REQUEST FOR RECORD 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 (OACD)

3. MINOR SUBDIVISION
Division of Chemical Development

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

5. TEL. EXT.
FTS 857-3351

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 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.

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR JOB NO.
NCI-142-81-13

10. ACTION TAKEN
NCI-142 00-12

I. Procurement Records

This record series falls into two categories: (1) Major Purchases for TVA chemical plant facilities design, construction, or modification, and (2) Minor Purchases for miscellaneous building materials, tools, small equipment, and office, reprographic shop, laboratory, and pilot-plant supplies and equipment, and includes contracts, requisitions, specifications, bids, purchase requests, inspection reports, test reports, delivery requests, receiving reports, receiving summaries, manufacturers' drawing records, correspondence, and similar other procurement supporting data.

A. Major Purchases:

TVA chemical plant facilities design, construction, or modification of purchases. They are unique in nature as they represent facilities designed, constructed and used to carry out TVA's fertilizer technology development and demonstration program responsibilities. This information is needed when equipment breaks down, is modified, or moved to another location to be used for new fertilizer process
development. It is essential that these records be available for reference when this occurs.

Disposition:

Destroy in agency 3 FYs after facility is sold or otherwise disposed of.

B. Minor Purchases:

Building materials, tools, small equipment, and office, reprographic shop, laboratory, and pilot-plant supplies and equipment.

They are repetitive in nature as they are for day-to-day small purchases of equipment and supplies for laboratory, pilot plant, office, and reprographic shop operations; minor plant modifications or replacement parts; chemicals; and for bulk purchase of construction materials (steel, pipe, fittings, cable, etc.).

Disposition:

Destroy 3 FY after notice of work order completion is received or 3 FY after receipt of material.

\[6/15/81\]