

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Req 22 Feb 79

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

LEAVE BLANK	
JOB NO.	NCI-142-79-8
DATE RECEIVED	22 FEB 1979
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date	7-23-79 <i>[Signature]</i> Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)

Tennessee Valley Authority

2. MAJOR SUBDIVISION

Office of Agricultural and Chemical Development

3. MINOR SUBDIVISION

All Offices

4. NAME OF PERSON WITH WHOM TO CONFER

Ronald E. Brewer

5. TEL. EXT.

FTS 854-3351

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 1 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
	<i>[Signature]</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>MATERIALS RELEASED</u></p> <p>Form TVA 2610, Materials Released, is a daily summary of fertilizer and fertilizer by-products loaded and released for shipment to users of TVA chemical products. Information used in preparing this record is taken from other shipping and loading records and is prepared in the Office of Agricultural and Chemical Development, Chemical Operations Shipping Unit.</p> <p>Shown on the form are: name of product, tonnage, chemical analysis (when required), order number, method of shipping (rail or truck), consignee, destination, and similar other data. Copies are distributed to various offices throughout OACD where they are used to compile periodic shipping summaries for fiscal purposes, and to confirm actual shipments and product conditions.</p> <p>Disposition:</p> <p>a. Original (Fertilizer Movement Section) - Destroy when 3 Fiscal Years Old</p> <p>b. Carbons (Other Offices) - Destroy ^{in agency} at option - not to exceed 3 Fiscal Years (is, Destroy in agency when 3 years old, or when no longer needed, whichever is sooner)</p>		

115-107

sent to: 400, NAB, 400-N + agency

JFE 7-25-79

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

JTB