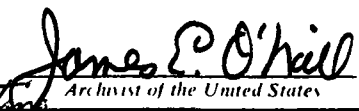


REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCI-142-80-4
DATE RECEIVED	12-18-79
NOTIFICATION TO AGENCY	
<p>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</p>	
8-28-80 Date	 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 Test and Demonstration Branch
Division of Agricultural Development

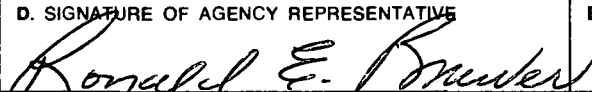
4 NAME OF PERSON WITH WHOM TO CONFER
Ronald E. Brewer

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 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
1-15-80		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>FERTILIZER DISTRIBUTION RECORDS</u></p> <p><u>Fertilizer Requisitioned and used by Program Cooperators, Summary Records</u></p> <p>New and/or improved fertilizers and fertilizer by-products developed by TVA are introduced and made available to the public for their use through cooperative test-demonstration programs. These 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.</p> <p>Types of information shown are: farmer's name and address, farm acreage, dates of participation (often several different time periods), county and state. 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.</p>		3 items

to agency, 4NC, + 4NCA - 8/29/80

Request for Records Disposition Authority – Continuation

JOB NO

PAGE OF
2 of 3

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>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.</p> <p>They are considered Historical Records by OACD and quite possibly will be beneficial to future historians and researchers interested in the agricultural development of the nation.</p> <p>Accumulation is 38.2 cubic feet since 1935. Arranged by State, thereafter alphabetically by county. WARS Ca. 1 cu ft / yr</p> <p>Disposition: Permanent Offer to Branch Archives immediately upon discontinuance of this program. <i>Not authorized for transfer to a Federal Records Center.</i></p> <p>2. <u>Fertilizer Shipping Orders</u></p> <p>This records series represents the paperwork involved in supplying new and/or improved fertilizers and fertilizer by-products developed by TVA to the cooperators.</p> <p>Primary documents are Form TVA 4153, Fertilizer Shipping Order (used for Distributor Demonstration Program) and Form TVA 9475, Fertilizer Shipping Order (used for Farm-Test Demonstration Program). May also include other related papers and the forms listed on the attached sheet - Attachment # 1.</p> <p>Data compiled from these records are used for program planning, to evaluate specific products and their effectiveness, for making cost and economic studies, for planning and control of fertilizer allocations, for computing and reporting expense, and for evaluating transportation methods and equipment.</p> <p>This data provides TVA with back-up information in the event of a cooperator's complaint regarding error in shipment, lost or damaged shipment, overcharge of freight, or payment made for products not received.</p> <p>(The previous job was approved for a two-year retention. Since approval of that job, this function has been moved from Knoxville to Muscle Shoals and has been combined in a series with other documents requiring a five-year retention.)</p> <p>Disposition: Destroy when 5 years old.</p>	<p>348-S172 Items 1 and 2</p>	

RB
CER
8/11/80

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
3 of 3

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
3.	<p><u>Record of Orders Placed, TVA 1398B and Requisition and Receipt Record, TVA 1398</u></p> <p>These records are used to record, account for, and summarize daily transactions carried out in the distribution of new and/or improved fertilizers and chemical products. These products are distributed, under contract, to participants in various test-demonstration and research programs.</p> <p>Information posted on these records is taken from distribution documents including Fertilizer Orders, Requisitions, Bills of Lading, Summaries, and Adjustment Records. Specific data shown is: consignee and address; order numbers; dates of orders, requisitions, and shipments; products shipped; tonnage shipped; overage or shortages (if any); and adjustments. Also shown are total pounds shipped, pounds remaining to be shipped, pounds shipped to cooperators but yet to be released to individual farmers, summary totals of materials released to farmers, and individual receipts.</p> <p>Disposition: Destroy 2 fiscal years after date of last entry.</p>		