Discount Certificates, Annual Reports, Rate Guidelines,

Destroy when no longer needed, not to exceed 10 years beyond termination of the program

(2) Phase A

Records of fertilizer introduction, practice demonstration and fertilizer field evaluations

Destroy when no longer needed, not to exceed 10 years beyond termination of

the program

- (3) Price and Rate Instructions
Compendium of rate schedules for TN Valley and non-valley farms, contains pricing instructions for billing program participants 1 Binder

PERMANENT Transfer to the National Archives and Records Administration upon approval of schedule

E Test Demonstration Publications and Brochures

- (1) One record set

PERMANENT Transfer to the National Archives and Records Administration upon approval of schedule

- (2) All other copies

Destroy when no longer needed, not to exceed 10 years beyond termination of the program

F Test Demonstration Branch Annual Reports

- (1) One record set

PERMANENT Transfer to the National Archives and Records Administration upon approval of schedule

- (2) All other copies

Destroy when no longer needed, not to exceed 10 years beyond termination of the program

G Monthly Progress Reports of Participating Farms

Destroy when no longer needed, not to exceed 10 years beyond termination of the program

H Studies (published and unpublished), reports, photographs and related records documenting the evolution of the Test Demonstration Program Arranged by record type Volume c 4 c f

PERMANENT Transfer to the National Archives and Records Administration upon approval of schedule

I Microfilm (silver original and one duplicate)

Destroy when no longer needed, not to exceed 10 years beyond termination of the program

See attached list for implementation of above dispositions for Test Demonstration records currently stored in the TVA Muscle Shoals Records Center

2. TENNESSEE FARM RECORDS DATA BASE

This data base is used to show farmers in the Test Demonstration Farm program the value of keeping accurate records and how to use these records in their financial planning. Farm detail summary and individual farm record analysis are the output reports of a computer data base containing data coded from forms TVA 1403, 9442, and the Resource Management Farm Record. The original data base, written in Cobalt language, was begun in 1963; however, the information for the period 1963 through the late 1970's was accidentally deleted. When this deletion was discovered in the early 1980's, a new data base was established and it contains information from the late 1970's and continuing. Printouts from the old data base for the period 1963 through 1975 are available filed by year, and the printouts for the period 1972-75 have been microfiched. The new data base is on the IBM mainframe computer using the SAS system. The data elements are categorized into twelve areas called Tables from the Resource Management Farm Record form completed by farmers participating in the program. The data elements for each Table are shown below:

Table 1, Identification Information

Name
 Farm Number
 Farm Category (R.M., R.A., R.M.C., Other)
 County
 Farm Record Year
 Program Year
 Type Farm

Table 2, Ordinary Variable Farm Expenses

Hired Labor
 Repairs and Maintenance--Farm Buildings
 Repairs and Maintenance, Machinery and Equipment
 Interest
 Rent of Farm Cropland or Pasture
 Feed Purchased
 Seeds and Plants
 Fertilizer and Lime
 Machine Hire
 Crop Supplies
 Livestock Supplies
 General Supplies
 Breeding Fees
 Veterinary and Medicine
 Gasoline, Other Fuel, Oil, Grease
 Storage and Warehousing
 Real Estate Taxes
 Insurance (Farm Share)
 Utilities (Farm Share)
 Freight, Hauling
 Marketing Charges
 Miscellaneous, Other Expenses
 Auto Expenses
 Total Ordinary (Variable) Farm Expenses

2. FARM RECORDS DATA BASE (continued)Table 3, Crop Production

Up to 15 types of crops (corn, soybeans, wheat, etc.)
 Permanent Pasture
 Total Open Acres
 Total Acres of Crops (includes double cropped acres)
 Woodland
 Farmstead and Waste
 Total Acres of Land Area

Table 4, Crops Sold

Up to 7 types of crops sold including quantity, unit, total amount received, and total crops sold

Table 5, Inventories of Seeds, Feeds, and Supplies

Item
 Beginning Value
 Ending Value

Table 6, Dairy Cattle Inventory and Production

Kind, Beginning Value, Ending Value, No. Died, Purchases, and Sales of:
 Dairy Cows
 Heifers
 Calves
 Bulls
 Total
 Total No. Dairy Calves Born
 Dairy Products Sold
 Average Number of Dairy Cows
 Total Pounds
 Total Amount Received

Table 7, Beef Cattle Inventory and Production

Kind, Beginning Value, Ending Value, No. Died, Purchases, and Sales of:
 Cows
 Heifers
 Steers
 Calves
 Bulls
 Total
 Total No. Beef
 Calves Born
 Average Number of Beef Cows

2. FARM RECORDS DATA BASE (continued)Table 8, Hogs Inventory and Production

Kind, Beginning Value, Ending Value, No. Died, Purchases, and Sales of:
 Sows
 Boars
 Gilts
 Market Hogs
 Feeder Pigs
 Total
 Total No. of Litters
 Total No. of Pigs Weaned
 Average No. of Sows
 Number of Farrowing Crates

Table 9, Other Livestock Inventories and Sales

Kind, Beginning Value, Ending Value, No. Died, Purchases, and Sales of:

Table 10, Other Cash Farm Income

Value of:
 Custom Work
 Government Payments
 Forest Products
 Other

Table 11, Miscellaneous

Amount and Estimated Value for:
 Number of Months Operator Labor
 Number of Months Unpaid Family Labor
 Hours of Hired Labor

Table 12, Inventory of Farm Real Estate

Land Owned, Beginning Acres and Value, Ending Acres and Value
 Purchases, Acres and Value and Sales, Acres and Value

Table 13, Machinery, Buildings, Improvements and Miscellaneous Inventory

Beginning Value, Total Depreciation, Ending Value, Purchases, and Sales
 for:
 Farm Buildings, Fences, and Other Improvements
 Machinery and Equipment

2. FARM RECORDS DATA BASE (continued)DISPOSITION

A. Data Base

Delete or change data elements and information in the data base when no longer needed for research and reporting purposes or when the Test Demonstration program is discontinued, whichever is sooner.

B. Input documents (Resource Management Farm Record Input Form)

Destroy or forward to the University of Tennessee Extension Department when no longer needed for research and reporting purposes or when Test Demonstration program is discontinued, whichever is sooner.

C. Printouts from data base

1. Printouts dated 1963 through 1972

Destroy when no longer needed for research and reporting purposes or when the Test Demonstration program is discontinued, whichever is sooner.

2. Printouts dated 1972 through 1975

a. Microfiche

Destroy when no longer needed for research and reporting purposes or when the Test Demonstration program is discontinued, whichever is sooner.

b. Paper printouts

Destroy when 1 year old if microfiche has been received.

3. Printouts dated 1975 and continuing

Destroy when no longer needed for research and reporting purposes or when the Test Demonstration program is discontinued, whichever is sooner.

D. Documentation

Destroy or delete when superseded or obsolete, or upon authorized destruction of related master file or data base.

(GRS 20, Item 11)

*See
revision*

2 FARM RECORDS DATA BASE

A Data Base

Delete data elements when superseded or no longer needed for research and reporting purposes, not to exceed 10 years beyond termination of the Test Demonstration program

B Input documents (Resource Management Farm Record Input Form)

Destroy or forward to the University of Tennessee Extension Department when no longer needed for research and reporting purposes, not to exceed 10 years beyond termination of the Test Demonstration program

C Printouts from data base

(1) Printouts dated 1963-1972, 1975 and continuing

Destroy when no longer needed for research and reporting purposes, not to exceed 10 years beyond termination of the Test Demonstration program

(2) Printouts dated 1972-1975

(a) Microfiche

Destroy when no longer needed for research and reporting purposes, not to exceed 10 years beyond termination of the Test Demonstration program

(b) Paper printouts

Destroy 1 year after receipt of microfiche

D Documentation

Destroy or delete when superseded or obsolete, or upon authorized destruction of related master file or data base