

**REQUEST FOR RECORD DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*Ref No P 29 Jan 80 114*

**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**  
Records Unit

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

**5 TEL EXT**  
FTS  
854-3351

**LEAVE BLANK**

**JOB NO**  
NC1-142-80-8

**DATE RECEIVED**  
1-29-80

**NOTIFICATION TO AGENCY**

In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

*4-7-80*  
Date *Antony* *James P. O'Neill*  
Archivist of the United States

**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 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.**

<b>C DATE</b> 1-10-80	<b>D SIGNATURE OF AGENCY REPRESENTATIVE</b> <i>Ronald E. Brewer</i>	<b>E TITLE</b> Assistant TVA Archivist
--------------------------	--	---

<b>7. ITEM NO</b>	<b>8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</b>	<b>9. SAMPLE OR JOB NO</b>	<b>10. ACTION TAKEN</b>
1.	<p><u>Forms Files</u></p> <p>This records unit is OACD's official record copies of all forms used in the organization since 1935. They are created and controlled in compliance with TVA Code and Instructions, VI Forms.</p> <p>The term 'form' as used in this Authorization includes printed or typed documents with blank spaces for insertion of information, form letters and memorandums, labels, tags, punched cards, notices, interview guides, questionnaires, and other specialty paper items. In most cases, it has been assigned an official form number. OACD forms are identified by the letters ACD, AD, CD, CO, AR, or CE that immediately follow the form number.</p> <p>Disposition:</p> <p>A. <u>Individual Form Files</u> include a carbon copy of Form TVA-589, Forms Specification; original record of dates and quantities ordered and for whom; a master of the form revision currently in use; one copy of each form revision; and may occasionally contain</p>	GRS 16/4a (submit 115)	3 items

## 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><u>FORMS FILES</u> (Continued)</p> <p>correspondence related to use and development of a specific form.</p> <p>Destroy in agency when no longer needed for administrative purposes.</p> <p>B. <u>Index for Individual Form Files</u> - This is a 3 x 5 card, filed alphabetically by form name. Destroy in agency when no longer needed for administrative purposes.</p> <p>C. <u>Register of Form Orders</u> (Form 29024) Destroy one fiscal year after last entry.</p> <p>(There is a total of 4 cubic feet of records since 1935)</p>		