

Rec'd 4/20 26 Dec 79 RA

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NC1-142-79-3	
DATE RECEIVED	
December 29, 1978	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
1-24-79 <i>James E. O'Neill</i> Date <i>adding</i> Archivist of the United States	

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 Agricultural and Chemical Development

3. MINOR SUBDIVISION
Division of Chemical Development

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.
854-3351

6. ~~Ronald E. Brewer~~
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
12-18-78	<i>Ronald E. Brewer</i>	Assistant TVA Archivist

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><u>Control Laboratory Analytical Records</u></p> <p>These records are generated by the laboratory which is a part of the Division of Chemical Operations. The records are comprised of a monthly average report which is made up of air and aqueous waste watersheets, analytical worksheets and a samples register.</p> <p>The Samples Register is used to register, describe, and sequentially number laboratory samples as they are received for testing in the laboratory.</p> <p>The worksheets (analytical, air and aqueous waste) are used to record raw data regarding repetitive analysis. The raw data is reviewed and then summarized into a monthly report which is used for efficient plant operations and quality production control.</p> <p>In order to comply with the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 ET Seq; The Act) we are requesting that the air and aqueous waste worksheets be retained for 3 FY. (The other worksheets can be destroyed in 12 calendar months. The Samples Register is used primarily to locate samples related to the general laboratory worksheets and is of no further value once the worksheets are destroyed. The Monthly Average Report, which contains</p>	<p>II-NNA-1733, Items 5, 6, 7, 8, 10, 11, 12, 13, 14, 15, 16, 18, 19, 20, 21, 22</p>	

115-107

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

to agency, 4NCA (4th NBR), & 4NC - 1/25/79 RB
MS 1-25-79

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF
2 of 2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>the information compiled from the Samples Register and the analytical worksheets (air and aqueous waste, and general laboratory), then becomes the master record as outlined in Paragraph 3.</p> <p>DISPOSITIONS:</p> <p>a. Analytical Worksheets</p> <p>1) Air and Aqueous Waste--Destroy when 3 FY old.</p> <p>2) Gen. Laboratory Worksheets--Destroy when 12 calendar months old.</p> <p>b. Samples Register--Destroy when 12 calendar months old.</p> <p>c. Monthly Average Report--Destroy when 5 FY old.</p>	<p><i>II-NNA-1733, Items 7, 8, 11-13, 15-16, 18-21</i></p> <p><i>II-NNA-1733, Items 5, 6, 10, 14, 22</i></p>	