

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: N1-142-90-014**

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 07/28/2022

### **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items remain active.

### **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item II.2 was, per the N1-142-10-001 crosswalk, superseded by GRS 24, item 5, which is now (2022) GRS 3.2, item 010 (DAA-GRS-2013-0006-0001).

Item II.12.11 was, per the N1-142-10-001 crosswalk, superseded by GRS 24, item 2, which is now (2022) GRS 3.1 item 020 (DAA-GRS-2013-0005-0004).

Item II.12.13 was, per the N1-142-10-001 crosswalk, superseded by GRS 24, item 2, which is now (2022) GRS 3.1 item 020 (DAA-GRS-2013-0005-0004).

Item II.12.14 was, per the N1-142-10-001 crosswalk, superseded by GRS 24, item 2, which is now (2022) GRS 3.1 item 020 (DAA-GRS-2013-0005-0004).

Item II.13.1 was, per the N1-142-10-001 crosswalk, superseded by GRS 8, item 3, which is now (2022) GRS 1.1 item 040 (DAA-GRS-2013-0003-0012).

Item II.13.2 was superseded by N1-142-10-001, items 8a and 8b.

Item II.13.4 was superseded by N1-142-10-001, item 14b.

Item II.13.5 was superseded by N1-142-10-001, item 11c2.

Item II.13.6-11 were, per the N1-142-10-001 crosswalk, superseded by GRS 8, item 4, which is now (2022) GRS 1.1 item 040 (DAA-GRS-2013-0003-0012).

Item II.13.13 was, per the N1-142-10-001 crosswalk, superseded by GRS 8, item 4, which is now (2022)

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

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GRS 1.1 item 040 (DAA-GRS-2013-0003-0012).

Item II.14.1 was, per the N1-142-10-001 crosswalk, superseded by GRS 18, item 9, which is now (2022) GRS 5.6 items 080 and 081 (DAA-GRS-2017-0006-0010 and DAA-GRS-2017-0006-0011).

Item II.14.2 was, per the N1-142-10-001 crosswalk, superseded by GRS 23, item 1, which is now (2022) GRS 5.1 item 010 (DAA-GRS-2016-0016-0001).

Item II.14.3 was, per the N1-142-10-001 crosswalk, superseded by GRS 23, item 1, which is now (2022) GRS 5.1 item 010 (DAA-GRS-2016-0016-0001).

Item II.14.4 was, per the N1-142-10-001 crosswalk, superseded by GRS 18, item 17, which is now (2022) GRS 5.6, items 110 and 111 (DAA-GRS-2017-0006-0014 and DAA-GRS-2017-0006-0015).

Item II.14.6 was, per the N1-142-10-001 crosswalk, superseded by GRS 18, item 9, which is now (2022) GRS 5.6 items 080 and 081 (DAA-GRS-2017-0006-0010 and DAA-GRS-2017-0006-0011).

Item II.14.7 was, per the N1-142-10-001 crosswalk, superseded by GRS 18, item 9, which is now (2022) GRS 5.6 items 080 and 081 (DAA-GRS-2017-0006-0010 and DAA-GRS-2017-0006-0011).

Item II.14.9 was, per the N1-142-10-001 crosswalk, superseded by GRS 18, item 9, which is now (2022) GRS 5.6 items 080 and 081 (DAA-GRS-2017-0006-0010 and DAA-GRS-2017-0006-0011).

Item II.14.10 was, per the N1-142-10-001 crosswalk, superseded by GRS 18, item 9, which is now (2022) GRS 5.6 items 080 and 081 (DAA-GRS-2017-0006-0010 and DAA-GRS-2017-0006-0011).

Items II.15.1-10 were, per the N1-142-10-001 crosswalk, superseded by GRS 18, item 9, which is now (2022) GRS 5.6 items 080 and 081 (DAA-GRS-2017-0006-0010 and DAA-GRS-2017-0006-0011).

Item IV.1 was superseded by N1-142-10-001, item 11c2.

Item IV.3 was superseded by N1-142-10-001, item 11c2.

Item V.3 was superseded by N1-142-10-001, item 1c.

Item VI.1 was, per the N1-142-10-001 crosswalk, superseded by GRS 1, item 29b (GRS 2.6, items 010 and 030, DAA-GRS-2016-0014-0001 and DAA-GRS-2016-0014-0003); GRS 18, item 9 (GRS 5.6 items 080 and 081, DAA-GRS-2017-0006-0010 and DAA-GRS-2017-0006-0011); and GRS 18, item 16 (GRS 5.6 items 020 and 021, DAA-GRS-2017-0006-0002 and DAA-GRS-2017-0006-0003).

Item VI.2.1 was superseded by N1-142-05-003, item 2.

Item VI.2.1 was also shown as superseded by N1-142-10-001, item 1a.

Item VI.2.2 was, per the N1-142-10-001 crosswalk, superseded by GRS 18, item 9, which is now (2022) GRS 5.6 items 080 and 081 (DAA-GRS-2017-0006-0010 and DAA-GRS-2017-0006-0011).

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

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

LEAVE BLANK

JOB NO.

*N1-142-90-14*

DATE RECEIVED

*5/4-90*

TO: GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment)

TENNESSEE VALLEY AUTHORITY

2. MAJOR SUBDIVISION

NUCLEAR POWER

3. MINOR SUBDIVISION

BROWNS FERRY NUCLEAR PLANT

4. NAME OF PERSON WITH WHOM TO CONFER

*HE* RONALD E. BREWER

5. TELEPHONE EXT.

615-751-2520

DATE

*4/17/91*

ARCHIVIST OF THE UNITED STATES

*Claudia M. [Signature]*

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required. *act*

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 \_\_\_\_\_ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: ☐ is attached; or ☒ is unnecessary.

B. DATE

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

*5-1-90*

*Ronald E. Brewer*

TVA ARCHIVIST

7. ITEM NO.

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

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

See the attached Nuclear Power Comprehensive Records Schedule for Browns Ferry Nuclear Plant.

*Copies sent to agency, NCF, NNA, 4NN, NAX 4/29/92*

**TENNESSEE VALLEY AUTHORITY**  
**COMPREHENSIVE RECORDS SCHEDULE**

**NUCLEAR POWER**  
**BROWNS FERRY NUCLEAR PLANT**  
**1990**

**Prepared by**  
**Information Services**  
**Corporate Records Management**  
**Appraisal and Disposition**

---

**Date Approved**

---

**TVA Archivist Approval**

NUCLEAR POWER  
BROWNS FERRY NUCLEAR PLANT  
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## INTRODUCTION

This Comprehensive Records Schedule (CRS) is a listing of record series and their dispositions that have been approved by the Agency and the National Archives and Records Administration (NARA) for use by Nuclear Power, Browns Ferry Nuclear Plant. These dispositions are mandatory unless TVA requests and receives approval of a revision from NARA. Items in this CRS should be cited as the disposition authority for transferring or destroying any records. Examples of the correct way to cite an item for this CRS are:

Part A - Item I.1

Part B - Item I.5

For more detailed information on how to destroy or transfer records, see the Records Disposition Handbook and the Operations Standards for Manual Information Retrieval Systems Handbook.

## BROWNS FERRY NUCLEAR PLANT HISTORY AND FUNCTION

Browns Ferry Nuclear plant (BFN) is a three-unit nuclear power plant located approximately 10 miles southwest of Athens, Alabama, and approximately 30 miles west of Huntsville, Alabama. The plant encompasses 840 acres and is located on the north shore of Wheeler Lake. Each of the identical unit's nuclear steam supply system is a boiling water reactor rated at 3293 megawatts thermal furnished by General Electric Company. Each unit is rated at 1098 megawatts electrical output. The plant was designed, built, and is operated by TVA. Construction began in May 1967, and fuel was loaded for unit 1 in July 1973. Commercial operation for unit 1 began on August 1, 1974, unit 2 on March 1, 1975, and unit 3 on March 1, 1977.

Unit 1 and 3 were voluntarily shut down by TVA in March 1985 in response to concerns regarding primary containment isolation leak rate testing for unit 1 and reactor water level instrumentation for unit 3. Unit 2 was in a refueling outage when units 1 and 3 were shut down. The specific concerns for units 1 and 3 have since either been resolved or programs established to resolve those concerns. TVA management decided not to restart any BFN unit until it was determined that the plant could be operated safely.

The Document Control and Records Management (DCRM) organization at BFN is responsible for the final disposition of records created and maintained at the site. BFN DCRM organization reports to DCRM in the corporate NP headquarters office in Chattanooga. The BFN Site Director's Standard Practice 2.5 (SDSP 2.5) identifies all Quality Assurance (QA) records created and maintained at the site. All records created and maintained are listed in this CRS.

In January 1986, TVA's Board of Directors hired Steven A. White, a retired Navy Admiral to serve as a contract manager. His mission was to rebuild TVA's nuclear program. Giant steps were taken towards establishing a strong and stable organization and to resolve the technical integrity of the plant. In September 1988, Oliver D. Kingsley, Jr., a veteran with more than 20 years of experience in the Nuclear Power Field, was hired as a TVA manager in charge of the TVA nuclear power program. In January 1989, fuel was loaded into the unit 2 reactor. A spring 1990 restart date has been given for unit 2.

I.1 DESIGN AND CONSTRUCTION DRAWINGS

The design and construction drawings include sketches and manufacturers drawings as described in Appendix A.

DISPOSITION

A. Originals (linen, mylar, vellum, etc.)

1. Drawings suitable for microfilming, approved vendor drawings<sup>1</sup> suitable for microfilming, and as-constructed drawings suitable for microfilming.

After acceptable microfilm is obtained, destroy drawing when no longer needed for reference, normally not to exceed life of project.

2. Drawings not suitable for microfilming due to special format, illegibility, color-coding, etc.

NOTE: Drawings unsuitable for microfilming that are quality assurance records must be stored in approved facilities for the life of the project.

- a. Drawings selected by TVA and the National Archives and Records Administration (NARA) for transfer to NARA.

Permanent. Transfer to the NARA when no longer needed for reference, normally at end of life of project. Final selection to be made at time of transfer.

- b. Other drawings.

Destroy in agency when no longer required for reference or for issuance of revised drawings, normally not to exceed life of project.

- 
1. Approved vendor drawings are those marked "A" (Approved), "AU" (Accepted for Use), or "IO" (Information Only).

I.1. (Continued)

DISPOSITION (Continued)

3. Nonaccount and general project drawings issued before aperture card system was established. These drawings were not backfitted into the aperture card system because they concern minor projects without capital accounts. These drawings are located in the Document Control and Records Management (DCRM) organization.

Destroy when no longer needed for reference, not to exceed life of project

B. Microfilm

1. Drawings, as outlined by Appendix A.

- a. Record copy mounted on aperture cards and filed in DCRM.

- (1) Drawings selected by TVA and NARA for transfer to archives.

Permanent. Transfer to NARA when no longer needed for reference, normally at end of life of project. Final selection to be made at time of transfer.

- (2) Other drawings.

Destroy in agency when no longer needed for reference, normally at end of life of project.

- b. Security copy stored at the National Underground Storage (NUS).

Destroy when no longer needed for reference, normally end of life of project.

- c. Second security copy stored in DCRM.

Destroy when no longer needed for reference.

- d. All other copies.

Destroy as nonrecord when no longer needed for reference.

I.1. (Continued)

DISPOSITION (Continued)

2. Site originated drawings including nonaccount and general project drawings (drawings of minor projects without capital accounts) microfilmed on 16-mm or 35-mm film before aperture card system was established.

Destroy when no longer required for reference, not to exceed life of project.

- C. Prints (made from microfilm or originals).

Destroy as nonrecord when no longer needed for reference.

- D. Drawing lists, logs, and finding aids.

Permanent. Transfer to NARA with related drawings.

(NC1-142-85-12, Item No. IV 4)

NOTE: For computerized aids, see also Item No. I 8 of this schedule.

I.2 BUDGET SUPPORT DOCUMENTATION

This series includes the support documents such as notes and calculations created in the course of developing the annual budget. The record copy of the actual budget is indexed into the Records and Information Management System (RIMS).

These support documents must be retained for an extended period of time in order to meet the following needs:

1. To answer inquiries by the Board or by Congressional oversight committees concerning costs and cost overruns.
2. To document original delivery and payment schedules in case of litigation.
3. To supply historical cost data to utilities as aids in anticipating costs and cash flow.
4. To supply information requested by the Office of Management and Budget and the General Accounting Office.



I.2 (Continued)

DISPOSITION

Destroy in agency when no longer needed for reference, not to exceed 30 years. Should be transferred to inactive storage when frequency of reference use declines. Transfer does not alter maximum retention of 30 years. Not authorized to be transferred to the Federal Records Center (FRC).

(NC1-142-85-12, Item No. IV 16)

I.3 SUPPORT DOCUMENTATION FOR COST ESTIMATES AND SPECIAL COST STUDIES

These documents include valuable notes, calculations, computation sheets, computer printouts, sketches, related correspondence, and other background material for cost estimates and special cost studies.

Most final cost estimates are issued by the budget officers after receiving input from organizations in the divisions. For specialized types of cost estimates, such as those for communication equipment and certain switchyard items, organizations in the divisions may prepare the final cost estimates. The record copies of the final cost estimates as well as the official input from the divisions are indexed into RIMS. The record copies of special cost studies are also indexed into RIMS.

The support documentation evaluated in this item has reference value for General Accounting Office audits as well as future cost estimates and studies. The documentation is used in substantiating man-hour requirements, cost requirements, completion of engineering work, or in determining reasons for cost overruns. It is also useful in documenting the estimating procedures used on particular projects and in preparing estimates for projected work which is similar to work done on earlier projects.

DISPOSITION

A. Support documentation.

Destroy when no longer needed for reference, not to exceed 20 years after completion of cost estimate or special study. Transfer to inactive storage five years after cost estimate or study is completed. Do not microfilm. Not authorized for transfer to the FRC.

I.3 (Continued)

DISPOSITION (Continued)

- B. Support documentation held by the lead organization for specialized final cost estimates prepared entirely by organizations in the divisions.

Destroy when no longer needed for reference, not to exceed ten years after completion of cost estimate. Not authorized for transfer to the FRC.

- C. Support documentation for partial cost estimates used as input to final cost estimates.

Destroy when no longer needed for reference, not to exceed five years.

EXCEPTION: Support documentation for cost estimates on deferred nuclear units may be retained at option of originating organization until one year after a decision is made to cancel or restart construction of the unit.

(NC1-142-85-12, Item No. IV 17)

I.4 SUPPLIER RADIOGRAPHS

Radiographs are produced from the use of radiant energy in the form of neutrons, X-rays, or gamma rays for nondestructive examination (NDE) of opaque objects. These graphical records on sensitized film (radiographs) indicate the comparative soundness of the object being tested.

This nondestructive method of examination to verify soundness of materials or components, or verify that discontinuities are present in materials or components, is not limited to nuclear plants. This procedure has been used for steam and hydroelectric plants as well.

The evaluation as to the acceptability or rejectability of the material or component is based upon the judicious application of the radiographic specifications and standards governing the material or component.

Information on the radiographs contains the manufacturer's name and further identification as appropriate to provide traceability to the component, weld, weld seam, or part number represented in the radiograph. These records serve as proof of the contractor's performance and have reference value if a weld failure or component failure occurs. The radiographs would be used to determine the original quality at the point of the failure.

The length of retention is needed to prove plant integrity as well as for compliance with the Nuclear Regulatory Commission (NRC) requirements.

DISPOSITION

Destroy when facility is retired. Transfer to NUS when no longer needed for onsite reference.

In order to determine when contingent disposition may be applied and these records destroyed, TVA will review the records 40 years after this transfer to NUS and every 5 years thereafter until destroyed.

(NC1-142--77-2, Item No. 1)

~~I.5 SITE-ORIGINATED RADIOGRAPHS~~

Graphical records on sensitized films, created for nondestructive examination of opaque objects, indicating the comparative soundness of the object being tested. Used in evaluation of acceptability or rejectability of materials or components and contains manufacturer's name and further identification as appropriate to provide traceability to the component, weld, weld seam, or part number represented in the radiographs.

(NOTE: REG. GUIDE 1.28, QA Program Requirements (Design and Construction), Revision 3, defines several categories of retention requirements of QA records, including radiographs. Radiographic examination reports shall be maintained as lifetime QA records. These revisions allow for reduced retention for certain radiographic records.)

DISPOSITION

- A. Current final accepted radiographs required by applicable nuclear engineering codes and regulatory commitments.

Destroy when facility is retired.

- B. In-process or investigative radiographs which are superseded or replaced by final accepted radiographs.

Destroy when superseded or replaced.

- C. Radiographs which, upon review, have been determined to be unacceptable due to the misapplication of required examination techniques.

Destroy when determined unacceptable.

- D. Radiographs taken on nuclear components if the component has been replaced or when the component is no longer essential to plant operation and has been deleted from service.

Destroy when superseded or deleted.

- E. Radiographs which have been designated product nonpermanent records and are not required for ASME Section XI application.

Destroy after ten years or life of the item if less than 10 years.

(In anticipation of approval of Sequoyah Comprehensive Records Schedule, N1-142-89-16)

I.6 TRAINING, ORIENTATION, AND PUBLIC RELATIONS MATERIALS

Orientation materials for internal or limited external use that do not have quality assurance (QA) or historical importance. "Limited external use" includes use with tours of retirees, career day visits by students, etc.

This item includes only overview training materials for activities that do not reflect the mission of the agency. It does not include manuals, textbooks, etc., developed for core training of employees. Substantive training materials that reflect the mission of the agency and that are essential to employee development and functioning will be evaluated in items of this schedule as identified.

This series includes filmstrips, slides, transparencies, booklets, "handouts," video cassettes, test forms, lists of available training and/or materials, and related materials.

DISPOSITION

Destroy when superseded or obsolete, not to exceed 10 years.

(NC1-142-85-12, Item No. IV 22)

I.7 ROUTINE OFFICE PROCEDURES

This series includes routine office procedures of strictly internal, limited value. Examples would be branch specific procedures for work responsibilities, for mail distribution, for operating office equipment, or accomplishing routine tasks, etc.

DISPOSITION

Destroy when superseded or no longer required for reference.

(NC1-142-85-12, Item No. IV 24X)

I.8 AUTOMATED DATA PROCESSING (ADP) RECORDS AND RELATED DOCUMENTATION

The computer jobs used in Nuclear Engineering (NE) may be divided into two general types:

1. Those used for discrete tasks or one-time studies.
2. Those used to track or manage information on a continuing basis.

The two types of jobs are also differentiated by their primary record formats. The primary record for the discrete jobs is the final output; the primary record for continuing information management jobs is the magnetically stored data base. The two types of jobs and the disposition of their components (data entry records, magnetically stored data bases, and output) are evaluated in item Nos. I.8.A and I.8.B of this schedule. Support records, such as system documentation and processing files, required for servicing the computer jobs and their component records are evaluated in item No. I.8.C of this schedule.

A. Discrete Tasks for One-Time Studies

These computer jobs are used to produce a final human readable document or report. Magnetically stored machine readable data is equivalent to a working draft and may be purged after issuance of the final document. Preliminary runs of the information are also working drafts and may be destroyed after components on them have been incorporated into the data base. The final run of one of these finite jobs is evaluated according to its individual characteristics.

Examples of this type of computer job are: Nuclear Construction (NC) graphical and statistical report, Annual Salary Policy Merit Pay System, and engineering calculation programs acquired from vendors.

DISPOSITION

1. Cards, coding sheets, diskettes, or other data entry mechanisms that are not evaluated in a separate item of this schedule.

Destroy or purge after entry into magnetic storage is completed and verified, not to exceed issuance of final document or report or within one year after job is retired.

I.8 (Continued)

2. Magnetically stored data base<sup>1</sup> (excluding source programs or processing files; see item No. I.8.C of this schedule)

May be purged as necessary through working stage. Purge completely after issuance of final document or report or within one year after job is retired.

3. Output-disposal determined according to characteristics described below.

- a. Final output which is a final report or end product in itself or which is a working paper used to create another final document built which contains significant backup material. These records are output on paper or microforms and include such records as computerized cable schedules, telephone system records, computer calculations, and heat cycle calculations.

Apply the retention period assigned in relevant item of this schedule to hard copy records serving the same function.

- b. Final output which is transferred to another format (or medium) for release and which contains no significant comments aside from the transferred information.

Destroy after issuance of the final document. (The final document is evaluated elsewhere in this schedule.)

- c. Duplicate of backup tapes of stored information.

Purge after next tape is run, not to exceed six backup runs.

(NC1-142-85-12, Item No. IV 28 II)

I.8 (Continued)

~~B. Continuing Information Management or Tracking Computer Jobs~~

~~These computer jobs are used to manage information on a continuing basis and final total output reports are never issued. Any output from one of these jobs is an update of information magnetically stored. Backup tapes of the stored information are generally run to protect data from being lost. These jobs may or may not be project-related. Examples of this type of job are: PC III, Engineering Requirements Planning Subsystem (ERPS), and the Electrical Bills of Material System.~~

DISPOSITION

1. Cards, coding sheets, diskettes, or other data entry mechanisms that are not evaluated in a separate item of this schedule-- disposal determined according to characteristics described below:

- a. Data entry mechanisms used solely for data entry purposes.

Destroy or purge after entry into magnetic storage is completed and verified, not to exceed three update cycles or within one year after job is retired.

- b. Data entry mechanisms containing information additional to that entered into the data base.

Destroy when no longer needed for reference, generally within one year after final documents are issued or task is completed.



I.8.B. (Continued)

DISPOSITION (Continued)

2. Output not evaluated in a separate item of this schedule

Destroy within three update cycles or within one year after job is retired.

3. Magnetically stored data base<sup>1</sup> (excluding source programs or processing files; see item No. I.8.C of this schedule).

Information may be purged as necessary through working stage. Disposal of finalized data base determined according to characteristics described below.

- a. Information which serves the same function as an existing hard copy record series. An example is the data base for the Computer Indexed System which serves the same function as the paper or microfiche indexes to the Manually Indexed System of MEDS/RIMS.

Apply the retention period assigned in relevant item of this schedule to hard copy records serving the same function.

- b. Information used as administrative or housekeeping tool but which has no inherent legal or policy-making value (as in the PC III Systems).

Purge as necessary or after retirement of job.

- c. Information used as an administrative or housekeeping tool which has inherent legal or administrative value.

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1. May include storage on cards when no other complete data base is maintained.

I.8.B (Continued)

DISPOSITION (Continued)

4. Duplicates or backup tapes of stored information.

Purge after next tape is run, not to exceed six backup runs.

(NC1-142-85-12, Item No. IV 28 III)

C. Support Records

Records required for servicing machine readable records and for converting them from human readable information to encoded data and vice versa. These support records may be stored in human-readable or machine-readable formats. A given support record may pertain to specific jobs or may be generic in application. The main types of support records are described below:

1. System documentation--Descriptive documents required to initiate, develop, operate, and maintain ADP activities. Includes user manuals, thesaurus lists, system and file specifications, definitions or logical and physical characteristics of data elements, data entry, and retrieval procedures, etc.
2. Processing files--Machine-readable files employed to create and use the magnetically stored data base. Includes source programs; service programs to compile, translate, link, sort, merge, etc; and intermediate data input/output, such as rejection lists, rerun files, etc.

DISPOSITION

Support records applicable to a specific job or set of related jobs.

1. Master copy.

Revise, correct, purge, or update as necessary; retain an updated version with related data file (job/set of jobs).

NOTE: Some system documentation may be useful as reference material after retirement of applicable job. These records are evaluated in item No. I.7.F of this schedule.

I.8.C. (Continued)

DISPOSITION (Continued)

2. Other copies.

Revise, correct, purge, or update as necessary; destroy as nonrecord when no longer needed for reference, not to exceed life of data file (job/set of jobs).

D. Support Records of Generic Application

1. Master copy.

Revise, correct, purge, or update as necessary; dispose of when obsolete or no longer needed.

2. Other copies.

Revise, correct, purge, or update as necessary; destroy as nonrecord when no longer needed for reference.

(NC1-142-85-12, Item No. IV 28 IV)

E. Listing of Computer Systems By Retention Period

A schedule listing all computer systems identified and evaluated will be submitted at a later date in the CRS for Nuclear Support. This schedule varies from day to day as new systems are initiated. All Nuclear Power computer systems residing on the mainframe are to be grouped together.

I.9 MAGNETICALLY-STORED DATA BASES OF LONG-TERM VALUE WHICH ARE NEVER CONVERTED TO HARD COPY

The data bases scheduled below are records of long-term value which are used to manage information on a continuing basis; they are never completely converted to hard copy records, leaving the data base as the record copy. These data bases are described in item No. I.8.B.3.C of this schedule. The retention periods for input media and output of these data bases is also stated in item No. I.8.B of this schedule. The data bases may be corrected and updated as necessary through working stages. The finalized data bases will be retained for the periods indicated below.

I.9 (Continued)

DISPOSITION

- A. Engineering and technical data bases including architectural design data, electrical design data, mechanical design data, civil design data, structural steel and bridge design data, and schedules. Examples are process Computer Input/Output System, General Cable and Raceway System, Electrical Equipment and Instrumentation System, Auxiliary Power Load Information System, Electrical Bills of Material System, Cable Routing Systems, ETABS and ITABS System, and ERPS.

Purge when project no longer exists.

- B. Information used throughout the design and construction of a project which is used to plan activity completion dates and activity ordering. Examples: Hanger Control System (Z10) and Bellefonte Nuclear Plant (BLN) Name Tags (Z27).

Purge at close of construction. Coordinate purging with the NP organization that will operate the facility and transfer any needed data bases to them.

- C. Time reporting data bases on salary policy employees including hours and dates worked, overtime data, and leave data. Examples are the Time Reporting Information System and the Division of Construction Cost Accounting, Time, and Attendance Subsystem.

Purge data when six fiscal years old.

- D. Geographical data bases used to generate design input documents and generic studies or reports. Examples include the regional fault data base and the regional earthquake data base.

Purge when no longer needed for agency work.

(NC1-142-85-12, Item No. IV 28, Attachment A)

I.10 GRIEVANCE CASE RECORDS

Employee grievances (not including Equal Opportunity (EO) complaints) that have been settled at the branch or division level or equivalent.

These records for NP are maintained by Human Resources and the record copy of all official correspondence is indexed into RIMS (N1-142-86-5).

Title 29, Code of Federal Regulations (CFR), requires records concerning apprentices to be maintained for five years.

DISPOSITION

A. Salary Policy and Trades and Labor.

1. Record copy--Destroy three years after grievance is settled.
2. All other copies--Destroy when no longer needed for administrative purposes, not to exceed three years.

B. Apprentices.

1. Record copy.  
Destroy five years after grievance is settled.
2. All other copies.  
Destroy when no longer needed for administrative purposes, not to exceed five years.

(NC1-142-85-12, Item No. IV 7)

I.11 RADIOLOGICAL CONTROL (RADCON)

TVA's corporate RADCON staff has been in NP since 1985. Prior to that time, the corporate staff resided in several organizations with different names. For example, in 1980, RADCON and protection functions resided in the Office of Occupational Health and Safety (OCH&S). In 1982, the RADCON organizations at the nuclear sites were transferred directly to NP with the corporate RADCON staff remaining in OCH&S. Each nuclear plant has a site RADCON.

Browns Ferry Nuclear Plant (BFN) RADCON is responsible for the implementation of the corporate RADCON policy statements. In addition, RADCON is responsible for monitoring and enforcing the implementation of all RADCON procedures in support of BFN operations and maintenance. The major functions include the following:

Develop, implement, and manage the BFN RADCON program with emphasis on As Low As Reasonably Achievable (ALARA).

Direct the BFN radiological control program for personnel dosimetry and plant radiological surveillance before, during, and after site startup.

Control and monitor personnel exposure at BFN by providing a personnel dosimetry program, respiratory protection, and whole body counting.

Control radioactive contamination and radioactive material.

Conduct continuous assessments of the BFN RADCON program.

~~Document site radiation levels and personal exposure to radiation.~~

I.11. (Continued)

~~To ensure that personnel are monitored for radiation exposure, all individuals who work in radiation areas at BFN are assigned dosimetry equipment. This equipment monitors radiation dose on a rate or integrated basis. Prior to 1972, the primary monitoring dosimeter was a film badge, which contained film very similar to x-ray film. After the badge was worn for the monitoring period (typically monthly; however, quarterly at the present time), it was sent to the corporate RADCON staff for processing and dose assignment. In 1977 and in 1982, TVA adopted new dosimetry systems [Thermoluminescent dosimeter (TLD)] that maintained state-of-the-art for dose measurements.~~

In 1985, the processing portion was relocated to the BFN site for better efficiency. The processing procedures remain the same in that the TLD (comprised of phosphor that emits light under certain conditions after irradiation) data are electronically transferred (realtime) to an off-site computer (where software performs sophisticated dose calculations and then electrically transfers final results to BFN). The complete information is transferred to the corporate radiation exposure data on a daily, monthly, and quarterly frequency. Various reports may then be generated to ensure and demonstrate regulatory requirements. Some dosimetry data are maintained on computer media (disks and tapes) while other information is routed to be printed, microfilmed, and stored.

There are significant numbers and types of records generated by BFN RADCON to exhibit evidence of personnel exposure. Such records are generated in dosimetry measurements, instrument calibrations, RADCON training, quality control tests, and regulatory required reports. These records are stored and used as TVA's official documentation of radiation exposure received by employees and visitors to TVA nuclear sites. They must allow TVA to reconstruct, for legal purposes, situations and conditions that went into assessing personnel doses. Creation and maintenance guidelines for these records are described in ANSI N13.6-1966 (R1972), 10 CFR 20, and ANSI N45.2.9-1974.

The RADCON Dosimetry records were originally microfilmed and a manual log book was established referencing the type of records filmed on each roll. This manual index (log book) will be indexed into the Records and Information Management System (RIMS). The current dosimetry records are now being microfilmed and indexed into a subprogram of RIMS. The retention time for this subprogram will be different than the PERMANENT status of RIMS because of the requirements by the American Nuclear Insurers (ANI) Bulletin 80-1A, Revision 2. ANI requires that radiological records "be retained for the life of the nuclear liability insurance policy, plus the subsequent ten years during which claims may be covered by the policy." This is usually translated to mean "when a nuclear site is retired," but because TVA employees transfer between the four nuclear plants, the 10-year requirement should be based on the retirement of the last nuclear plant or ten years after the agency is dissolved, whichever is longer.

I.11. (Continued)

~~The following records were previously approved in various Records Control Authorizations. However, the record titles, media and use of these records has changed. We request NARA appraise the records as they are now listed. The following Congressional Approval Index numbers are being provided to assist you and the appraisal of these records:  
NC1-141-84-1; NC1-142-80-17.~~

II.11.1 RADIATION EXPOSURE DATA BASES

~~The exposure data bases [Radiation Exposure Monitoring System (REMS), Health Physics Dose Tracking (HPDT), ALARA, Personnel Issue Control (PIC)] were established as the official record systems for RADCON records. (NPDCS and RIMS are the other official record systems. The data bases are made up of various subsystems interrelated through the System 2000 Data Base and CICS. They serve the information needs for the corporate and site RADCON staff to demonstrate compliance. Some are the: annual NRC Report, NRC Form 5, and Termination Letter. Documents submitted to the corporate RADCON staff from all sites are evaluated, authenticated, microfilmed, and indexed into the corporate mainframe computer. Lifetime records are stored on 16-mm roll microfilm. A computerized index provides multiple access points to the location of the record on microfilm.~~

~~The following records are created in RADCON at BFN and maintained in the data bases:~~

- ~~1. Current Occupational External Radiation Exposure~~
- ~~2. Extremity Badge Set Control Master Report by ID~~
- ~~3. Extremity Issue and Readout~~
- ~~4. In Vitro Sample Collection Form~~
- ~~5. Portal TLD Storage Rack Background TLD Readout~~
- ~~6. TLD Special Pull Request and Log Sheet~~
- ~~7. Termination Report~~
- ~~8. Whole Body Count Daily Log Sheet~~
- ~~9. Whole Body Counter Daily Background~~
- ~~10. Whole Body Counter Daily Energy Calibration~~
- ~~11. Whole Body Counter Efficiency Calibration~~
- ~~12. Whole Body Counter Monthly Resolution~~

DISPOSITION

A. Paper Copies.

- ~~1. Paper copies of microfilmed records--Destroy when microfilm has been verified.~~



I.11. (Continued)

DISPOSITION (Continued)

- ~~2. Paper copies as record copies--Destroy in agency ten years after nuclear facility is retired, or ten years after agency is dissolved, whichever is longer.~~
- B. Microfilm--Documents are filmed randomly in employee's name order, chronologically, or badge number order. The film is arranged by roll number.
- ~~1. Record Copy--Destroy in agency ten years after facility is retired. Transfer silver original to NUS when film is verified.~~
- ~~2. Duplicate NUS Copies--Destroy in agency when no longer needed for reference.~~
- C. Index-Computerized Cumulative.
- ~~1. Record Copy--Destroy in agency ten years after nuclear facility is retired, or ten years after agency is dissolved, whichever is longer.~~
- ~~2. Other Copies--Destroy in agency when no longer needed.~~
- D. Machine-Readable Records Data Base.
- ~~1. REMS Data Base--Destroy in agency when last nuclear facility is retired.~~
- ~~2. Processing Files--Destroy individual data elements when obsolete or when no longer needed; erase and reuse.~~
- ~~3. Security Backup Files--Destroy individual data elements when superseded, not to exceed 3 update cycles; erase and reuse.~~
- ~~4. Microprocessor Index--Dispose of as provided for related textual records.~~
- ~~5. Documentation--Retain with related data file; destroy when superseded or upon discontinuance of system.~~

I.11.1 (Continued)

DISPOSITION (Continued)

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E. Printouts.

1. Paper copies of microfilmed printouts record--Destroy when an acceptable microfilm copy is obtained.
2. Duplicate Copies--Destroy when no longer needed.

F. Magnetic Tape of Current Occupational External Radiation Exposure files no longer used. Destroy in agency ten years after agency is dissolved.

G. Microfiche of Current Occupational External Radiation Exposure files no longer used. Destroy in agency ten years after agency is dissolved.

(In anticipation of approval of Sequoyah Comprehensive Records Schedule, N1-142-89-16)

I.11.2 SHORT TERM ADMINISTRATIVE RADIOLOGICAL RECORDS

The following records are short term radiological records related to internal activities. The records generally serve as informational or facilitative purposes.

1. Equipment Inspection/Repair Testing & Transfer
2. Respiratory Fit Booth Log Book
3. Supplied Air Manifold Control Form
4. TLD Issue Log Book
5. Temporary Shielding Request Form
6. Victoree Model STD Condensor Meter Exposure Results

DISPOSITION

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Destroy in agency when two years old or when no longer needed, ~~whichever is sooner.~~

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(In anticipation of approval of Sequoyah Comprehensive Records Schedule, N1-142-89-16)

I.12 EMPLOYEE CONCERN PROGRAM

I.12.1. Employee Concern Special Program

In early 1985 when Watts Bar Nuclear Plant was prepared to load fuel, it became apparent to TVA and the Nuclear Regulatory Commission (NRC) that there was a gap in communications between management and non-management. The TVA Board of Directors initiated a program to investigate employee concerns. Quality Technology Corporation (QTC), was selected to interview employees. Approximately 5,900 employees were interviewed. TVA took over the program in 1986. The project was called the Employee Concern Special Program (ECSP). Concerns were grouped into the following categories to facilitate investigation: Construction; Engineering; Operations; Material Control; Welding, Intimidation and Harassment; Management and Personnel; Quality Assurance/Quality Control; and Industrial Safety.

In February 1986, the Employee Concerns Task Group (ECTG) was formed to evaluate, investigate, and negotiate corrective action plans and prepare reports on all employee concerns and other outstanding issues received prior to that time. Concurrent with this TVA initiated a new program for resolving additional concerns. This program is called the Employee Concerns Program (ECP).

The Employee Concern Special Program files will be used as a baseline for future investigations. All of the ECSP records were transferred from Watts Bar to Chattanooga and are under the control of the Employee Concern Special Program/Close Out Team. They will remain at this location until management deems it prudent to release the files for storage.

DISPOSITION-Employee Concern Special Program (1985 - January 1986)

A. Nuclear Safety Review Program (NSRS)

1. Case reports (Removed from case files).

Permanent. Transfer to the National Archives in 2015.

I.12.1 (Continued)

Disposition (Continued)

A. Nuclear Safety Review Program (NSRS) (Continued)

2. Case Files.

a. Randomly selected sample (one file per file drawer)

Permanent. Transfer to the National Archives in 2015.

b. All other case files.

Destroy in agency when no longer needed, not to exceed 30 years.

B. Employee Concern Special Program (ECSP)

1. Final multi-volume report.

a. Record Copy.

Permanent. Transfer to the National Archives in 2015.

b. All other copies.

Destroy when no longer needed for administrative or reference use.

2. Case Files (QTC and ECSP)

a. Randomly selected sample (one file per file drawer) of concern investigation file with corresponding closed verification package.

Permanent. Transfer to the National Archives in 2015.

b. All other case files.

Destroy in agency when no longer needed, not to exceed 30 years.

(In anticipation of approval of Sequoyah Comprehensive Records Schedule, N1-142-89-16)

I.12 (Continued)

I.12.2. Employee Concern Program

Each site maintains an Employee Concern office where individuals may report concerns. This office is also responsible for conducting Exit Interviews of each employee terminating employment. The case files are maintained at the site for investigation and closure. These case files will contain the concern, investigative documentation pertaining to the concern, interview notes, and any backup documentation required to reconstruct the investigation and define any action required prior to closure. The hardcopy file is retained at the site until the concern is closed. Periodically, the site submits closed files to be microfilmed into a subprogram in the Records Information and Management System (RIMS).

DISPOSITION-Employee Concern Program (February 1986 forward)

See RIMS DISPOSITION, Appendix B.

(N1-142-87-13)

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I.13 NUCLEAR PLANT DOCUMENT CONTROL SYSTEM (NPDCS)

~~The NPDCS is a specifically tailored, computer assisted storage and retrieval program to assist plant personnel in the performance of their recordkeeping responsibilities. Select records relating to the quality and to activities affecting the quality of each plant, as well as facilitative records needed in the day-to-day operation of the nuclear plant, are microfilmed and indexed. The specific records microfilmed into NPDCS are site specific and will be listed in each site CRS.~~

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.

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

Records are given a record-type code which is determined by the name of the responsible section, retention, and a unique number for that record type. The record-type code is used as one of the index elements. 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. In addition, the records will continue to be maintained on microfilm.

Although microfilm is the primary storage media, 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 offsite in lifetime permanent storage facilities as long as reasonable retrievability is assured. Two silver originals of the microfilm are made.

One silver original is maintained in TVA Printing and Reprographics in Chattanooga. One silver original is submitted to the NUS Facility in Boyers, Pennsylvania. A complete working file of diazo microfilm is maintained in Plant Document Control Records Management (DCRM) and also in Records Control (RC) of the Central Office.

The following record types are filmed into NPDCS at BFN:

1. Accountability Checklist
- ~~2. Activation and operation of the Operations Support Center Package~~

I.13 (Continued)

- ~~3. Activation and operation of the Technical Support Center (TSC) Package~~
4. Administrative Exposure Limit Extension
5. Administrative Hold of Issued Procedure
6. Air Sampler Calibration Records
7. Airborne Radiation Survey Form (TVA 17096)
8. Airborne Radwaste Log Sheet
9. Alara Post Job Report
10. Alara Preplan Report
11. Alara Suggestion
12. Alpha Activity Worksheets
13. Alpha-5A, Response Check Form
14. Annual Environmental Survey
15. Auxillary Boiler/Building Heat Logsheets
16. Cable Pulls
17. Calibration Data Cards
18. Cancelled Implementing Documents
19. Cask Status Package
20. Central Room Printouts (RRRMS, Alarm Data & Meterological Data)
21. Chemical Analysis Results
22. Chemical Filters
23. Chemistry Improvement Plan
24. Clearance Sheets
25. Concrete Placement Cards
26. Condensate Demin Effluent Gamma
27. Condensate Demin Inlet Gamma
28. Contamination Monitor Response Check Calendars
29. Control Room Printout (RRRMS, Alarm Data and Meteorological Data)
30. Corrective Action Reports (CAR)
31. Counting Equipment Maintenance History
32. Countroom Efficiency Calibrations
33. Countroom QA/QC Logsheets
34. Countroom Worksheet
35. Crane Checklist
36. Daily Control Chart
37. Daily Journal (Shift Engineer, Assistant SE, Unit Operator)
38. Data Base Change Approval
39. Discrepancy Reports (DR)
40. Dosimetry Shift Activity Log
41. Dosimetry Shift Rotation
42. Dosimetry Shift Supervisor Daily Log Routine Checklist
43. Drill Critique Report
44. EPA Logsheets for results
45. EPA Report
46. Efficiency Calibration Documentation
- ~~47. Efficiency Plateau and Chi Squared Detamination Data Sheet~~

I.13 (Continued)

- ~~48. Electrical Logs~~
- ~~49. Element Correction Factor~~
- ~~50. Emergency Cabinet Inventory~~
- ~~51. Evaluation of Logic for Part 21~~
- ~~52. Extremity Issue and Readout~~
- ~~53. Extremity TLD printout with Extremity Set and 40-710~~
- ~~54. Failure Investigation Report~~
- ~~55. Failure Trending Report~~
- ~~56. Fuel Warranty Data Report~~
- ~~57. GE Cask Maintenance Leak Check~~
- ~~58. Gamma Scans~~
- ~~59. Gaseous Monthly Report~~
- ~~60. Green Tag Survey Form~~
- ~~61. High Radiation Door Access Control~~
- ~~62. High Radiation Door Sheet~~
- ~~63. High Radiation Door Watch Qualification Sheet~~
- ~~64. Hold Orders~~
- ~~65. Housekeeping Forms~~
- ~~66. Immediate Temporary Change (ITC)~~
- ~~67. Immediate of report of noncompliance with NPDE Permit~~
- ~~68. Information Systems Request Package~~
- ~~69. Inspection Report~~
- ~~70. Instruction Change Form~~
- ~~71. Instruction Review Sheet~~
- ~~72. Instructions Reviewed Prior to Two year Review Date~~
- ~~73. Invitro Sample Collection Forms~~
- ~~74. JTG Comments and Resolutions~~
- ~~75. License Report Evaluation Determination (LRED)~~
- ~~76. Liquid Composite Radionuclide Concentration~~
- ~~77. Loose Accountability Log~~
- ~~78. Lost or Damaged TLD Badge Investigation~~
- ~~79. M&TE Utilization Log~~
- ~~80. M&TE out of Tolerance Investigation~~
- ~~81. Measurement Test Equipment Calibration~~
- ~~82. Medical Emergency Notification Form~~
- ~~83. Millipore Filter Results~~
- ~~84. Missing TLD Badge Number Report with Corrective Action~~
- ~~85. Monthly Effluent Filter volumes~~
- ~~86. Monthly Inspection Checklist of SCBA Air Cylinders~~
- ~~87. Monthly Inspection MSA Supply Air Manifold~~
- ~~88. Multibadge Issue Log~~
- ~~89. Multibadge Lost Badge Dose Estimate Form~~
- ~~90. Multiple TLD Badge Issuance and Readout~~
- ~~91. Multipoint Calibration~~
- ~~92. NPDES Noncompliance Report Form~~
- ~~93. NSS and OD Typer~~



I.13 (Continued)

- ~~94. New Fuel Survey Form~~
95. Non-Countroom and Analytical Data
96. Non-Countroom QA Control Data
97. Notification of Alert Package
98. Notification of general emergency package
99. Notification of site area emergency package
100. Notification of unusual Event Package
101. Numerical Logbook
102. Occupational External Radiation Exposure History
103. Occupational Radiation Exposure History
104. Off-Gas and Iodine Isotopic Results Sheet
105. Open Burning Reporting Form
106. Operating Instruction (OI, EOI, SOI, & POI)
107. Out-of-Tolerance Compliance Instrumentation
108. Outstanding TLD report with Corrective Action
109. PCB Transforms Inspection
110. Parameter Lit
111. Particulate Filter Monthly Release Totals
112. Performance Qualification Package
113. Personnel Accountability and evacuation
114. Personnel Contamination Report (PCR)
115. Personnel Decon Supply Inventory
116. Plant Data
117. Plant Incident Report
118. Plant Lab Shift Routine
119. Plant Tour Record Sheets
120. Pocket Chamber Response Check Exposure Timing Parameters
121. Portal TLD storage Rack Background TLD Readout & Annual
122. Post Modification Test Package (PMT)
123. Post Release Record
124. Preoperational Water Quality Log
125. Procedure and Instruction Review and Approval Coversheet
126. Procedure Tracking Form and Checklist
127. Procedure Verification Review Checklist
128. QC Inspection Report
129. Quality Control Assignment Log
130. Quarterly Effluent Sample Volumes
131. RTP System Checklist
132. RTP Test Inspection
133. Radcon Site TLD Data Sheet
134. Radiation Work Permit (RWP) Timesheet (TVA 17126A)
135. Radiation Work Permit (RWP) (TVA 17106)
136. Radiochemical Laboratory Journals
137. Radiochemical Laboratory procedure
138. Radiological Awareness Report
- ~~139. Radiological Incident Report (RIR)~~

I.13 (Continued)

- ~~140. Radiological Incident Report and Corrective Action~~
- 141. Radiological Survey Form and Addendum Sheet
- 142. Radwaste Monthly & Quarterly Composite Shipping Records
- 143. Radwaste Shipment Papers Package
- 144. Reactor Water/Feedwater Metal Analysis Worksheet
- 145. Realtime Data Modification Requirement
- 146. Records of Receipt of Radioactive Material Package
- 147. Request for Approval of Delayed Implementation Plan/Schedule
- 148. Residual Heat Removal (RHR)
- 149. Respiratory Certification worksheet
- 150. Respiratory Fit Log (TVA 17187)
- 151. Restart Change Notice
- 152. Restart Test Package (RTP) Results
- 153. Routine Sheets
- 154. Screening Review Form for Documenting Applicability of Safety Evaluation
- 155. Security and Access Control
- 156. Sewage Treatment Plant Operation
- 157. Shepard 89 Certification Data
- 158. Shipard 89 Decay Corrected Exposure Rates
- 159. Shift Daily Journal
- 160. Shift Logbook (RAD CON)
- 161. Shift Supervisor Log
- 162. Shift Technical Advisor (STA) Shift Logs
- 163. Shift Turnover Checklist
- 164. Software Change report
- 165. Solid Radwaste Analysis
- 166. Source Document Implementation
- 167. Source Documents Required for Unit 2 Restart
- 168. Source Sign-out Log
- 169. Special Chemical and Radiochemical Instruction
- 170. Special Nuclear Material Inventory Reports and Audits
- 171. Special Test
- 172. Surveillance Evaluation Package
- 173. System Quality Assurance Trend
- 174. System Status Weekly Review
- 175. System Test
- 176. TLD Badge Issue and Estimate of Current Quarter/Year Exposure Report
- 177. TLD Reader Heating Cycle Evaluation With VAX TLD Readout
- 178. TLD Reader Maintenance Log and Daily Activity Log
- 179. TLD Readouts of Monitoring Period
- 180. TLD Reject Report with Corrective Action
- 181. TLD Special Pull Request and Logsheet
- 182. TLD Standard Acceptance Checklist
- ~~183. TLD Reader Standardization~~

I.13 (Continued)

184. TLD/DRD Discrepancy Report with Corrective Action
185. TOD Reader Heating Cycle Evaluation Package
186. Task Schedule Form
187. Temporary Alteration Control Forms (TACF)
188. Temporary Shielding Request Form
189. Three Month Chemical Composition of oxide
190. Three Year Inspection of 401 MSA Breathing Air Regulator
191. Tornado Emergency Procedure
192. Trouble Reports (TRs)
193. Undetermined Safety Quality Determination (USQD)
194. Uniform Hazardous Waste Manifest
195. Unique Inspector's Stamp
196. Waste Collector Tank Suspended Solids Worksheets
197. Waste Drum Activity
198. Water Quality Logs
199. Weekly Airborne Effluent
200. Weekly Vent Flow
201. Weld Inspection Data
202. Whole Body Count Daily Activity Log
203. Whole Body Count Daily Background
204. Whole Body Count Daily Energy
205. Whole Body Count Efficiency Calibration
206. Whole Body Count Log Summary
207. Whole Body Count Monthly Resolution
208. Whole Body Count Summary Report
209. Whole Body Counter Daily Control Chart
210. Whole Body Counter System Efficiency Calibration

DISPOSITION

A. Paper Copies.

1. Paper copies of microfilmed records--Destroy when an acceptable microfilm copy has been obtained.
2. Paper copies as record copies--Destroy in agency when nuclear facility is retired, or when agency is dissolved, whichever is longer. Transfer to the Federal Records Center after one year. (Illegibles and oversized records placed in NPDCS.)\*

\*In order to determine when the contingent disposition may be applied and these records destroyed, TVA will review the records in item A.2. 30 years after their transfer to the Federal Records Center and every 5 years thereafter until they are destroyed.

I.13 (Continued)

DISPOSITION (Continued)

~~B. Microfilm.~~

- ~~1. Record copies--Destroy in agency when nuclear facility is retired, or when agency is dissolved, whichever is longer. Transfer one silver halide positive to the NUS Center as soon as verified. Maintain one silver camera master with processor.~~
- ~~2. Duplicate Copies (DIAZO)--Destroy in agency when no longer needed for administrative purposes.~~

C. Index-Computerized 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.

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 record filmed into NPDCS. Destroy in agency when nuclear plant is retired.

- ~~2. Other copies--Destroy in agency when no longer needed.~~

(previously scheduled as NCI-142-83-2. In anticipation of approval of Sequoyah Comprehensive Records Schedule, N1-142-89-16))

I.14 POWER STORES RECORDS SERIES (PSRS)

QA records on Procurement of Spare Parts for Equipment at Nuclear Generating Plants furnish documentary evidence of the quality of items and of activities affecting quality of the Critical Systems Structures, and Components (CSSC). The guidelines for the maintenance and control of these records are set forth in Nuclear Power, Administrative Instruction VI, Records. These guidelines implement the requirements of TVA Operational Quality Assurance Manual Part III, Section 4.1 and ANSI N45.2.9-1974 with exceptions listed in the TVA Topical Report, TVA-TR75-1.

These records are stored on 16mm roll microfilm with a computerized index. Filming will meet industry requirements as set forth in NMA MS 110-1074 (National Micrographics Association - Operational Procedures for the Production of Microforms). Records that have been stamped ILLEGIBLE and have been microfilmed are inspected on the microfilm to determine if the microfilm is of equal quality as the hard copy. If it is not, the hard copy will be maintained as record copy. One original camera roll will be stored by TVA Printing and Reprographics in Chattanooga. One original camera roll is transferred to the National Underground Storage, (NUS) Boyers, Pennsylvania for storage. One copy will be maintained by each storeroom as a working copy. One copy will be maintained by the Document Control and Records Management (DCRM) at each nuclear plant as a working copy.

Indexing of the data is done on a daily basis into a computer system designed for Power Stores via a Cathode Ray Tube (CRT) terminal. Information indexed are the RIMS control number, the microrole number or file locator, a subject generated from the title of the document, and any applicable reference and/or contract numbers. Record indices are backed up daily with computer output microfiche (COM) being generated weekly and a cumulative index being generated quarterly for system backup in the event of loss of computer data base.

These records have significant value in maintaining, reworking, repairing, replacing, or modifying critical systems, structures, and components (CSSC) items as defined in ANSI N45.2.9.2.2.2 and are essential when reordering equipment and answering inquiries from vendors and TVA personnel.

In October, 1987, the completed Power Stores records/files were turned over to NP at each of the nuclear sites. The agreement stated that Power Stores will continue to create and maintain all records listed below; but at completion of a record, it would be turned over to DCRM at each site for filming and indexing. The record would then belong to NP. The data base for the Power Stores records was also transferred to NP. Some records created and maintained for Power Stores are not turned over to NP and remain in the Power Stores CRS. None of those records are listed below.

I.14 (Continued)

Record Types Filmed into the PSRS at BFN:

1. Affidavit Concerning Damage (TVA389)
2. Automated Purchase Request (TVA201)
3. Classification Request (TVA6529-9)
4. Collect Freight Bill (TVA413)
5. Contract Changes
6. Contract Package
7. Field Purchase Order (TVA4421)
8. Freight Bill
9. Government Bill of Lading
10. Material Certification
11. Material Data Sheet
12. Materials Form (TVA575)
13. Over, Short, Substitution, Damaged or Discrepancy Report 055, OSSR or D (BF210)
14. Packing List
15. Purchase Request (TVA 2652)
16. Quality Control Inspection Report
17. Recommended Stock Recorder
18. Request for Delivery (TVA9625)
19. Request for Shipment of material (TVA4239) Claim Form
20. Reviewing Inspection Report (BF-48)
21. Reviewing Report (TVA209)
22. Shipping Tickets (TVA144)
23. Storeroom Issues (TVA575)

DISPOSITION

~~A. Paper Copies.~~

- ~~1. Paper copies of microfilmed records--Destroy in agency after microfilm is verified.~~
- ~~2. Paper copies as record copies--Destroy in agency when nuclear plant is retired. (Illegibles of records placed in PSRS.)~~

B. Microfilm.

- ~~1. Record Copy Silver originals destroy in agency when nuclear plant is retired.~~
2. Security--Transfer one silver positive to the NUS facility, Boyers, Pennsylvania.
3. Duplicate copies--Destroy in agency when no longer needed for reference.

I.14 (Continued)

DISPOSITION (Continued)

~~C. Computerized Index (Cumulative).~~

- ~~1. Destroy when nuclear plant is retired.~~

D. Computer Output Microfiche Index and other Computer Printed Indices.

- ~~1. Destroy in agency when superseded.~~

Site records series was approved by NCI-142-82-10. However the disposition has been changed to reflect actual needs.

(In anticipation of approval of Sequoyah Comprehensive Records Schedule, N1-142-89-16)

I.15 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 nonvital 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.

Recorder charts are filed by nuclear plant, then by date, then by instrument number. 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.

I.16 (Continued)

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

- A. All recorder charts showing radioactivity levels of liquids and gases released to the environment. (18 CFR 125.3.22.2.j; ANSI N45.2.9-1974, App.A.6.1.)

Destroy when nuclear facility is retired or when agency is dissolved, whichever is longer. Transfer to FRC, East Point, Georgia, when one year old.

- B. All operating charts created during first-year operation. (18 CFR 125.3.22.2.a.)

Destroy 10 years after nuclear facility is retired. (Transfer to FRC when one year old.)

- C. Recorder charts showing transient or operational cycling records for those components that have been designated to operate safely for a limited number of cycles. (ANSI N45.2.9-1974, App.A.6.1.)

Destroy when nuclear facility is retired. (Transfer to FRC when one year old.)

- D. Recorder charts showing turbo generator bearing temperature, vibration, speed, valve position and rotor position, generator megawatt-hour, generator field temperature and main transformer temperature. (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 in agency when nuclear facility is retired. (Transfer to FRC when one year old.)

- E. All other recorder charts. (18 CFR 125.3.22.2.a.)

Destroy when six years old. Transfer to FRC when two years old.

(NCI-142-83-3)



I. RECORDS COMMON TO NUCLEAR POWER  
PART A - RECORD SERIES

I.16 TRAVEL FILES

Correspondence, forms, and related records pertaining to agency travel, including duplicate vouchers. The original voucher is maintained by the comptroller for 12 years.

DISPOSITION

Destroy when two years old.

(GRS 4.a.)

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II.1 INFORMATION SYSTEMS (IS) AUTOMATED DATA PROCESSING (ADP) RECORDS AND RELATED DOCUMENTATION

Develops, directs, operates, and maintains integrated information systems at the site. Administers the procurement of ADP equipment, office automation equipment, network communications equipment, and associated software.

The system documentation for mainframe applications (i.e., Information System Report Package and ADP Equipment Procurement files) will be reported in the Chattanooga CRS since the BFN site Information Systems (IS) organization reports to corporate IS. However, the BFN PRIME and Wang Systems and documentation will be reflected herein.

The primary record for continuing information management jobs is the magnetically stored data base.

These computer jobs are used to manage information on a continuing basis. Any output from one of these jobs is an update of information magnetically stored. Backup tapes of the stored information are generally run to protect data from being lost. These jobs may or may not be project-related. Examples of this type of job are: Weld Program, Maintenance Requests, and Tool Issue.

II.1.1 SYSTEMS RESIDING ON THE PRIME COMPUTER

Records required for servicing machine readable records and for converting them from human readable information to encoded data and vice versa. These support records may be stored in human-readable or machine-readable formats. A given support record may pertain to specific jobs or may be generic in application. The main types of support records are described below.

~~A. System documentation--Descriptive documents required to initiate, develop, operate, and maintain ADP activities. Includes user manuals, thesaurus lists, system and file specifications, definitions or logical and physical characteristics of data elements, data entry, and retrieval procedures, etc.~~

DISPOSITION

~~Destroy when superseded or no longer needed for administrative purposes.~~

GRS 20 / 11

- B. Processing files--Machine-readable files employed to create and use the magnetically stored data base. Includes source programs; service programs to compile, translate, link, sort, merge, etc.; and intermediate data input/output, such as rejection lists, rerun files, etc.

Systems Residing on the BFN Prime Computer

1. Applicator Qualification Tracking
2. Automated Workplan Tracking System
3. BADGEP
4. BFN Employee Rideshare
5. BFN-TAG Equipment Program
6. Compar
7. Controlled Documents
8. Core and Spent Fuel Storage Pools Fuel Location Map
9. Databank
10. EQPROJ
11. GET
12. Health Physics Pocket Chamber
13. Hold Orders
14. Inventory
15. Matrix
16. MR Tracking
17. MRL
18. NPDCS
19. OD-12
20. OD-20
21. OD-6
22. Personnel Contamination Report
23. Planning & Scheduling Plant Data Management System  
(Sub-system, Workplans)
24. Planning & Scheduling Plant Data Management System  
(Sub-system, Lost Articles)
25. Plant Managers Office Correspondence Tracking System
26. PLTACC
27. Prime Print Tracking/Accounting
28. Prime Usage Tracking/Accounting (non-print)
29. Proc.
30. PSS
31. Purchase Request Tracking
32. QA
33. Radiological Incident Report
34. REG 7
35. RT 1-18
36. RT 1-72 (T1-82)
37. RTI-12
38. RWM

II.1.1.1.B. (Continued)

39. Safety
40. Safety Issues List Tracking System
41. Site Master Punch List (SMPL)
42. SI 41B3
43. SI 43D
44. Source Accountability Tracking
45. Source Document
46. ST 47A2A
47. T 1-12
48. Target
49. Time Clock
50. TI 1
51. TI-10 TCRES MAP
52. TI 14
53. TI-20
54. TI 46 (Clip)
55. Trouble Calls
56. Welding/Brazing/Soldering Filler Material Issue and Qualification Program System
57. Work Control Support Plant Data Management System (Sub-system, Environmental Qual.)
58. Work Control Support Plant Data Management System (Sub-system, Failure Invest. Repts)
59. Work Control Support Plant Data Management System (Sub-system, Preventive Maintenance)
60. Work Control Support Plant Data Management System (Sub-system, Surveillance Program)
61. Work Control Support Plant Data Management System (Sub-system, Maintenance Request)
62. Work Control Support Plant Data Management System (Sub-system, Temp. Alteration Control Forms)

DISPOSITION

1. Cards, coding sheets, diskettes, or other data entry mechanisms that are not evaluated in a separate item of this schedule--disposal determined according to characteristics described below:

~~a. Data entry mechanisms used solely for data entry purposes--destroy or purge after entry into magnetic storage is completed and verified, not to exceed three update cycles or within one year after job is retired.~~

GRS 20/2

II. CROWNS FERRY SITE RECORDS  
PART A - RECORD SERIES

- b. Data entry mechanisms containing information additional to that entered into the data base--destroy when no longer needed for reference, generally within one year after final documents are issued or task is completed.
2. ~~Output not evaluated in a separate item of this schedule--destroy within three update cycles or within one year after job is retired. GRS 23/3~~
3. Magnetically stored data base<sup>1</sup> (excluding source programs or processing files)--information may be purged as necessary through working stage. Disposal of finalized data base determined according to characteristics described below.
  - a. Information which serves the same function as an existing hard copy record series. Apply the retention period assigned in relevant item of this schedule to hard copy records serving the same function.
  - b. Information used as administrative or housekeeping tool but which has no inherent legal or policy-making value--purge as necessary or at retirement of job.
  - c. Information used as an administrative or housekeeping tool which has inherent legal or administrative value.
4. ~~Duplicates or backup tapes of stored information--purge after next tape is run, not to exceed six backup runs. GRS 20/8~~

II.1.2 SYSTEMS RESIDING ON THE WANG COMPUTER

~~Word processing files used for internal tracking for administrative purposes.~~

1. Automated Workplan Production
2. BFN - Vehicle Inventory
3. ISR Tracking System
4. Wang Proc. Processing
5. Wang Word Processing

DISPOSITION

Revise, correct, purge, or update as necessary; retain an ~~update version with related data file (job/set of jobs).~~

GRS 23/2

<sup>1</sup>May include storage on cards when no other complete data base is maintained.

II.1.3 ADP SERVICE REQUEST FORMS

Various forms submitted to Information Systems requesting service. This includes the following forms:

- A. Request for CICS Transaction RACF Security
- B. CICS Application Access Request
- C. TVA/ADP User ID Request-Model 204 only
- D. TVA/ADP User ID Request-General Purpose
- E. Request to Relocate or Install New ADP Equipment
- F. System Development/Modification Equipment Form
- G. TVA/ADP Equipment Software Acquisition Report

DISPOSITION

Destroy in agency when no longer needed for administrative purposes, not to exceed two years.

II.2 PLANNING AND SCHEDULING

Provides resource analysis; provides operating information for the Nuclear Experience Review Program; develops and maintains an integrated schedule of work activities associated with plant modifications as well as other site activities required for plant startup and operations.

II.2.1 PREVENTIVE MAINTENANCE WORK ITEM

Documents that authorized preventive maintenance activities have been performed on a periodic basis. Gives details on work tasks performed.

DISPOSITION

Destroy in agency when one (1) calendar year old.

II.2.2 PREVENTIVE MAINTENANCE SCHEDULE

Monthly listing of all safety related and non-safety related items to be worked during the month.

DISPOSITION

Destroy in agency when one (1) calendar year old.

II.2.3 SURVEILLANCE INSTRUCTION SCHEDULE

Monthly detail schedule of all Surveillance Instruction (SI) that need to be performed to meet Technical Specifications.

DISPOSITION

Destroy in agency when one (1) calendar year old.

II.3 MECHANICAL TECHNICAL

Provides component engineering support for performing corrective and preventative maintenance for plant permanent equipment.

II.3.1 MECHANICAL PROCEDURE UTILIZATION MATRIX

Gives specific instruction to planning and scheduling of personnel as to when an upgraded mechanical procedure should be used for performing maintenance activities on plant equipment. Matrix is retrieved on a personal computer.

DISPOSITION

- A. Paper copies as record copies - Destroy in agency when five (5) years old.
- B. ~~Personal Computer Data Base - Destroy data elements when program updated.~~ GRS 23/3
- C. ~~Printout - Destroy in agency when no longer needed for administrative purposes.~~ GRS 23/3

II.3.2 INSTRUCTION HISTORY PACKAGE

In-house history file for upgrade or revision of procedures. Technical and requirement data utilized for initial writing and revision of Mechanical Instruction.

DISPOSITION

Destroy in agency when no longer needed for administrative purposes, not to exceed 15 years.

II.4 ELECTRICAL TECHNICAL

Provide electrical engineering support for performing corrective and preventative maintenance for plant permanent equipment.

II.4.1 ELECTRICAL MAINTENANCE SECTION INSTRUCTION LETTER (EMSIL)

Detailed instructions for Electrical Maintenance personnel to perform various tasks within the Electrical Technical Section.

DISPOSITION

Destroy in agency when three (3) years old.

II.5 COMMUNICATION, SECURITY, AND COMPUTER GROUP

Responsible for the maintenance of the plant communications equipment, special purpose computer systems, general purpose computer peripherals, security systems, health physics equipment, and chemical laboratory equipment.

II.5.1 COMMUNICATION REQUEST

Work Request for communication services, such as new telephone requests, repairs, etc.

DISPOSITION

Destroy in agency when 6 months old.

II.6 REACTOR ENGINEERING

Reactor Engineering is part of Technical Support Services. There have been several name changes prior to that:

1986 Technical Support  
1984 Engineering Section  
1980 Results Section

Reactor Engineering measures and tracks nuclear core performance parameters, nuclear and secondary calorimetrics or heat balances, and RCs flow rates. Ensures that the reactor is operated within Technical Specification requirements involving shutdown margin, power core peaking factor, rod position, and axial imbalance control.



II.6.1 NUCLEAR ENGINEERING TRAINING FORM

In-house training form to certify that the nuclear engineers in Reactor Engineering are qualified to perform required duties during a work shift. Required by TVA Reactor Engineering Guidelines.

DISPOSITION

- A. Record copy - Submitted to Nuclear Training to be incorporated into the employee training files.
- B. Duplicates - Destroy in agency when no longer needed for administrative purposes, not to exceed 2 years.

II.6.2 HISTORY FORM OTHER SPECIAL NUCLEAR MATERIAL (SNM)

Record of transfers and storage locations of Special Nuclear Material (SNM) other than nuclear fuel, while in BFN's possession.

DISPOSITION

Destroy in agency when SNM is shipped offsite.

II.6.3 FUEL VERIFICATION VIDEOTAPE

Videotape of the location of the nuclear fuel which is used to verify exact location.

DISPOSITION

Destroy in agency when no longer needed for administrative purposes.

II.6.4 ENGINEERING NUCLEAR LOG

A daily log of reactor engineers' activities performed on each shift.

DISPOSITION

Destroy in agency when nuclear facility is retired.

II.6.5 CORE AND SPENT FUEL STORAGE POOLS FUEL LOCATION MAP

The location of a bundle resides in the PRIME computer as a map. A printout is generated and becomes the record copy. Engineers will certify that each bundle is in the location designated on the map. The hardcopy is filed in the lifetime storage and the PRIME information becomes a non-record.

DISPOSITION

Paper - Destroy in agency when nuclear plant is retired.

Database - Destroy data elements when program is updated.

II.7 MECHANICAL TEST

Verifies performance testing on critical systems, structures, and components (CSSC) and non-CSSC equipment, including diagnostic and vibration monitoring on all plant equipment. Performs leak rate testing of all valves and penetrations in plant.

II.7.1 MECHANICAL RESULTS INSTRUCTION (MRI)

Detail instructions for Mechanical Test Section to perform mechanical tests on various components and systems.

DISPOSITION

Destroy in agency when no longer needed, not to exceed ten (10) years.

II.8 CHEMICAL TECHNICAL SUPPORT

Chemical Technical Support is part of Chemistry at BFN. This group was formed in 1971 and was called Chemical Engineering. In 1986, the name was changed to Chemistry.

Responsibilities of Chemistry include ensuring that all chemistry and radiochemistry activities are carried out in such a manner as to meet regulatory requirements, fuel warranty requirements, and provide operating conditions which minimize corrosion damage to plant systems and components; which ensure their continued integrity and extended life.

II.8.1 SATELLITE DRUM FORM

A location list of where drums of non-radioactive waste are stored in the plant.

DISPOSITION

Destroy in agency when two (2) years old.

II.8.2 LIST OF APPROVED CHEMICALS CHANGE REQUEST FORMS

A list of what specific chemicals are authorized to enter the plant and which personnel are authorized to handle them.

DISPOSITION

Destroy in agency when 12 years old.

II.8.3 FIELD INSPECTION LOG

Documents inspection activities for the physical areas.

DISPOSITION

Destroy in agency when three (3) years old.

II.8.4 ABOVE-GROUND TANK INSPECTION LOG

Record of inspections of above-ground chemical storage tanks.

DISPOSITION

Destroy in agency when three (3) years old.

II.8.5 NON-EXEMPT SOURCE CONTROL FORM

Checkout sheet for radioactive source material. Tracks who is removing material and when it is retrieved.

DISPOSITION

Destroy in agency when no longer needed for administrative purposes.

II.8.6 SIGNOUT SHEET FOR BFN LANDFILL

Gives authorization for foreman to gain access to landfill.

DISPOSITION

Destroy in agency when three (3) years old.

II.9 RADWASTE

Responsible for operations of radwaste systems, practicing, processing, and shipping of radioactive material, radioactive waste, and decontamination of plant equipment and areas.

II.9.1 INSPECTION DATA SHEET

Worksheet that documents that an inspection was made by a qualified radwaste package inspector. The inspector performs a visual inspection of all radwaste packages.

DISPOSITION

Destroy in agency when no longer needed for administrative purposes.

II.9.2 RADWASTE DRUMS/BOXES LOADING INSPECTION SHEET

A checklist used to assure that marking, labeling, and conditions of drums and boxes meet procedure requirements.

DISPOSITION

Destroy in agency when five (5) years old.

II.10 SITE PROCEDURES

Responsible for developing all procedures and standards to be implemented at nuclear site.

II.10.1 INCORRECT PROCEDURE CROSS-REFERENCE

Documents incorrect procedure and provides justification for urgent handling to facilitate correction.

DISPOSITION

Destroy in agency when no longer needed for administrative purposes.

II.11 INDUSTRIAL ENGINEERING

Industrial Engineering is responsible for accomplishing industrial engineering projects resulting in operational improvements and enhance performance to better utilize resources within TVA.

II.11.1 PLANT IMPROVEMENTS AUDIO TAPES (CASSETTES)

Tapes of meetings and project data used for development of reports to upper level management for plant improvements.

DISPOSITION

Destroy in agency when no longer needed.

(GRS 21 item 20)

II.12 OPERATIONS

Operations is responsible for organizing and directing day-to-day plant operations to achieve optimum performance consistent with the operating license, technical specifications, procedures, and other requirements. Operations establishes plants and schedules to ensure safe, economical and efficient operations of the plant.

II.12.1 REVIEW DOCUMENTATION

Summary of documentation reviewed in preparing test specification on equipment throughout the plant.

DISPOSITION

Destroy in agency when two (2) years old.

II.12.2 DAILY KEY AUDIT

An inventory of high radiation security keys completed by the shift supervisor at the end of each shift to account for keys checked out.

DISPOSITION

Destroy in agency when no longer needed for administrative purposes, not to exceed three (3) months.

II.12.3 SHIFT COVERAGE LOG

Documents manpower work assignments at specific work locations.

DISPOSITION

Destroy in agency when one (1) year old.

II.12.4 CLEARANCE INDEX SHEET

An index listing clearance number, units, date, time issued and released on all equipment tagged out for repair and returned to service.

DISPOSITION

Destroy in agency when no longer needed for administrative purposes not to exceed six (6) months.

II.12.5 HOLD ORDER AUDIT FORMS

Continuous audit of hold orders placed on equipment requiring rework to ensure that they meet quarterly audit regulations. Audits clearance number for discrepancies.

DISPOSITION

Destroy in agency when one (1) year old.

II.12.6 OPERATIONS SUPERVISOR DAILY INSTRUCTION

Daily report and instruction of work to be performed reported by operations supervisor and shift supervisors.

DISPOSITION

Destroy in agency when no longer needed for administrative purposes.

II.12.7 INSTRUCTION REVISION LIST

System instructions that must be revised after a plant returns to service walkdown. Back up of other checks that have been completed. Ties together all systems after walkdown.

DISPOSITION

Destroy in agency when no longer needed for administrative purposes.

II.12.8 TRAINING SUMMARY

Summary identifying training needed to be done during walkdown on all systems prior to return to service.

DISPOSITION

Destroy in agency when two (2) years old.

II.12.9 TRAINING REQUIREMENTS

Specific training for organization identified by training summary form during walkdown.

DISPOSITION

Destroy in agency when two (2) years old.

II.12.10 TRAINING NOTIFICATION

Notification to section for specific training required in accordance with the training summary form.

DISPOSITION

Destroy in agency when two (2) years old.

II.12.11 RETURN TO SERVICE CHECKLIST

Checklist for systems that must be completed prior to return to service performed during system walkdown.

DISPOSITION

Destroy in agency when two (2) years old.

II.12.12 OPEN WORK ITEM LISTING

Listing of equipment items on return to service checklist that have not been cleared. All equipment items must be cleared before systems are returned to service.

DISPOSITION

Destroy in agency when two (2) years old.

II.12.13 FINAL EQUIPMENT NOTIFICATION

Document clearance of open equipment items and indicates the system is ready for return to service.

DISPOSITION

Destroy in agency when two (2) years old.

II.12.14 SYSTEM STATUS AND ACCEPTANCE

Documents the status and acceptance for systems that are ready to return to service.

DISPOSITION

Destroy in agency when two (2) years old.



II.12.15 LOOSE ITEM DAILY ACCOUNTABILITY

Accountability for articles taken into and removed during an entry to the reactor vessel. Assures that all articles taken in are removed.

DISPOSITION

Destroy in agency after one (1) refuel outage.

II.12.16 LOCAL PLANT CLEARANCE LIST

Listing of persons authorized to sign clearance forms to allow personnel to enter plant.

DISPOSITION

Destroy in agency when one (1) year old.

II.13 MATERIALS AND PROCUREMENT SERVICES (TOOL ROOM)

The tool room is responsible for the control and accountability for general hand tools, measuring and test equipment, and welding rods used at Browns Ferry.

II.13.1 LOST, DAMAGED, STOLEN TOOL REPORT

A report of lost, damaged, or stolen tools.

DISPOSITION

Destroy in agency when one (1) year old.

II.13.2 RECORD OF TRAINING FOR ISSUE STATION ATTENDANTS

Training of tool room personnel in the issue of control of welding rod material.

DISPOSITION

Destroy in agency when two (2) years old.

II.13.3 HANDLING AND USE OF M&TE TRAINING AND CERTIFICATION

A record of certified employees trained for measurement test equipment usage.

DISPOSITION

Destroy in agency when no longer needed for administrative purposes.

II.13.4 RECEIPT FOR CONFISCATED TOOLS, EQUIPMENT, WELDING RODS, OR STUBS

Document when tools are confiscated by RADCON due to contamination.

DISPOSITION

Destroy in agency when no longer needed for administrative purposes, not to exceed one (1) year.

II.13.5 DAILY ELECTRODE OVEN TEMPERATURE CHECKLIST

A temperature check log on all electrode ovens performed by the tool room attendant at the beginning of each working day.

DISPOSITION

Destroy in agency when one (1) year old.

II.13.6 REQUEST FOR CREW/PERSONNEL USE OF TOOLING/TAGGING EQUIPMENT

A request for long term or large quantity of issue of tooling equipment and tagging equipment outside the normal check-in check-out procedure.

DISPOSITION

Destroy in agency when no longer needed for administrative purposes, not to exceed six (6) months.

II.13.7 REQUEST FOR TOOL RELEASE HOLD POINT

Request from employee's supervisor to personnel in tool room to release a craftsman from check out time limits or numerical limits on tools.

DISPOSITION

Destroy in agency when no longer needed for administrative purposes, not to exceed six (6) months.

II.13.8 TOOL ROOM ISSUE FORM

Check-in and Check-out form of tools maintained or a list of accountability.

DISPOSITION

Destroy in agency when no longer needed for administrative purposes.

II.13.9 M&TE TOOL LOCATION FORM

Location of M&TE equipment not returned on time.

DISPOSITION

Destroy in agency when no longer needed for administrative purposes.

II.13.10 APPROVAL FOR USE, LOAN, OR BORROWED M&TE EQUIPMENT

Record of M&TE items loaned or borrowed to other organizations or sites.

DISPOSITION

Destroy in agency when no longer needed for administrative purposes.

II.13.11 TOOLING LATE RETURN INVESTIGATION

Notification to section supervisor of late return of tools.

DISPOSITION

Destroy in agency when no longer needed for administrative purposes.

II.13.12 TOOL ROOM INVENTORY FORM

An inventory of all tool room material.

DISPOSITION

Destroy in agency when no longer needed for administrative purposes.

II.13.13 REQUEST FOR NEW STOCK ITEM INCREASE IN PRESENT LEVEL

Request for tool room to increase present stock or stock a new item.

DISPOSITION

Destroy in agency when no longer needed for administrative purposes.

II.14 INDUSTRIAL SAFETY

Industrial Safety represents implementing plant-wide safety, accident prevention. It investigates accidents, observes work practices and gives instructions and advice to safety personnel in the use of firefighting and safety equipment.

II.14.1 DAILY, WEEKLY, SAFETY, AUDIT REPORT

A daily/weekly safety audit on all plant organizations to check for unsafe practices.

DISPOSITION

Destroy in agency when two (2) years old.

II.14.2 HAZARD ASSESSMENT WORKSHEET

Establishes priority for correcting safety hazard involving personnel and equipment.

DISPOSITION

Destroy in agency when five (5) years old.

II.14.3 SAFETY MEETING MINUTES

Minutes of Committee meetings which review safety problems, make safety suggestions and safety awards.

DISPOSITION

Destroy in agency when five (5) years old.

II.14.4 CONFINED SPACE ENTRY PERMIT

Allows entry into confined spaces; check for oxygen level, toxic gases, and flammable vapors.

DISPOSITION

Destroy in agency when no longer needed for administrative purposes.

II.14.5 EXCAVATING PERMIT LOG

Log of request for drilling permits and excavating permits to track inspection of excavations.

DISPOSITION

Destroy in agency when one (1) year old.

II.14.6 FIRST-AID ACCIDENT INVESTIGATION REPORT

Description of all injuries requiring first-aid treatment.

DISPOSITION

Destroy in agency when two (2) years old.

II.14.7 HEAT STRESS SURVEY

Establishes work time for employees working in heat or high humidity.

DISPOSITION

Destroy in agency when two (2) years old.

II.14.8 LOCATION AND TYPE OF STRETCHER

Inventory of and types along with rescue equipment located throughout the plant.

DISPOSITION

Destroy in agency when one (1) year old.

II.14.9 SAFETY SUGGESTION FORMS

Form which site employees submit safety suggestions to safety for review.

DISPOSITION

Destroy in agency when two (2) years old.

II.14.10 SAFETY AWARENESS BULLETIN

Newsletter type bulletin to site personnel calling attention to safety awareness.

DISPOSITION

Destroy in agency when two (2) years old.

II.15 FIRE PROTECTION

Fire Protection provides for the protection of the life and health of TVA employees and the public, minimize the probability and severity of fires throughout the plant, ensures the ability to achieve and maintain safe plant shutdown, and minimizes radioactive release to the environment in the event of a fire.

II.15.1 INSPECTION AND TEST OF BALANCE OF PLANT FIRE PROTECTION EQUIPMENT

Documents inspection to check for the condition of the sprinkler systems and alarms in non-safety-related areas of the plant.

DISPOSITION

Destroy in agency when three (3) years old.

II.15.2 FACILITY DESIGN MODIFICATION AND TEMPORARY STRUCTURE NOTIFICATION

Documentation that all hazards to life, health and property are considered and minimized during design and construction of all temporary structures on site.

DISPOSITION

Destroy in agency when three (3) years old.

II.15.3 FIRE DRILL EVALUATION AND CRITIQUE

List the scenario for fire drill response time and personnel involvement.

DISPOSITION

Destroy in agency when three (3) years old.

II.15.4 WEEKLY FIRE INSPECTION

Weekly inspection to ensure control of transient combustibles and proper work control for hot (radioactive) areas.

DISPOSITION

Destroy in agency when three (3) years old.

II.15.5 TRANSIENT FIRE LOAD CONTROL PERMIT

A permit used to ensure control of all combustible and flammable materials being utilized inside plant.

DISPOSITION

Destroy in agency when three (3) years old.

II.15.6 FIRE WATCH PERMIT

Ensures fire water personnel are properly instructed as to duties and area of responsibility.

DISPOSITION

Destroy in agency when three (3) years old.

II.15.7 REPORT OF ACCIDENTAL PROPERTY DAMAGE, FIRE, OR RELATED INCIDENT

Investigation of damage from fire or accident.

DISPOSITION

Destroy in agency when nuclear plant is retired.

II.15.8 FIRE BRIGADE LEADER'S REPORT

A report of all fires responded to by site personnel. Includes all necessary data that might be needed for further investigation in any type of fire.

DISPOSITION

Destroy in agency when three (3) years old.



II.15.9 CUTTING AND WELDING PERMIT

Documents authorization for all cutting and welding activities at BFN.

DISPOSITION

Destroy in agency when three (3) years old.

II.15.10 FIRE PROTECTION EQUIPMENT BARRIER PENETRATION REMOVAL FROM SERVICE

Monitors all fire barrier penetrations and lists fire protection equipment/systems.

DISPOSITION

Destroy in agency when three (3) years old.

II.15.11 INDIVIDUALS QUALIFIED TO OPERATE BREATHING AIR SYSTEMS

A list of designated individuals qualified to operate breathing air systems.

DISPOSITION

Destroy in agency when two (2) years old.

III.1 PHOTOGRAPHS DOCUMENTING THE CONSTRUCTION OF PROJECTS AND GENERAL ACTIVITIES

Bimonthly Construction Progress Photographs and General Activities Photographs

A comprehensive photographic records program is maintained on every TVA construction project. These photographs record all major stages of construction from site selection through completion of construction on TVA's fossil, hydro, nuclear, atmospheric fluidized bed combustion, and coal gasification projects. In addition to the construction progress photographs, general activities, photographs of people, places and events from 1933 to date, including portraits, pictures of ceremonies, presentations, etc., are included in this collection. The collection currently includes approximately 80,000 photographs: 70,000 of nonnuclear projects and 10,000 of nuclear projects.

Black and white photographs are taken every two months using large format (8" x 10") cameras. The film is developed by the Photographic Group of the Engineering Reprographics Services (ERS) of NE. (Prior to October 1981, photographic groups in Chattanooga and Muscle Shoals were also used.) The original negatives are stored and maintained in the ERS. Descriptive information--usually the name of the equipment or structure and the relative orientation of camera viewpoint--is included on the negative, and a number is assigned by the photographer. In recent years, the number consists of the project designation number as a prefix, the letter "P" indicating "progress," and a series of chronological numbers beginning with "1" and continuing until the project is completed. The numbering schemes of construction progress photographs of earlier projects may vary from this format. The general activities photographs are physically stored with the construction progress photographs in a "Miscellaneous" section. The negatives are filed in envelopes arranged by sequence numbers assigned by the photograph laboratory.

The ERS receives the original negative and sets of contract prints. Each month the ERS assembles sets of the latest prints and routes them through the various organizations in NE and the Office of the General Manager. Anyone needing a print can note the photograph number and place an order with the ERS. When the photographs are returned and 2,500 are accumulated, they are recorded on 16-mm microfilm and the contact prints are destroyed (from October 1986 on the prints will be retained and sent to NARA with the negatives). The 16-mm film cartridges are located in the RIMS Service Center (RSC). A computer printout of construction progress photographs and general activities photographs is available in the RSC enabling the user to find a photograph by subject. This printout is arranged by project and by photograph number within a project. A brief description of the photograph and the date taken are included.

III.1 (Continued)

DISPOSITION

1. Negatives (arranged chronologically)--can be retrieved by project.

a. Nuclear Projects.

Permanent. Transfer to NARA 60 years from project becoming operational, or end of project, or when no longer needed for administrative use, whichever is sooner.

b. Nonnuclear Projects.

(1) Those 1933 to 1986.

Permanent. Transfer to NARA upon approval of the schedule.

(2) Those 1987 and continuing.

Permanent. Transfer to NARA every five years or when no longer needed for administrative use, whichever is sooner.

(N1-142-87-9, Item Nos. 1a and 1b)

2. Prints.

a. 1933 to September 1986.

Destroy upon acceptable microfilming.

b. October 1986 to present.

Transfer one captioned print to NARA when the negatives are transferred.

c. Other Copies.

Destroy when no longer needed for reference.

(N1-142-87-9, Item Nos. 2a, 2b, and 2c)

3. Microfilm.\*

a. Camera Master.

Permanent.

III.1 (Continued)

DISPOSITION (Continued)

- (1) Film dated 1933-1986.

Transfer to NARA in 2036, or when no longer needed for administrative purposes, whichever is sooner.

- (2) Film dated 1987 and continuing.

Break file every ten years. Transfer to NARA 50 years from file break, or when no longer needed for administrative purposes, whichever is sooner.

- b. Silver Halide Positive.

Transfer to NARA upon approval of this schedule.

- c. All other reference copies.

Destroy in agency when no longer needed for administrative purposes.

\*This certifies that the records described on this form will be micro-filmed in accordance with the standards set forth in 36 CFR Part 1230. These records shall be stored in accordance with standards set forth in 36 CFR Part 1230.20 and they will be inspected in accordance with CFR Part 1230.22. The first inspection will be conducted upon approval of the schedule.

(N1-142-87-9, Item Nos. 3a, 3b, and 3c)

4. Finding Aids

- a. Finding aids relating to photographic negatives and microfilm retained under item Nos. 1.a, 3.a, and 3.b.

Permanent. Transfer one copy to NARA with the items they describe.

- b. All other copies.

Destroy when related records are destroyed.

(N1-142-87-9, Item Nos. 4a and 4b)

### III.2 GEOLOGIC DRAWINGS

Geologic drawings are produced by Civil Engineering and the Singleton Materials Laboratory, Mechanical/Nuclear Engineering (NE). These drawings are processed in the same way as the design and construction drawings. They are microfilmed on 35-mm film which is mounted on aperture cards; the record copy of the aperture cards is in the DCRM. The geologic drawings may also be included in the geologic drill hole reports which are filmed and indexed into RIMS (N1-142-86-5).

The aperture cards in the DCRM are filed by project in manual filing equipment; the cards are filed in a separate subsection behind the design and construction drawings for the project. The numbering system for geologic drawings includes a code designation "GE" for the geologic group. An example of the numbering system is: 67 GE 822K1020.

67 - Project Designation Code

GE - Discipline/Group Code

822 - Subject Description

K - Size

1020 - Sequential Number

Approximately 8,000 geologic drawings were stored in the DCRM as of July 1982. Negligible annual accumulation was anticipated.

The five basic categories of geologic drawings are described below:

1. Geologic logs of drill holes--Records of all core or geophysically logged manmade drill holes at a specific site location. Geologic logs are the graphic description of what is seen visually and/or gathered electronically at the hole site. Electronic interpretation of the hole can include caliper (hole diameter), sonic (velocity of material), gamma (natural radiation of the material), and gamma ray (induced radiation of the material), and sondes. This data is used to provide a geologic evaluation of site suitability for construction. Graphic logs are also created from written logs based on visual interpretation.
2. Contour drawings--Computer generated drawing of key features for a specific site. The drawings are based on elevation and are used in the economic evaluation of construction site foundation.

3. Geologic maps--Identify rock types associated with the structural features at a given site. Built from a topographic map base, these maps generally include the site and a 5- to 25-mile surrounding radius.
4. Geologic sections--Cross-section compilations of the geologic logs for a given site. Sections are used for interpretation of structural and geologic features and their relationship to a specific construction site.
5. Layout drawings--Compilation of geologic logs. Provide a general plan view of the total log area.

DISPOSITION

A. Originals.

Destroy when acceptable microfilm copy (for aperture card) and reproduction negative are obtained.

B. Aperture Cards.

- (1) Record copy stored in DCRM and security copy at NUS.

Destroy when TVA no longer maintains control of site.

- (2) Other Copies.

Destroy when no longer needed for reference.

C. Reproduction Negatives.

Destroy when no longer needed for reproduction purposes.

(NC1-142-85-12, Item No. IV 8)

III.3 ORIGINAL (PAPER) CIVIL ENGINEERING (CE) REPORTS FROM NE AND ORIGINAL CALCULATIONS FROM ALL NE ORGANIZATIONS

Engineering calculations are created during the design process to verify correctness of design. A typical calculation documents the assumptions made for the design, lists the sources of design information, records the mathematical computations made, presents supporting graphics, and lists the conclusions reached. Common types of calculations include piping stress analyses, analyses of structural strength particularly in the case of seismic events, models of behavior of electrical systems, and pressure drop calculations for fluid systems.

Calculations generated before 1977 may be microfilmed or stored in hard copy.

Calculations generated after 1977 are microfilmed as part of RIMS (N1-142-85-12). The originals are retained after microfilming in order to revise and refile them as necessary. The paper originals are stored, by project, in the RIMS Service Center or in the originating organization.

DISPOSITION

Destroy when no longer required for reference, not to exceed end of life of project.

(N1-142-85-12, Item No. IV 13)

III.4 EQUIPMENT OPERATING MANUALS FOR MEASURING DEVICES USED BY CIVIL ENGINEERING (CE)

The manuals in this series are operating manuals for the various measuring and data collection devices used by Civil Engineering while performing work on drill holes. QA requirements necessitate microfilming these manuals to meet the remote storage requirements of ANSI N45.2.9. The original manual is returned to CE for normal use after microfilming. The manuals are destroyed when the applicable devices are retired. The life of a device is currently estimated as ten years.

DISPOSITION

A. Original paper records.

Microfilm for security purposes. Destroy original at end of life of applicable device.

III.4 (Continued)

DISPOSITION (Continued)

~~B. Microfilm--Camera master and microfilm copies.~~

~~Destroy at end of life of applicable device.~~

~~C. Other microfilm copies.~~

~~Destroy when no longer needed for reference.~~

~~(NC1-142-85-12, Item No. IV 21)~~

III.5 CHANGE CONTROL BOARD INTERFACE PACKAGE

A preliminary interface for Engineering Change Notices (ECNs) and Design Change Notices (DCNs) contains the interface control sheet, logs of events and actions to be taken, recommendations and technical review. This package is not quality related and is used prior to initiation of an ECN/DCN.

DISPOSITION

Destroy when no longer needed for reference.



BROWNS FERRY NUCLEAR PLANT (BFN) SITE QUALITY ASSURANCE (QA)

QA was present onsite during the construction phase and through the operation phase. QA is responsible for developing and maintaining a nuclear quality assurance program for the design, construction, procurement, inspection, and operation of the BFN nuclear facility.

IV.1 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.

IV.2 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.

IV.3 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.

MODIFICATIONS

Responsible for providing the management, skilled craftsmen, field engineers, cost, scheduling, industrial safety, tools and equipment for modifications to SQN.

1976	Outage Management
1981	Field Services
1984	Outage Modifications
1984	Major Maintenance Management
1985	Modifications
1986	Modifications - DNC

V.1 CONSTRUCTION RECORDS NOT COVERED BY OTHER ITEMS ON THIS SCHEDULE

A. Construction Working Records.

Construction records of short-term value not otherwise scheduled which are not input into one of the MEDS/RIMS records systems.

Examples of these records are: engineering calculations for temporary features; requisitions, contracts, requests for delivery, bills of lading, packing lists, shipping tickets, transfer orders, and other shipping papers on temporary construction equipment and material; documentation of temporary features; routine control records including status logs, usage logs, etc., concrete delivery tickets; field notebooks, logs, and diaries that do not document the structural integrity of the project; concrete records not required for life of plant; logic diagrams used to plot paths of construction and activities; drawings and sketches solely for site use (all official drawings will be included in the aperture card system in the DCRM) and general correspondence and transmittals.

DISPOSITION

Destroy when no longer needed for reference. EXCEPTION: If any litigation is outstanding one (1) year after completion of construction, records required to resolve the dispute will be retained until close of litigation.

(NCI-142-85-12, Item No. IV 12 I)

B. Field Notebooks and Diaries Documenting Structural Integrity of the Project.

Field notebooks, field books, field engineer's diary, resident engineer's diary, field engineer's log book, etc., are daily logs kept by an engineer or unit onsite. This item schedules only those logs documenting the structural integrity of a project. These logs will be required by investigators in the event a structure fails. Specific examples are field notebooks on concrete pours, earthfill, grouting, structural steel, etc. (NOTE: Field books and logs that do not document the structural integrity of the project are described in Section A above.)

DISPOSITION

Destroy at end of life of project.

(NCI-142-85-12, Item No. IV 12 II)

C. Documentation of Features Constructed By Non-TVA Work Forces

Documentation of installation and construction work done by private contractors (nonforce account work) is required for a short period of time after the close of construction while a determination is made whether litigation over poor quality work will be necessary. This documentation is contained in logs, diaries, notebooks, logic diagrams, etc.

DISPOSITION

1. If no litigation results.

Destroy when no longer needed for reference, not to exceed two years after completion of construction.

2. If litigation results.

Destroy at close of litigation.

(NCI-142-85-12, Item No. IV 12 III)

D. Miscellaneous Site Records Transferred to the NP Organization that will Operate the Facility

Construction site records not specified elsewhere that are transferred at the close of the construction to the organization operating the facility. These records will be scheduled by the operating organization. Short-term reference copies, if any, retained by NC are nonrecord and are covered in Section A of this item or in TVA Schedule II.

DISPOSITION

Since physical ownership of these records is transferred to another TVA NP organization, NC disposition schedules are not required.

(NCI-142-85-12, Item No. IV 12 IV)

V.2 CABLE AND CONDUIT CARDS

Reference cards which reflect the reel number, contract number, foremans' name, date, engineers' name, work request or maintenance request number used by engineer to locate cable and conduits at plant.

DISPOSITION

Destroy in agency when nuclear plant is retired.

V.3 WORKPLANS

Modifications are implemented in accordance with written instructions (workplans) which have been subjected to a predetermined review/approval cycle. These instructions contain requirements for inspection holdpoints, final inspections, and post-modification tests as appropriate.

The written procedures explain the incorporation of modifications into existing systems and may also be used to authorize and control activities other than modifications, such as completion of construction as originally designed. The format includes or references the following items, as appropriate:

Signatures for preparation, review, approval, and completion with dates.

Reference documents, such as Design Change Request, Engineering Change Notice, and Field Change Request numbers.

V.3 (Continued)

Drawings affected.

Prerequisites, precautions, limitation and actions, work descriptions, sequence of inspections, tests and examinations, acceptance criteria, data recording, and retest requirements.

Provision for revision to affected instructions or manuals.

DISPOSITION

Record Copy--The workplans are maintained in hard copy form at Browns Ferry. In the future, all workplans will be microfilmed into NPDCS. The disposition listed below is the same as NPDCS. These records are listed in the Modifications Section until they are filmed into NPDCS. The records are indexed into NPDCS to ensure retrievability.

A. Paper Copies.

1. Paper copies of microfilmed records--Destroy when an acceptable microfilm copy has been obtained.
2. Paper copies as record copies--Destroy in agency when nuclear facility is retired, or when agency is dissolved, whichever is longer. (Illegibles)

B. Microfilm.

1. Record Copies--Destroy in agency when nuclear facility is retired, or when agency is dissolved, whichever is longer.
2. Duplicate Copies--Destroy in agency when no longer needed for administrative purposes.

C. Index--Computerized 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.

(NCI-142-83-10)

Public Safety was present on site when construction began in 1970. In 1977, there were two units, Construction and Nuclear. Construction Public Safety was dissolved in January 1985 leaving the now present Nuclear Safety. In 1987, Nuclear Public Safety began to report functionally to NP. Effective June 1988, Public Safety was merged into Nuclear Support and the name changed to Protective Services.

VI.1 PROTECTIVE SERVICES (PUBLIC SAFETY - BFN)

This record series consists of Protective Services records which have a short-term retention value. These records are created by Protective Services at the nuclear facility and turned over to Document Control and Records Management, NP, in accordance with individual plant procedures. These records are of a routine nature and are not designated in security or contingency plans as being required to be maintained for NRC requirements for longer than the requested retention. All other security records, which are of major importance because of the nature of the information contained in them, are input into the NPDCS.

The following record types are included in this record series:

Security Tours, Inspections, and Tests--Results of routine security tours and inspections performed on physical barriers, intrusion alarms, communications equipment, closed-circuit television system, and other security equipment described in chapter 12 of the Physical Security Plan.

Visitor Admittance Register--A register of each visitor's name, home address, date, time in and time out of the protected area, employment affiliation, citizenship, purpose of visit, name of the person to be visited, and the name of the escort assigned to the individual(s) for all persons not granted unescorted access to the protected area.

Intrusion Detection Alarm Annunciations--Documentation of all intrusion detection alarm annunciations, including false alarms and alarm checks and tests; identity of the type of alarm, location, date, cause, and time of each occurrence. This also includes printout sheets for intrusion detection equipment.

Security Drills--Routine drills in the form of simulations or emergency situations and documentation of the responses taken.

Security Response--Acknowledgment of date and time required for response by Public Safety officers to each intrusion detection alarm (annunciation), intrusion, or other security incident.

Picture Badge Issuance--The monthly inventory of picture identification badges.

VI.1 (Continued)

Protected and Vital Area Access--All records, such as permits, random search logs, and access lists which relate to the authorized unescorted access to the protected area and access to vital areas and equipment.

Local Law Enforcement Agencies--Written agreements with and plant tours for local law enforcement agencies are on file and updated annually.

Normally Unoccupied Vital Areas--A record of all persons entering and exiting normally unoccupied vital areas. The record indicates the individual's name, badge number, time of entry, reason for entry, and time of exit. The card-reader printed tape of the system, which provides access control, constitutes this record.

Designated Vehicle Access List--All records relating to those vehicles permitted inside the protected area without escort. These records include all checks, logs, requests for, and access lists indicating the type of vehicle, ownership, and license number.

Card Keys--Results of the quarterly audit of card keys.

The following record types are filed in the BFN Lifetime Records Storage:

1. Access List of Protected Area
2. Audit of Security ID Badges
3. Card Key Computer Printout
4. Card Key Inventory (Gatehouse and Portal)
5. Card Key Inventory Log
6. Card Key Issuance
7. Checking of External Vital Area (Safeguard) Portals and Protected Area Barriers and Gates. Checking of Security Penetrations and Concealment Points (Safeguards)
8. Communications Log (Safeguard)
9. Designated Vehicle Listing
10. Designated Vehicle Request
11. ER-1 Printer Tapes (Safeguard)
12. Employee Training Records
13. Housekeeping Checklist
14. Intrusion Alarm Record (Safeguard)
15. Key Card and BMS, E-Field and Perim-Alert, CCTV Metal Detector, Explosive Dector, Infrared and Microwave Detection System, X-Ray Machine Micro-Switch (Safeguard)
16. Local Law Enforcement Agency (Safeguard)
17. MAC-540 Tapes (Safeguard)

VI.1 (Continued)

18. Monthly Inventory of Security ID Badges
19. Personnel Training in Security Practices
20. Post 7 Checksheet - Interior Vital Area Doors (Safeguard)
21. Removal of Security Equipment from Service
22. Request for Personal Card Key for Vital Area Entry (Safeguard)
23. Return to Service - Security Equipment 1 (One) Year (Safeguard)
24. Security Audits Inspection (Safeguard)
25. Security Drills
26. Security Tours, Inspections, and Test
27. Semi-Annual Inventory/Audit of MC-MD Cylinders, Locks and Keys  
Complete Rotation of MC/MD Cylinders, Locks, and keys
28. Seven Day Functional Testing of Security Equipment
29. Shift Activity Log (Safeguard)
30. Shift MC Key/Card Key Inventory Form
31. Shift X-Ray Functional Checksheet
32. Special Authorization for Vital Areas Entry (Safeguard)
33. Special Security Inspection Memos
34. Unescorted Access and Satisfactory Completion of Security  
Screening and Medical Evaluation
35. Vehicle Sign In and Out Register
36. Vital Area Compensatory Post Hourly Communication Checksheet
37. Vital Area Compensatory Post Inspection
38. Vital Area Entry Log
39. Written Permission to Enter BFNP Protected and Vital Area

DISPOSITION

A. Paper Copies as Record Copy.

Destroy in agency when 3 years old ~~by shredding.~~

NOTE: These records were originally scheduled to be transferred to Lifetime Records Storage after 1 month. This will no longer be required.

B. 16-mm Film As Record Copy--Training film.

Replace when superseded.

C. Video Tape Training.

Replace when superseded.

~~D. Machine Readable Records.~~ WITHDRAWN per phone call 12/3/90

~~Retain data on tape one (1) year, then destroy.~~

(These records were approved under NCI-142-83-19. However, the disposition has been changed to meet our new requirements.)



VI.1.1 The following records were originally scheduled for disposition under NCI-142-83-10. However, a revision to 10 CFR 73.80-Records-Physical Protection of Plants and Materials, as reported in Federal Register #51 FR27817, dated 11-30-80, identified certain records that should be retained five years rather than three years.

1. Sabotage and Security Threat or Violation Report (Safeguard)
2. Security Degradation Determination and Corrective Action Report

DISPOSITION

Destroy in agency when five (5) years old by shredding.

VI.2 DOCUMENT CONTROL AND RECORDS MANAGEMENT (DCRM)

DCRM has undergone several organizational changes since its conception. Below is a list of those name changes:

1976	Drawing Control Section (DCS)
1983	Drawing Control and Vendor Manuals Section
1980	DCS
1986	Records Management Section
1987	DCS now contains: Drawing Control, Vendor Manuals, Procedures Process and Controlled Record Management
1988	Document Control and Records Management

DCRM distributes vendor manuals and drawings to site users; maintains a controlled library for reference (the libraries are called Technical Information Centers [TIC] and are located throughout the site); updates drawings and vendor manuals; provides NPDCS, RIMS, Visual Search Microfilm (VSMF), and plant construction retrievals; and maintains the permanent records storage facility (Lifetime Records Storage).

The full listing of Design and Construction Drawings is incorporated in Section I.1. The disposition for each drawing is as shown in the generic narrative. Appendix A lists the supplemental description.

VI.2 (Continued)

In 1988, the DCRM Units were taken out of the Nuclear sites and incorporated in Nuclear Support. All QA records generated at a site, whether they are placed into RIMS, NPDCS, PSRS, or placed in Lifetime Records Storage, are the responsibility of DCRM Nuclear Support. For the purpose of this CRS, however, the record series will be listed in the division or section responsible for the creation of those records with the exception of the following record series:

VI.2.1 VENDOR MANUALS

Any vendor manual containing instructions for installing, testing, operating, or maintaining plant equipment. Provided by a vendor and treated as a controlled manual. Users are provided with uncontrolled copies for reference. Controlled copies are maintained in the TIC.

DISPOSITION

Record Copy--Destroy in agency when nuclear plant retired.

Other Copies--Destroy in agency when no longer needed for administrative purposes.

VI.2.2 HOUSEKEEPING INSPECTIONS

Various inspections of certain areas in the plant to assure that good housekeeping practices are being met. For example: clogged drains, boxes in walkways, leaks, fire hazards, adequate lighting, and electrical panels have covers. Each section has specific requirements to be met and performs self-inspected yearly audits for compliance.

DISPOSITION

Record Copy--Destroy one (1) year after inspection.

Duplicate Copy--Destroy when no longer needed for administrative purposes, not to exceed one (1) year.

VI.2.3 RECORD SERIES INVENTORY

The Record Series Inventory form is used to list each separate record series at BFN. It was developed to review QA and non-QA records and to establish the comprehensive records inventory at BFN. The data from the record series inventory form is input to the mainframe computer by the corporate DCRM organization. The program in the mainframe is called the Records Control System (RCS). The record copy is the RCS data base and all printouts generated are working copies.

DISPOSITION

- A. ~~RCS Printout--Retain until superseded. Destroy when no longer needed for administrative purposes, not to exceed one (1) year. GRS 23/3~~
- B. ~~Record Series Inventory Forms--Destroy when no longer needed for administrative purposes, not to exceed two (2) years after CRS accepted by NARA. GRS 16/7~~
- C. ~~Data Base--Destroy in agency when no longer needed for administrative purposes. Data elements are updated. No historical file is maintained. GRS 20/3~~

I. RECORDS COMMON TO NUCLEAR POWER  
PART B - NONRECORD SERIES

I.1 ADMINISTRATIVE MATERIAL OF SHORT-TERM VALUE

Temporary material that is useful but not essential to record the program activity of the organization holding it. Examples include informal communications carrying nonrecord information and materials documenting fringe activities such as employee welfare activities and charitable fund drives.

DISPOSITION

Destroy in agency when no longer needed for reference, not to exceed one year.

I.2 INFORMATIONAL MATERIAL

Informational material records of short-term value that do not document the program activity of the organization holding it. Ideally this material should be destroyed without filing. Examples are bulletin board notices; changes of address; routing slips; requests for supplies or publications; and reproduction orders.

DISPOSITION

Destroy in agency when no longer needed for reference, not to exceed six months.

I.3 CONVENIENCE OR READING FILES

Duplicate copies of records maintained solely as a reading or reference file for the convenience of personnel. This includes tickler, follow-up, or suspense files.

DISPOSITION

Destroy in agency when no longer needed for reference.

I.4 TRANSMITTALS

A. Verifies receipt of and filing of plant instructions and controlled documents.

B. Routine transmittals of documents from one section to another.

DISPOSITION

Destroy when no longer needed for reference, not to exceed one year.

I.5 SUPPLIES AND PRELIMINARY MATERIALS AND DRAFTS USED IN CREATING RECORDS

This series includes preliminary materials used in the creation of records; the record information is included in the final record. Examples are blank forms; reproduction materials such as stencils, hectograph masters, negatives, and offset plates; "forms" stored on word processing equipment; stenographic notebooks and stenotype tapes; preliminary and intermediate drafts.

DISPOSITION

Destroy in agency when obsolete, superseded, or no longer needed.

I.6 WORKING PAPERS

This series includes the working papers, drawing prints (including those annotated or color coded to aid daily work), information notes, and background material including photographs and other items used in the creation of an official record or during the course of a specific task or activity that will be documented in official records.

This does not include supporting documentation that, due to informational content or evidential use, requires retention beyond the issuance of the final document or the completion of the task. Supporting documentation of this type will be described as individual items in this schedule.

DISPOSITION

Destroy when no longer needed for reference.

I.7 DOCUMENTATION PERTAINING TO WORK BY EMPLOYEES FOR PROFESSIONAL COMMITTEES OR SOCIETIES

Material created during work with professional committees, societies, etc., is nonrecord if the employee is acting primarily as a professional individual and not as a representative of TVA's corporate opinion.

DISPOSITION

Destroy in agency when no longer needed for reference, normally not to exceed two (2) years.

NOTE: Material created during work with professional committees, societies, etc., is record material if the employee acts as a representative of TVA with authority to make corporate

I.7 (Continued)

commitments for the agency. Final reports of professional organizations or societies employed by TVA or sponsored by TVA for a specific task or project are also normally record material. This record material should be retained for the period specified by the applicable items in this schedule.

I.8 REFERENCE MATERIAL

- A. Reference copies of TVA publications including reports, manuals, circular, public relations material, and other printed or processed documents. (Preservation of record copies is the responsibility of the issuing or controlling office.)
- B. Outside publications of other government agencies, commercial firms, or private institutions including industry and governmental standards; vendor catalogs, price lists, and similar publications; maps; scholarly and historical publications; and compilations of reports, transactions, etc. These publications may be in print, computer output, microform, or other formats.

DISPOSITION

Destroy when obsolete or no longer needed for reference.

I.9 DUPLICATE COPIES

Extra copies of records or duplicate copies that are routed for informational purposes. The record copy may be held by another organization within BFN or by another TVA office. If the record copy is held within BFN, it is evaluated in the applicable item in this schedule (i.e, monthly materials receipt and issue report--Power Stores).

DISPOSITION

Destroy when no longer needed for reference, normally not to exceed six (6) months.

I.10 FUEL HISTORY CARD

Part of fuel and non-fuel Special Nuclear Material (SNM). A history from receipt to present of fuel and non-fuel nuclear material bundles.

DISPOSITION

Destroy in agency when nuclear plant retired.

I.11 LOG OF OCCUPATIONAL INJURIES AND ILLNESSES

Monthly log of reportable injury and illnesses at BFN.

DISPOSITION

Duplicates -- Destroy in agency when no longer needed for administrative purposes. (Original retained in Occupational Health and Safety - Muscle Shoals.)

I.12 ACCIDENT INCIDENT INVESTIGATION REPORT

Investigation report of a reportable injury or accident on site. Reportable accidents are required to be submitted to the Department of Labor. Record copy sent to Occupational Health and Safety.

DISPOSITION

Duplicate - Destroy in agency when no longer needed for administrative purposes. (Original maintained in Occupational Health and Safety - Muscle Shoals.)

I.13 TWO YEAR REVIEW - SEVEN DAY REMINDER

Reminder to principal managers that procedure review is due and review has not been made.

DISPOSITION

Destroy in agency when three (3) years old.

I.14 PROJECT VIDEO TAPES

Video tapes for analysis of a particular job process. Observations used for development of reports to upper level management for plant improvement.

DISPOSITION

Destroy in agency when two (2) years old.

APPENDIX A

Supplemental Description of Records Series Items I.1

DESIGN AND CONSTRUCTION DRAWINGS

A. Introduction

Drawings for TVA projects are prepared by Engineering Design organizations, architectural firms that provide engineering and architectural work, personal services contractors who work as an extension of a TVA design organization, other TVA divisions, and turnkey contractors who are responsible for the design, procurement, installation, and efficiency of a facility, system, or item of equipment.

Regardless of who prepares the drawing, official drawings are issued only after approval has been obtained from the lead branch chief or project manager, and in some instances the Manager of Engineering Design.

Approved drawings are submitted to the TIC for microfilming. The microfilm becomes the record copy of the drawing, but the original of NC and NE originated drawings is maintained as a vehicle for revising and reissuing the drawing. Original drawings are stored in the Knoxville Records Center, the TIC, or the originating organization. The originals of vendor drawings are destroyed when no longer needed for reference. Approval for microfilming drawings was received under II-NN-3394.

After the drawings are microfilmed, the film is mounted in aperture cards. The complete file of aperture cards in the TIC is the record file. However, copies of the cards are distributed throughout TVA as reference copies. For later plants, a security copy of the drawing microfilm is stored in roll form in NUS in Boyers, Pennsylvania.

The drawings on each construction project, principal dams, conventional dams, and nuclear plants selected by TVA and NARA for accessing into the archives, will be offered when no longer needed by TVA. In addition to all drawings on selected projects, dams, and nuclear plants, NARA may wish to access the site plan drawings, located structure drawings, switchyard general layout drawings, and powerhouse equipment layout drawings for all plants. These drawings provide a valuable overview of each project for both historical and engineering purposes.



B. TIC Responsibilities

Several categories of drawings are handled in the TIC, including:

1. Current revisions of architectural and engineering drawings. These are the latest revisions of approved drawings produced for TVA projects by NC, NE, vendors, etc.
2. Previous revisions of architectural and engineering drawings. When a drawing is revised, the aperture card for the previous revision is placed in the superseded file. A complete microfilm history of most drawings is available from the TIC.
3. As-constructed or final field revision drawings. When a project has been completed, the drawings documenting how the project was actually constructed are stamped "As-Constructed" if it is a nuclear project, or marked "As Constructed" or "Final Field Revision" in the revision description if non-nuclear. The TIC maintains the record copy of these drawings on aperture cards. The original marked reproducibles for nuclear plants are maintained at the project site by the NP; the original drawings for other projects are stored by the TIC.
4. Highway and railroad drawings.
5. Geologic drawings.

The TIC does not microfilm or process:

6. Drawings or sketches produced at the sites solely for site use.
7. Unofficial prints annotated or color coded solely for ease of use in daily work.

The TIC microfilm makes and develops a silver emulsion microfilm reproduction of each new drawings that is approved and of each subsequent revision of that drawing. Most older drawings created before the aperture card system was established have also been microfilmed and mounted on aperture cards. However, some drawings made by site personnel at the older plants were microfilmed on 16-mm or 35-mm roll film prior to establishment of the aperture card system and have not been mounted on cards. Other old originals and filmed drawings of nonaccount and general projects (minor projects without capital accounts) have not been retrofitted into the aperture card system.

Drawing information is taken from each microfilm reproduction and keypunched onto standard 80 column tab cards and aperture cards. The microfilm reproductions are then mounted onto the aperture cards and additional duplicate diazo microfilm copies are made for controlled distribution. The tab cards are used to update the Drawings Management System (DMS), and the Drawing Information System (DIS)<sup>1</sup>. Listings of drawings by project are maintained at the service counter in the TIC for the convenience of users. The aperture cards for all NE and NC drawings are stored in manual equipment. Arrangement is by project and by drawing number within the project.

Vendor drawings are processed by the TIC only if they are approved drawings. Approved vendor drawings are those marked "A" (Approved), "AU" (Accepted for Use), or "IO" (Information Only). All aperture cards for vendor drawings are stored in manual filing equipment. The nuclear plant cards are arranged manually by project and by requisition number within the project. Cards for nonnuclear plants are arranged by contract year and within the year by requisition number.

The "as-constructed" drawings for all plants are filed in manual filing equipment. The NC and NE-originated as-constructed drawings are filed by project and within the project by drawing number. The vendor-originated as-constructed drawings are filed by project, by requisition number within the project, and then by drawing number.

#### C. Numbering System for Drawings

All drawings are assigned unique identifying numbers. There are currently two different numbering schemes: (1) the system established for use on BLN and later projects after 1973 Engineering Design reorganization and (2) the system used for projects prior to BLN.

The first numbering system is composed of a seven-part number that contains codified information about the drawing's origin and subject. Drawing numbers will normally contain a total of 13 letters, numbers, and dashes (excluding the revision number).

- 
1. The DMS is a computerized listing of drawings containing the project designation, contract number, document number, title of drawing, revision level, status, etc. The DMS includes all issued drawings (both by TVA and vendors) for nuclear plants since 1978 when the system began. The DIS is a computerized listing of issued drawings on nonnuclear projects.

Project designation and discipline/group codes are shown in separate blocks on the drawing to the left of the drawing number block. Example: 88 E 5TW2754 - EB - 12R1

88 - Project Designation Code  
E - Discipline/Group Code

Drawing Number

5 - Discipline or Organization  
T - Building, Area, or Feature Code  
W - Drawing size or Document ID  
2 - Unit Number  
754 - Drawing Series  
Dash  
EB - System  
Dash  
12 - Sheet Number  
R1 - Revision Number

The second numbering system is divided into four areas: (1) Hydro, Fossil, and Nuclear Projects, (2) Miscellaneous Projects, (3) Highway and Railroad Projects, including bridges, and (4) Land Between the Lakes Project.

The Hydro, Fossil and Nuclear Projects (prior to BLN) drawing number is divided into three parts. Example: 67 H 44N200R1

67 - Project Designation Code  
H - Discipline/Group Code

Drawing Number

44 - Subfeature Number  
N - Drawing Size  
200 - Drawing Series Number

The Miscellaneous Projects include miscellaneous recurring work, river terminals, small industrial plants, and miscellaneous projects or buildings for Power. The number is divided into four parts. Example: 83 H 104-53N240R1.

83 - Project Designation Code  
H - Discipline/Group Code

Drawing Number

104 - Discipline Number  
53 - Work Classification or Job Number  
N - Drawing Size  
240 - Drawing Series Number

Highway and Railroad Projects under a single project designation use a drawing number format consisting of three parts. Example: 80 HR 2106H302R0.

80 - Project Designation Code  
HR - Discipline/Group Code

Drawing Number

2106 - Subproject Number  
H - Drawing Size  
302 - Drawing Series Number

The Land Between the Lakes drawing number format consists of four parts. Example: 71C FC1-15N200R1

71 - Project Designation Code  
C - Discipline/Group Code

Drawing Number

FC1 - Site/Area Designation Code  
15 - Work Classification or Job Number  
N - Drawing Size  
200 - Drawing Series Number

Original drawings are identified by R0 (Revision 0). Revisions to the original drawing will be identified by the revision number - R1, R2, etc., for all drawings except as-constructed drawings on nuclear plants, which utilize RA, RB, etc. (As-constructed drawings are described more completely below.)

D. Revisions to Drawings

1. Introduction

In the handling of all changes to issued drawings, one of the main concerns is that changes are recorded on the drawing to provide a complete history of the drawing.

Revised drawings are previously issued drawings that have been revised to reflect changes in format, design, configuration, or drawing identity. They are reissued to notify current holders of the drawing of the changes.

Voided drawings are previously issued drawings that are no longer valid and are not to be used because of a change in requirements, overall design, drawing number, or format. (Aperture cards of voided drawings are retained by the TIC; the original drawings will be destroyed.)

As original drawing are pulled for revision, the drawing may be restored by retracing the original including signatures and initials. A special signature block in the lower left corner identifies the drawing as restoration and requires approval. After approval has been noted the original drawing is destroyed and the restored drawing becomes the original.

## 2. Revisions to drawings of nuclear plants

Revisions of nuclear plant drawings may result from modification proposal originated by NE, NC, or NP.

A modification proposal that originates in or is approved by OE is processed by an Engineering Change Notice (ECN). An ECN may be initiated by NE or generated when modifications are requested by NC or NP. The ECN is intended to provide NE, NC, and the NP with a concise scope of a design change in a timely manner. The change or revision is processed by NE. After approval, revised drawings are issued.

Field Changes Requests (FCR) may be initiated by NC before the NRC issues an operating license, or by Nuclear Power, after an operating license is issued. Revisions to drawings as a result of an approved FRC are processed as an ECN by NE.

A Design Change Request (DCR) is a formal written request from the NP to NE for a modification to a nuclear plant. Any TVA organization associated with the nuclear power program may propose a modification to improve operation, reliability, safety, maintainability, or testability of a nuclear power plant by preparing a DCR. Revisions to drawings as a result of an approved DCR must be processed as an ECN in NE.

3. Revisions to drawings of nonnuclear plants.

Field changes to drawings for nonnuclear plants are marked on drawings transmitted to NE by memorandum from the constructing division.

E. Drawings Included in NP CRS

1. As designed drawing
2. Hydro drawing
3. Preoperational test drawings
4. Relay and protection drawings
5. Site originated drawings
6. Actual plant drawings (configuration control)
7. Drawing Control Card
8. Weld Map Drawing

Listing of Specific NP Records Stored in RIMS

RECORDS AND INFORMATION MANAGEMENT SYSTEM (RIMS)

In January of 1986, RIMS was established and became the official record system for the Office of Power and all record copies were microfilmed under the system. When NP was formed, RIMS was adopted as the official NP record system.

The following record types are filmed into the RIMS Record Series at BFN:

1. Action Item Entry Forms
2. Annual Compliance Inspection
3. Auxiliary Boiler Hours of Operation
4. Baseline Test Requirement Document
5. Bi-Weekly Unit 2 Summary Report From Operations Support
6. CAR, CAQR, DR, Management Summary Report
7. Calculations
8. Closure of NER Item
9. Commitment Action Item Completion and Verification Form
10. Condition Adverse to Quality Report (CAQR)
11. Condition Adverse to Quality (CAQ)
12. Conditional Release
13. Configuration Control/Drawing Reconciliation Package
14. Containment Requirement Tracking Data Sheet
15. Core Components Operational Safety Evaluation
16. Cost Package
17. Critical System Structures Components (CSSC) Correspondence
18. Design Base Line Review Documentation
19. Design Change Authorization
20. Design Change Notice (DCN)
21. Design Change Request (DCR)
22. Drawing Discrepancy Package
23. ECN Modification Package
24. ECN or DCN Closure Reply Memo
25. ECN or DCN Closure Verification
26. Engineering Change Notice (ECN)
27. Engineering Report Disposition Record Sheet
28. Environmental Qualification
29. Environmental Qualification Package
30. Experience Review Evaluation Form
31. Experience Review Recommended Action Review
32. Facilities Section Monthly Status Report
33. Field Change Authorization Form
34. Field Change Request (FCR)

RECORDS AND INFORMATION MANAGEMENT SYSTEM (RIMS) (Continued)

35. Final Safety Analysis Report (FSAR)
36. Fuel Assembly Transfer Form
37. Function Analysis Report
38. Incident Critiques
39. LRED
40. LRED Corrective Action Disposition Form
41. Licensing Meeting Minutes with NRC
42. NER Action Evaluation
43. NER Summary and Concurrence Sheet
44. NRC Monthly Report
45. Nuclear Experience Review
46. Nuclear Material Status Report
47. Nuclear Material Transfer Report
48. Nuclear Plant Operating Statistics
49. Operating Experience Review Responses
50. PORS Status Sheet
51. Performance Monitoring Report/Down Time Recordkeeping Report
52. Pipe Support Verification Package
53. Piping Inspection Data Package
54. Preliminary Evaluation
55. Project Instructions
56. Proposed Technical Specification Change/License Amendment
57. QA Staff Trending Report
58. Quality Information Release/Request (QIR)
59. Quality List
60. Reports Between Plant and NRC
61. Response to Regulatory and Inspection Auditing Agencies
62. Restart Review Checklist Recommendation
63. Return to Service System Package (RTS)
64. Rigorous Analysis Handbook
65. Surveillance Audit Evaluation
66. Surveillance Report
67. System Evaluation Report (System)
68. System Plant Acceptance Evaluation Package
69. TVA Monthly Operating Report
70. Technical Specification (Tech Specs)
71. Unimplemented Design Item Evaluation (UDI)
72. Walkdown Package
73. Walkdown Package for Temporary Zones After Fire

DISPOSITION

A. Paper Copies.

1. Paper copies of microfilmed records--Destroy when an acceptable microfilm copy has been obtained.



DISPOSITION (Continued)

2. Paper copies as record copies--Permanent.

Transfer records indexed into RIMS but not filmed dated 1986 and forward to the FRC/Atlanta Branch, in five-year blocks when the oldest records are 25 years old. The first transfer will be in CY 2016. Estimated annual accumulation is 15 to 20 cubic feet.

3. All other copies--Destroy when no longer needed for administrative purposes, not to exceed two years.

(N1-142-87-13, Item No. I.3[1])

B. Microfilm.

1. Record Copy--Permanent

Transfer one silver halide negative<sup>1</sup> and one diazo copy to FRC semiannually. Transfer to NARA at the end of the calendar year when the oldest records are 25 years old (first transfer will be at the end of CY 2011).

This certifies that the records described above will be microfilmed in accordance with the standards set forth in 36 CFR Part 1230.

2. All other copies--Destroy in agency when no longer needed for administrative use.

C. Computerized index to microimages.

1. Index - Permanent--Transfer from disk to magnetic tape records indexed in each calendar year. These magnetic tapes will not be software dependent and TVA will provide NARA with a copy of the record format. Transfer each annual accumulation to NARA annually at the close of each calendar year beginning at the close of CY 1987.

2. Documentation - Permanent--Transfer to NARA with first annual cumulation of index cited in C.1 (above).

(N1-142-86-5, Items Nos. A, B, and C)

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<sup>1</sup>The silver negative should be as close to the first generation, camera master as possible. This provides for the best resolution when making copies from the negatives.

RECORDS AND INFORMATION MANAGEMENT SYSTEM (RIMS) (Continued)

Definitions

The progression of film produced is:

- (1) Camera Master--First generation. Silver negative. Film made from actual documents.
- (2) Security Copy--Second generation. Silver positive. Film made from camera master for security purposes and stored in an offsite storage location.
- (3) Print Master--Second generation. Silver negative. Film made from camera master used to produce reference films for distribution throughout the agency, and one copy of this film is transferred to NARA.
- (4) Reference copies--Third generation. Diazo negative. Produced from print master for distribution and use throughout the agency.

(NI-142-87-13)