REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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
   All Offices

4. NAME OF PERSON WITH WHOM TO CONFERENCE
   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 [ ] 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.

7. DATE
   7-23-79

8. SIGNATURE OF AGENCY REPRESENTATIVE
   Ronald E. Brewer

9. E. TITLE
   Assistant TVA Archivist

10. MATERIALS RELEASED

   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.

   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.

   Disposition:
   a. Original (Fertilizer Movement Section) - Destroy when 3 Fiscal Years Old
   b. Carbons (Other Offices) - Destroy at option - not to exceed 3 Fiscal Years (i.e., Destroy in agency when 3 years old or whenever longer is needed, whichever is sooner)

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