

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-142-05-3</i>	
1 FROM (Agency or establishment)  Tennessee Valley Authority		DATE RECEIVED <i>6-22-2005</i>	
2 MAJOR SUBDIVISION TVA Nuclear (TVAN)		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		In accordance with the provision of 44 U S C 3303a the disposition request, including amendments, is approved except for may items that be marked "disposition not approved" or "withdrawn" in column to	
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE <i>7/10/05</i>	ARCHIVIST OF THE UNITED STATES <i>John W. ...</i>
Alice D Wittt	423-751-6832		
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed on the attached ( <u>pages</u> ) page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>5/17/05</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Mary H. Ragland</i>	TITLE Assistant TVA Archivist	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<u>QUALITY ASSURANCE RECORDS</u> - This request is the result of. 1) the implementation of the 10CFR72.48 dry cask storage facilities at Browns Ferry and Sequoyah Nuclear Plants and, 2) the implementation of Job Number N1-142-04-3, TVA Radiation Protection Program Records.  SEE ATTACHMENT 1 FOR MARKED UP REVISIONS.	N1-142-99-10	
2	<u>VENDOR DOCUMENTATION</u> - This request reflects the business decision for the process change for TVAN's handling of vendor manuals.  SEE ATTACHMENT 2 FOR MARKED UP REVISIONS.	N1-142-90-14, VI 2.1	
3	<u>RECORDER CHARTS</u> - Items 1, 3, 4, and 5 This request is the result of reevaluation of retention requirements and changing recorder technology.  SEE ATTACHMENT 3 FOR MARKED UP REVISIONS.  ALSO, SEE ATTACHMENT 4 FOR CONCURRENCE SHEET.	NC1-142-83-3, I	
<i>cc Agency, NR, DRG</i>			

4. Electronic copies created on electronic mail and word processing systems

Delete after recordkeeping copy has been produced or when no longer needed for revision or dissemination, whichever is later.

QUALITY ASSURANCE RECORDS

NP is required to keep sufficient records and documentation in the design, manufacture, construction, collection, operation, maintenance, modification, procurement, and decommissioning of nuclear power plants.

Records that relate to the quality and to the activities affecting the quality of each plant are called quality-assurance records or QA records. A typical list of QA records and their retention period is contained in ANSI N45.2.9-1974. Retention times for NP records are based on the following:

1. The retention time for records created prior to commercial operation begins on the date of commercial operation.
2. For records created on items installed after commercial operation, the retention time normally begins on the date upon which satisfactory operation of the item, as part of a system, has been demonstrated. For periodic maintenance inspection and test records, such as calibration records, created after the date of commercial operation, the retention time begins on the date of their creation.
3. The retention time for Procedures and Instructions begins on the date they are superseded or canceled.
4. The retention time for other records begins when they are completed or as defined by program requirements
5. For "lifetime" radiological records, "lifetime" means, ~~life of the nuclear liability insurance policy, plus the subsequent 10 years during which claims may be covered by the policy.~~ "Destroy 75 years from the time the last TVA facility no longer provides monitoring for internal or external radiation exposure to radiation or radioactive material, licensed radioactive material is no longer present, or after the expiration of the nuclear liability insurance policy plus 10 years, which ever is longer; and after concurrence for disposal is received from the Office of the General Counsel." (N1-142-04-3)
6. For 10CFR72 documentation, "lifetime" means life of the Storage Cask License and may include multiple document types such as design packages, work orders, surveillance data packages, and procurement engineering evaluations

Item No. 1. NUCLEAR PLANT DOCUMENT CONTROL SYSTEM (NPDCS)

NPDCS is a specifically tailored, computer-assisted storage and retrieval program created to assist plant personnel in the performance of their recordkeeping responsibilities. Records with a retention period of 5 years or greater that relate to the quality and to activities affecting the quality of each plant (or QA records), as well as facilitative records needed in the day-to-day operation of the nuclear plant, are microfilmed and indexed. A typical list of quality-related records is contained in ANSI N45.2.9-1974.

Software is provided to determine retrieval histories. Those records with low retrieval histories may be offlined. This action does not erase the index identifier from the data base, it does, however, cause them to become inaccessible to searchers of the online automated system. These records will continue to be maintained on microfilm.

Item No 1. NUCLEAR PLANT DOCUMENT CONTROL SYSTEM (NPDCS) (Continued)

Although microfilm is the primary storage media for certain records with a retention period of 5 years or greater, certain records for various reasons (size, legibility, etc.) are not filmed but are maintained in hard copy and indexed accordingly. These hard copies can be stored either onsite or transferred to the FRC, East Point, Georgia.

Two Silver Halide originals of the microfilm are made. One Silver Halide original is maintained in TVA ADM SVS - Knoxville. One Silver Halide original is submitted to the NUS Facility in Boyers, Pennsylvania. A complete working file of Diazo microfilm is maintained by each site.

The general requirements and guidelines for the collection, storage, and maintenance of these records are described in the following Federal Regulations and standards which are closely adhered to by NP:

10 CFR 50, Appendix B, QA Criteria for Nuclear Power Plants and Fuel Processing Plants.

U S NRC Regulatory Guide 1.88, Collection, Storage, and Maintenance of Nuclear Power Plant QA Records.

ANS/ASME N45 2.9-1974, Requirements for Collection, Storage, and Maintenance of QA Records of Nuclear Power Plants.

Each site maintains a unique Master Records List (excluding Training Records) for that site, which lists records scheduled for microfilming in NPDCS and to be maintained in hardcopy.

EXCEPTIONS

Procurement records are scheduled in Power Stores Record Series (see CRS-15), training records are scheduled in Training Records (CRS-22), and design input/output records are scheduled in Engineering Design Records (CRS-10)

Item No. 1.

NUCLEAR PLANT DOCUMENT CONTROL SYSTEM (NPDCS) (Continued)

DISPOSITION

A. PAPER COPIES

1. Paper copies of microfilmed records

Destroy when an acceptable microfilm copy has been obtained.

2. Paper copies maintained as record copies (e.g., illegible and oversized records)

Destroy when nuclear facility is retired, or when agency is dissolved, whichever is longer. Transfer to the FRC annually.

NOTE. In order to determine when the contingent disposition may be applied and these records destroyed, TVA will review the records for possible disposal every 10 years

B. MICROFILM

1. Record copy

Destroy in agency when nuclear facility is retired, or when agency is dissolved, whichever is longer. Transfer one Silver Halide positive to NUS as soon as the integrity of the film is verified. Maintain one Silver Halide camera master with processor.

NOTE. In order to determine when the contingent disposition may be applied and these records destroyed, TVA will review the records for possible disposal every 20 years.

2. Duplicate copies (Diaz)

Destroy in agency when no longer needed for administrative purposes.

C. COMPUTERIZED INDEX (CUMULATIVE)

1. Record copy

Destroy in agency when nuclear facility is retired, or when agency is dissolved, whichever is longer.

2. Other copies

Destroy in agency when no longer needed.

Item No 1. NUCLEAR PLANT DOCUMENT CONTROL SYSTEM (NPDCS) (Continued)

D. OTHER MEDIA NOT MICROFILMED

1. Record copy

Information contained on magnetic tapes, photographs, cassettes, charts, and other media that cannot be microfilmed but pertain to records filmed into NPDCS. Destroy in agency when nuclear plant is retired.

2 Other copies

Destroy in agency when no longer needed.

(N1-142-89-16, Item No. I.13)

Item No 2. RECORDS REQUIRED BY ANSI N 45.2.9-1974 WITH RETENTIONS LESS THAN 6 YEARS

Records with a retention period of less than 6 years that relate to the quality and to activities affecting the quality of each plant (or QA records), as well as facilitative records needed in the day-to-day operation of the nuclear plant, are maintained in hardcopy

DISPOSITION

A PAPER COPIES

Destroy when no longer needed for administrative purposes not to exceed 6 years.

(N1-142-89-16, Item No. I.13)

Item No 3. TREND ANALYSIS ACTIONS

A report of apparent trend in performance in an operation or system. Includes graphs, charts, and correspondence documenting the trend and the action taken.

DISPOSITION

Destroy in agency when one (1) year old.

(N1-142-90-14 Item IV.1)

- Item No. 4. SITE QUALITY MANAGER'S SUMMARY REPORT  
Weekly status report of open and late conditions adverse to quality prepared by section.  
DISPOSITION  
Destroy in agency when two (2) years old.  
(N1-142-90-14 Item IV.2)
- Item No. 5. QUALITY CONTROL ASSIGNMENT LOG  
A listing of requests for inspector's services. Sequential source of assigned inspection report numbers, containing a summary of information on inspection reports with additional verification.  
DISPOSITION  
Destroy in agency when two (2) years old.  
(N1-142-90-14 Item IV.3)
- Item No. 6. ACTIVITIES LIST  
A one-time documentation of unit 2 commitments for restart activities. A statement of condition and/or corrective action that must be accomplished either to restart unit 2 or to implement a programmatic issue identified in the Nuclear Performance Plan (NPP).  
DISPOSITION  
Destroy in agency when six years old.  
(N1-142-89-16 Item VII.1)
- Item No. 7. SHIFT OPERATING ADVISOR REPORTS  
Prior to unit 2 startup, reports were issued by managers to Operations providing recommendations on technical specifications activities, ensured that activities and equipment operation were evaluated, regulated work pace, ensured compliance with operation requirements, and assisted shift supervisor in the safe conduct of activities.  
DISPOSITION  
Destroy in agency when six years old.  
(N1-142-89-16 Item IV.2)

ATTACHMENT 1 (Continued)

CRS-16.

Item No 8

WORK ORDERS

A record that requests maintenance or modification activities necessary for plant operation to be performed. At a point in the process the record may be printed and used by plant personnel to identify and perform work activities. WO's may contain a combination of work instructions, procedures, manuals, drawings, and other information, appropriate to the circumstances for documenting the performance of maintenance or modification task.

DISPOSITION

A. Record

(1)

~~Destroy in agency 10 years after nuclear facility is retired.~~ "Destroy 75 years from the time the last TVA facility no longer provides monitoring for internal or external radiation exposure to radiation or radioactive material, licensed radioactive material is no longer present; or after the expiration of the nuclear liability insurance policy plus 10 years, whichever is longer, and after concurrence for disposal is received from the Office of the General Counsel."(N1-142-04-3)

~~B. Electronic copies created on electronic mail and word processing systems~~

~~Delete after recordkeeping copy has been produced or when no longer needed for revision or dissemination, whichever is later.~~

(N1-142-99-10)

*previously approved under N1-142-99-10*

ATTACHEMENT 2

CRS-23.

VENDOR DOCUMENTATION

Item No. 1      VENDOR MANUALS

Any vendor manual containing instructions for installing, testing, operating, or maintaining plant equipment and provided by a vendor. NP users access the Business Support Library for vendor manuals

DISPOSITION

A.    RECORD COPY

Destroy in agency when nuclear plant is retired

B.    OTHER COPIES

Destroy in agency when no longer needed for administrative purposes.

(N1-142-90-14, Item No. VI 2.1)

Item No 2      VENDOR QUALITY ASSURANCE PROGRAM MANUALS

Manuals describing a vendor's QA program must be reviewed and accepted by TVA QA personnel as part of the contractual requirements for purchases involving NP plants. These manuals describe the procedures, such as tests and inspections, by which the vendor controls and ensures the quality of this product. Controlled copies are issued to TVA; these copies are updated and revised as the vendor's QA program changes. ANSI N45 2.9-1974 assigned to these manuals a retention period of 2 years after start of commercial operation of the applicable nuclear facility.

DISPOSITION

A    CONTRACTS CLOSED BEFORE COMMERCIAL OPERATION

Destroy vendor QA program manuals 6 years after start of commercial operation of applicable nuclear plant.

(NC1-142-85-12, Item No. IV.14)

B.    CONTRACTS OPEN AFTER COMMERCIAL OPERATION

Destroy vendor QA program manuals when superseded or 6 years after close of contract, whichever is sooner

(N1-142-93-10, Item 6B)

RECORDER CHARTS

Recorder charts are records furnishing documentary evidence of how a nuclear power plant has been operated. The charts are prepared automatically and continuously by instruments installed at various locations on vital and non-vital generating equipment and related equipment and structures. Data recorded supplies information about the operating condition of the primary generating and secondary auxiliary equipment necessary to substantiate safe operation of the plant.

Data recorded includes information, such as containment humidity, steam flow and level, total power, vibration level, temperature, turbine speed, generation load, hotwell level, and air particles. A chart generally lasts about 30 days on each instrument with the exception of certain charts which are periodically cut according to special operating instructions set forth in the plant controlling documents.

Recorder charts furnish documentary evidence of the quality of items and activities affecting quality when the charts are complete. They also show evidence that an activity was performed in accordance with applicable requirements and/or regulations.

The recorder chart data for Item 1 is captured in surveillance requirements and summarized in annual radioactive effluent release reports as required by the applicable site's Technical Specifications. Both records are quality assurance records retained in accordance with CRS-16. The recorder chart data for Item 3 is captured in technical instructions and surveillance instructions and retained as quality assurance records in accordance with CRS-16. The recorder chart data for Item 5 is captured in various engineering reports and surveillance instructions and retained as quality assurance records in accordance with CRS-16.

Recorder charts are filed by nuclear plant, by instrument number then by date. Because of the numerous recording instruments from which charts are obtained and the volume of charts produced, recorder charts are grouped into five main categories as the most cost-effective method of storage. To store the charts by instrument number would be too costly and would require a greater area for storage.

Because of Federal regulations, industry standards to which TVA is committed, and plant maintenance and administrative requirements in maintaining, reworking, repairing, replacing, or modifying items at the plants, the following retentions are requested.

DISPOSITION

Item No. 1 ALL RECORDER CHARTS SHOWING RADIOACTIVITY LEVELS OF LIQUIDS AND GASES RELEASED TO THE ENVIRONMENT DATED PRIOR TO OCTOBER 1, 2004 (Required by 48 CFR 125.3.22.2, ANSI N45.2 9-1974, App. A.6.1) (Browns Ferry and Watts Bar) (not applicable to Sequoyah)

*Clarifies series is ending*

Destroy when nuclear facility is retired or when agency is dissolved, whichever is longer. Transfer to NUS when 1 year old.

(NC1-142-83-3, Item 1A)

Item No. 2. ALL OPERATING CHARTS CREATED DURING FIRST-YEAR OPERATION (Required by 18 CFR 125.3.22.2 a)

Destroy 10 years after nuclear facility is retired. Transfer to NUS when 1 year old.

(NC1-142-83-3, Item 1B)

RECORDER CHARTS (Continued)

Item No. 3. RECORDER CHARTS SHOWING TRANSIENT OR OPERATIONAL CYCLING RECORDS FOR THOSE COMPONENTS THAT HAVE BEEN DESIGNATED TO OPERATE SAFELY FOR A LIMITED NUMBER OF CYCLES DATED PRIOR TO OCTOBER 1, 2004 (Required by ANSI N45.2.9-1974, App A 6.1)

*Clarifies Series is ending*

Destroy when nuclear facility is retired. Transfer to NUS when 1 year old.

(NC1-142-83-3, Item 1C)

Item No. 4. RECORDER CHARTS SHOWING TURBO GENERATOR BEARING TEMPERATURE, VIBRATION, SPEED, VALVE POSITION AND ROTOR POSITION, GENERATOR MEGAWATT-HOUR, GENERATOR FIELD TEMPERATURE AND MAIN TRANSFORMER TEMPERATURE DATED PRIOR TO OCTOBER 1, 2004 (Browns Ferry and Watts Bar) (not applicable to Sequoyah)

*Clarifies Series is ending*

These charts are invaluable for determining the probable cause of turbine problems and for maintenance. ~~Turbines are expected to last for the life of the facility.~~

Destroy when nuclear facility is retired. Transfer to NUS when 1 year old

(NC1-142-83-3, Item 1D)

Item No. 5. ALL OTHER RECORDER CHARTS DATED ~~PRIOR TO~~ OCTOBER 1, 2004

*Clarifies series is ending*

Destroy when 6 years old. Transfer to NUS when 1 year old.

(NC1-142-83-3, Item 1E)

Item No. 6. ALL RECORDER CHARTS DATED ~~AFTER~~ OCTOBER 1, 2004 *and later*

*Change per e-mail A. Witt 9-23-05*

Destroy when superseded or when no longer required for reference.

(2)

Item No. 7 *Electronic copies created on electronic mail and word processing systems.*

(3)

*Delete after recordkeeping copy has been produced or when no longer needed for revision or dissemination, whichever is later.*

*Per A. D. Witt e-mail 6/22/05*