

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <i>NC1-142-83-4</i>	
DATE RECEIVED <i>11-1-82</i>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>11-22-82</i> Date	<i>Robert M. May</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 858-2520

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 10/26/82	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
	<p style="text-align: center;"><u>ANALYTICAL REPORT FILES</u></p> <p>Chemical and chemical engineering research work is carried out by OACD in the development of new and improved fertilizers and efficient processes for their manufacture. Most of this research is long-term and carried out over an extended period of years. It is not unusual for a research project to last from 10 to 15 years from date of inception to completion, including the establishment of legal rights.</p> <p>This records series documents analytical, chemical, X-ray, spectrographic, petrographic, and corrosion investigations as carried out in laboratories in support of this research program and as an aid to Federal, State, and other organizations as requested.</p>	<p>NC1-142-79-3, Items /A(1)(2), B and/C</p>	<p><i>2 items</i></p>

115-107 to agency, 11/24/82, by RTB
to HKRA 11/24/82
no copy to FRC
Closed out: 11-24-82: cm
MDC sheet Not Required
to HKRA

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
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1	<p>This records series includes information such as:</p> <p style="margin-left: 40px;">TVA 991, Request for Analysis and variations TVA 29092, Request for Materials Characterization Certificates of Analysis Daily Record Book Calculations, worksheets, printouts, photographs Other similar numbered and unnumbered forms</p> <p>Request for laboratory services are submitted to laboratories on form TVA 991 or a similar other form. Laboratory employees perform the requested work and record the results on the lower part of the form. The original copy is filed in the laboratory along with supporting papers. A duplicate copy is returned to the requester and filed with their research and development project work files. The Daily Record Book is used in the laboratories to list the analysis requests as they are received and to show when they were completed.</p> <p>The following retention periods are requested in order to satisfy TVA's legal and research reference requirements.</p> <p><u>DISPOSITION:</u></p> <p>A. <u>Original</u>-Destroy in Agency when 10 years old.</p> <p>B. <u>Duplicate</u>-Destroy in Agency when determined by competent Agency research personnel that the files have served all research purposes.</p>	NCL-142-79-3, Items A(1),(2), B and C	
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