# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
   TENNESSEE VALLEY AUTHORITY

2. MAJOR SUBDIVISION
   Generating Group

3. MINOR SUBDIVISION
   Nuclear Power

4. NAME OF PERSON WITH WHOM TO CONFER
   Linda E. Blevins
   (615) 751-2524

5. TELEPHONE

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,
   - [X] is not required;
   - [ ] is attached; or
   - [ ] has been requested.

DATE SIGNATURE OF AGENCY REPRESENTATIVE TITLE
5/10/93 Linda E. Blevins Assistant TVA Archivist

7. ITEM NO. 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-5</td>
<td>New series (See Attached Pages)</td>
</tr>
<tr>
<td>6</td>
<td>Item 6 is being resubmitted to revise the retention of part B of the disposition. (See Attached Pages)</td>
</tr>
</tbody>
</table>

9. GRS OR SUPERSEDED JOB CITATION
   NCI-142-85-12, IV.4.1

10. ACTION TAKEN (NARA USE ONLY)

   COPY sent to agency, NSR 445, 5/19/93

   STANDARD FORM 115 (REV. 3-91)
   Prescribed by NARA
   36 CFR 1228

   Previous Edition Not Usable
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 occurs, 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 (MCI-142-77-04) no change
3. TRAINING RECORDS SYSTEM (TRS)

The TRS is 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
B. 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. (Diazod)
   
   Destroy in agency when no longer needed for reference.

**C. Index—Computerized Cumulative**

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

---

**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.)