

REQUEST FOR RECORDS DISPOSAL AUTHORITY
 (See Instructions on reverse)

NCD 22 May 81

LEAVE BLANK	
JOB NO NCI-142-81-15	
DATE RECEIVED MAY 22, 1981	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
7-6-81 Date	<i>[Signature]</i> 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
 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.

C. DATE 3/25/81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ronald E. Brewer</i>	E. TITLE Assistant TVA Archivist
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><u>Tagged Equipment Accountability Records</u></p> <p>These records are maintained in the Process Engineering Branch, Service Section to provide personal accountability for the receipt and custody of TVA tagged equipment assigned to laboratories, pilot plants, and offices of the Division of Chemical Development.</p> <p>Types of information included are a complete description of each item; manufacturers name, company, purchased from, cost, and date of purchase; TVA Requisition, Work Order, and/or Account number; other data, periodic inventory date and location, and record of each transfer from one location to another.</p> <p>Examples of forms used are: TVA 929, Tagged Equipment Record, TVA 930, Electrical Equipment, TVA 383A and TVA 383B, Office Equipment Transfer.</p>		<i>1 item</i>

Request for Records Disposition Authority - Continuation

JOB NO

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p>Accumulation since 1934 is 4 cubic feet. These records are filed numerically by assigned number. These records are referenced and updated daily.</p> <p><u>Disposition</u></p> <p>Destroy ^{in agency} at option not to exceed 3 years after item is sold or disposed of.</p>		