

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-142-93-10	DATE RECEIVED 5/25/93
1. FROM (Agency or establishment) TENNESSEE VALLEY AUTHORITY		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Generating Group		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Nuclear Power			
4. NAME OF PERSON WITH WHOM TO CONFER  Linda E. Blevins	5. TELEPHONE  (615) 751-2524	DATE 5-8-95	ARCHIVIST OF THE UNITED STATES <i>Wendy Huskany Peterson</i>

6. AGENCY CERTIFICATION  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached \_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

RW

is not required;  is attached; or  has been requested.

DATE 5/10/93	SIGNATURE OF AGENCY REPRESENTATIVE <i>Linda E. Blevins</i> Linda E. Blevins	TITLE Assistant TVA Archivist
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1-5	New series (See Attached Pages)		
6	Item 6 is being resubmitted to revise the retention of part B of the disposition. (See Attached Pages)	NC1-142-85-12, IV.4.1	

*Copies sent to Agency, NSR, HNS 5/19/93*

1. Seismic Data - Microfilm and Charts - Civil Engineering

Civil Engineering monitors the seismic activity occurring in the Tennessee Valley area. Monitors are placed strategically through the valley. As seismic activity occur, the data is automatically recorded on either 16-mm film or recorder charts..

Civil Engineering uses this information when there is a significant event in the valley to perform analyses on the impact to existing plants and to prepare reports to document the information. The reports, when approved, are filmed into RIMS (CRS-0).

DISPOSITION

A. Microfilm From Monitoring Device

Transfer to U.S. Geological Survey when no longer needed by TVA.

B. Hard Copy Charts

Transfer to TVA Records Center every 10 years, retain 5 years, then transfer to FRC.

Destroy hard copy 15 years after transfer to FRC.

2. Hot Work Permits

These Work Permits are required for all torch cutting, welding, open-flame, grinding, and spark producing operations performed at the plant sites. They certify that the operator has been adequately trained in fire safety and informed on the correct operating procedures for safe operations.

DISPOSITION

~~Destroy in agency when 3 months old (NCI-142-77-04) No Change~~

### 3. TRAINING RECORDS SYSTEM (TRS)

The TRS is a specifically tailored, computer assisted storage and retrieval subsystem of the Records Information and Management System (RIMS) to assist Nuclear Training personnel in the performance of their recordkeeping responsibilities. Select training records relating to the quality and to training activities affecting the quality of each plant, as well as facilitative records needed in the day-to-day operation, are microfilmed and indexed. The training records microfilmed into TRS are generic to all nuclear plant sites.

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 records can be stored either onsite or offsite as long as reasonable retrievability is assured.

The following record types are filmed into TRS:

- A. Training Attendance Record
- 8. Individual Training Record
  - 1. Annual Performance Evaluation
  - 2. Applicant/License Statement Relative to Felony Conviction
  - 3. Apprentice Committee Personnel Action
  - 4. Auditor/Lead Auditor Certification Exam
  - 5. Certificate
  - 6. Certificate Recommendation
  - 7. Certificate of Medical Fitness to Perform Licensee Duties
  - 8. Certification of Continuity
  - 9. Completed Exams
  - 10. Completion of Step Coversheet
  - 11. Continuity Record
  - 12. Employee Completed Exam
  - 13. Examination Coversheet
  - 14. Examination Recommendation
  - 15. Final Evaluation (Simulator)
  - 16. HPT Training Agreement
  - 17. Individual Grade Roster
  - 18. Individual Training Requirements Notice
  - 19. Instructor Evaluation Instrument
  - 20. Job Break In Exam
  - 21. Letter of Certification
  - 22. License Renewal Application
  - 23. NRC Trainee
  - 24. New Instructor
  - 25. Observation Log
  - 26. On the Job Training Record
  - 27. On the Job Training Signoff Sheets
  - 28. Oral Exam Grade Sheet
  - 29. Performance Verification Sheets
  - 30. Plant Observation Training
  - 31. Proficiency Demonstrator Evaluation
  - 32. Proficiency Examination

### 3. Training Records System (TRS) (Continued)

33. Qualification Cards/System Walkthrough
34. Quality Control Inspector File
35. RLA Training Agreement
36. Radcon Tech Staff Enrichment Attendance
37. Reactivity Changes
38. Report of Individual Participation in an Educational Activity
39. Report on Student & Operator Training Activities
40. Request for Inactive/Active Status
41. Self Study
42. Seminar Outline Attendance
43. Simulator Evaluation
44. Small Reactor Training Report
45. Student Evaluation
46. Student Exam Grade Summary (Basic Phase)
47. Student Walkdown Signoff Sheet
48. Tape Recording of Oral Exam
49. Training Evaluation Report
50. Training Plan
51. Training Plan for Operators
52. Training Waiver Forms (STA)
53. Unsatisfactory Academic Performance (Rad Con)
54. Waiver of Training
55. Weekly Evaluation (Individual)
56. Weekly Exam Grades
57. Written Exam Grade Sheet

#### C. Course Record File

1. Chain of Custody Form
2. Class Exam Grade Summary (Basic Phase)
3. Course Identification Number Request Form
4. Exam Master/Keys
5. Nets Course Description Form
6. Notice of Intent to Develop or Revise Training
7. Notice of Intent to Develop or Revise Training Requirements
8. Quarterly Seminar Attendance Roster
9. Record of Scoring
10. Requalification Program for STA's
11. Request for Training
12. Seminar Outline
13. Test Verification Form
14. Training Program for STA's
15. Training Requirements Notice
16. Training Variance Approval Form

#### D. Required Reading

#### E. Signature Sheet

3. Training Records System (TRS) (Continued)DISPOSITION

## A. Paper

## 1. Filmed.

Destroyed when microfilm has been verified.

## 2. Not filmed

Destroy in agency 10 years after all nuclear organizations are retired.

## B. Microforms

## 1. Record copy.

Transfer one silver positive copy to National Underground Storage (NUS) quarterly. Recall the silver positive from NUS and destroy 10 years after all nuclear organizations are retired. Maintain one Silver Halide camera master with processor.

## 2. Duplicate copies of the microfilm. (Diazo)

Destroy in agency when no longer needed for reference.

~~C. Index Computerized Cumulative~~

~~Destroy in agency 10 years after all nuclear organizations are retired.~~

GRS 20/9

NOTE: TVA Nuclear Power Training Program Records are scheduled by (N1-142-87-2) This item is being resubmitted to include information concerning the storage and retrieval system and to revise the disposition from "Destroy in Agency when nuclear program is discontinued" to "Destroy in agency 10 years after all nuclear organizations are retired".

#### 4. Vendor QA Audit Support Documentation

Includes significant background material and supporting documentation created in the course of a QA audit. These files are set up by audit number and then alphabetically by vendor. Each audit may apply to several contracts and to several nuclear plants. The record copy of the formal QA audit report is submitted to RIMS.

##### DISPOSITION

Destroy when no longer needed for reference, not to exceed 20 years after audit closure.

#### 5. Incomplete Records Supplied to TVA By A Vendor

Incomplete records (such as walkdown packages, calculations, and design packages) that are turned over to TVA as a record of the incomplete work performed by a vendor. Work may be incomplete because TVA cancelled the contract due to cost overruns, fraud, lack of compliance with requirements, etc. Due to the cancellation of the contract, there is a possibility of litigation. Therefore, the retention of a copy of the incomplete record is required. The original record will be completed and dispositioned according to the applicable sections of the Nuclear Power Comprehensive Records Schedule.

##### DISPOSITION

Destroy 15 years after records are turned over to TVA, providing no litigation is pending.

#### 6. Vendor Quality Assurance Program Manuals

Manuals describing a vendor's QA program must be reviewed and accepted by TVA QA personnel as part of the contractual requirements for purchases involving NP plants. These manuals describe the procedures, such as tests and inspections, by which the vendor controls and ensures the quality of this product. Controlled copies are issued to TVA; these copies are updated and revised as the vendor's QA program changes.

##### DISPOSITION

##### A. CONTRACTS CLOSED BEFORE COMMERCIAL OPERATION

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

##### B. CONTRACTS OPEN AFTER COMMERCIAL OPERATION

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

(The manuals described above were previously scheduled by NC1-142-85-12, Item No. IV.14) The disposition is being revised from "Destroy 2 years after start of commercial operation of applicable nuclear plant" to "Destroy when superseded or 6 years after close of contract, whichever is sooner", to comply with TVA Quality Assurance Audit requirements.)