

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO -	
NC1 142 78 5	
DATE RECEIVED	JUL 18 1978
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date	<i>withdrawn</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)

Tennessee Valley Authority

2. MAJOR SUBDIVISION

Division of Environmental Planning

3. MINOR SUBDIVISION

Central Services Section and
Radiological Hygiene Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Ronald E. Brewer

5. TEL. EXT.

FTS
854-3351

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 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	
6/13/78	<i>Ronald E. Brewer</i>	Assistant TVA Archivist	
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p align="center"><u>DIVISION OF ENVIRONMENTAL PLANNING</u> <u>ALL BRANCHES AND CENTRAL SERVICES</u></p> <p><u>Quality Assurance Reports (Progress, Audit, Resolution of Nonconformance)</u>--Audits, which are conducted to verify compliance with all aspects of the quality assurance program, are performed in accordance with written procedures by appropriate trained personnel. The results of the audits are documented and reviewed by management having responsibility in the area audited.</p> <p>When deficiencies are revealed by an audit, responsible management should take necessary action documented in the resolution of nonconformance reports, to correct the flaws. After preventative measures have been placed on the nonconforming items, an inspection is conducted and documented again thereby assuring quality.</p> <p>QA progress reports are written to assurance identification of and compliance with requirements of codes, standards and practices in order to develop a well-established program.</p> <p>A retention of six calendar years for quality assurance--audit, progress, and resolution of nonconformance--reports will satisfy requirements as listed in ANSI N45.2.9.</p>		WITHDRAWN

3-16-79 MBS

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2	<p style="text-align: center;"><u>RADIOLOGICAL HYGIENE BRANCH</u></p> <p><u>Radiation Dosimetry Records</u>--Radiation dosimetry files are maintained so that internal and external radiation dose assessments can be made at any time or any individual who received personnel monitoring or whole body counting services during employment with TVA.</p> <p>Information contained in the file is distributed and retained as follows:</p> <p>Form TVA 17086, Occupational Radiation Exposure History original - Radiological Hygiene Branch - permanently duplicate - Health Physics Unit - permanently* triplicate - Employee</p> <p>Form TVA 17092, Lost of Damaged Film Badge Investigation original - Health Physics Unit - permanently duplicate - Radiological Hygiene Branch - permanently</p> <p>Form 17103, Visitor Film Badge Issue Report original - Health Physics Unit - permanently duplicate - Radiological Hygiene Branch - permanently</p> <p>Responses to employers concerning radiation exposure information on past TVA employees original request - Radiological Hygiene Branch - destroy at option original response - Sent to requester duplicate response - Radiological Hygiene Branch - permanently</p> <p>Responses from previous employers concerning radiation exposure information original request - Previous employer duplicate request - Radiological Hygiene Branch - destroy at option original response - Radiological Hygiene Branch - permanently</p> <p>Form TVA 17141, Whole Body Counter Log original - Radiological Hygiene Branch - destroy at option</p> <p>Urinalysis and Extremity Exposure Data original - Radiological Hygiene Branch - permanently duplicate - Health Physics Unit - permanently*</p>		<p>withdrawn, 5/14/79</p> <p>withdrawn, 5/14/79</p> <p>withdrawn, 5/14/79</p> <p>withdrawn, 5/14/79</p> <p>withdrawn, 5/14/79</p> <p>withdrawn, 5/14/79</p> <p>withdrawn, 5/14/79</p>

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2	<p style="text-align: center;"><u>RADIOLOGICAL HYGIENE BRANCH</u></p> <p><u>Radiation Dosimetry Records (continued)</u></p> <p>Radiation Report original - Terminated or transferred employee or visitor duplicate - Radiological Hygiene Branch - permanently triplicate - Nuclear Regulatory Commission</p> <p>Whole Body Counting Data original - Radiological Hygiene Branch - permanently duplicate - Health Physics Unit - permanently</p> <p>*For non-nuclear generation related personnel, the duplicate copy of form TVA 17086 and urinalysis and extremity exposure data will be sent to Radiological Hygiene Branch and transferred annually to Muscle Shoals Records Staging Area.</p> <p>All records that are retained permanently in two locations will satisfy requirements as listed in ANSI N45.2.9. Radiation dosimetry files are to be retained until the Nuclear Regulatory Commission authorizes disposition according to 10CFR 20.401 (c) (1).</p> <p>Therefore, these records will need to be kept until the Nuclear Regulatory Commission approves their disposal.</p>		<p>} withdrawn, 5/14/79</p> <p>} withdrawn, 5/14/79</p>
3	<p><u>Current Occupational External Radiation Exposure Report</u>-- Before entering a TVA nuclear facility, each individual is assigned a dosimeter which will record any exposure to radiation.</p> <p>Formerly, the dosimeter contained film which was sent to Radiological Hygiene Branch after exposure where a densitometer reading was prepared showing the amount of individual exposure. The raw data was keypunched into the computer where it was interpreted and converted to units of radiation exposure. Since the film data were duplicated in the Current Occupational External Radiation Exposure Report, the film will be retained for ten calendar years, but will be reevaluated before destruction. The film and raw data may be transferred to Muscle Shoals Records Staging Area as soon as possible.</p>		

Four copies, including original, to be submitted to the National Archives

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3	<p style="text-align: center;"><u>RADIOLOGICAL HYGIENE BRANCH</u></p> <p><u>Current Occupational External Radiation Exposure Report</u> (continued)</p> <p>Presently, the dosimeter contains chips which are sent to Radiological Hygiene Branch after exposure. The chips are read by a thermoluminescence reader and the data are transmitted to a cassette tape which generates a printout simultaneously. The cassette tape will be reused after six months. The raw data which are generated monthly on a printout are edited and fed into the computer data base and stored on magnetic tape. The computer generates two originals of the Current Occupational External Radiation Exposure Report. The first original is sent to the Health Physics Unit at the appropriate nuclear facility and destroyed when a reduced xerox copy is received. The xerox copy is retained for three calendar years. The second original and raw data will be retained by Radiological Hygiene Branch until NRC authorizes its disposition according to 10 CFR 20.401 and will be transferred to Muscle Shoals Records Staging Area after three calendar years.</p> <p>Therefore, we are requesting that these records be retained until the Nuclear Regulatory Commission approves their disposal.</p>		<p>} withdrawn, 5/14/79</p>
4	<p><u>Health Physics Records</u>--The following forms are used to provide a continuing evaluation of employee exposures to ionizing radiations at TVA nuclear facilities.</p> <p>Form TVA 17093, Personnel Contamination Report 17094, Irregular Dosimeter Reading Investigation 17095, Airborne Radiation Survey 17096, Radiological Survey 17104, Visitor Admission Register 17105, Plant Personnel Dosimeter Readings 17106, Special Work Permit 17126, Supplementary Time Sheet</p> <p>While active, these records will be maintained in the plant Health Physics office in fire-rated cabinets. At the discretion of the Health Physics Supervisor, the records will be transferred to lifetime records storage facility provided by Power Production and retained until NRC authorizes its disposition as required by 10 CFR 20.401.</p>		

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	<u>RADIOLOGICAL HYGIENE BRANCH</u>		
4	<p><u>Health Physics Records (continued)</u></p> <p>So, we are requesting these records be destroyed only after the Nuclear Regulatory Commission approves their disposal.</p>		<p>} withdrawn, 5/14/79</p>
5	<p><u>Radiological Impact Assessment Report--Radiological Impact Assessment Report</u> is a semiannual report showing the radiological impact of the environment on humans. Input for the report is extracted from the following: (1) Quarterly Effluent and Waste Disposal Report, which is prepared by personnel at the nuclear facility consisting of sophisticated calculations of the amount of radiation released into the environment; and (2) Air Quality Meteorological Data prepared by Air Quality Branch consisting of the wind speeds and direction. The Quarterly Effluent and Waste Disposal Report and Air Quality Meteorological Data will be retained for three calendar years. The Radiological Impact Assessment (effluent monitoring) Report will be retained for the life of the nuclear facility as required by ANSI N45.2.9 and transferred to Muscle Shoals Records Staging Area upon issuance (semiannually).</p> <p>Therefore, we are requesting the following retention periods be established. They are:</p> <p style="padding-left: 40px;">Report - Life of facility Impact Data - 3 calendar years</p>		<p>} withdrawn, 5/14/79</p>