REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1 FROM (AGENCY OR ESTABLISHMENT)
Tennessee Valley Authority

2 MAJOR SUBDIVISION
Office of Health and Safety

3 MINOR SUBDIVISION
Division of Occupational Health and Safety

4 NAME OF PERSON WITH WHOM TO CONFER
Ronald E. Bremer

5 TEL Ext
PST, 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 3 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
10/29/79

D. SIGNATURE OF AGENCY REPRESENTATIVE
Ronald E. Bremer, Assistant TVA Archivist

E. TITLE
Assistant TVA Archivist

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM</th>
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<tbody>
<tr>
<td>1</td>
<td>RADIOLGICAL HYGIENE BRANCH</td>
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**Files consisting of the following records:**

Equipment logbooks are used to record calculations of calibrated equipment that is used to collect radioactive samples around nuclear facilities. Radiological Hygiene Branch personnel calibrate the equipment periodically to assure the measurements of the instruments are not deviating from proper correction factors.

Instrument control charts are graphs which summarize logbook calculations to show instrument performance over a period of time.

Interlaboratory comparisons are performed with various states and Environmental Protection Agency to standardize precisions of instruments and analytical procedures.

Disposition: Original
- Destroy when nuclear facility retires.
- Transfer to Federal Records Center when 20 years old.

115-107
HEALTH PHYSICS RECORDS

The following forms are used to provide a continuing evaluation of employee exposures to ionizing radiations at TVA nuclear facilities:

- Form TVA 17093 - Personnel Contamination Report
- Form TVA 17094 - Irregular Dosimeter Reading Investigation
- Form TVA 17095 - Airborne Radiation Survey
  - original - Health Physics Unit
  - duplicate - Health Physics Lab
- Form TVA 17097 - Radiological Survey Addendum Sheet
  - original - Health Physics Unit
  - duplicate - Health Physics Lab
- Form TVA 17104 - Visitor Admission Register
- Form TVA 17105 - Plant Personnel Dosimeter Readings
- Form TVA 17106 - Special Work Permit
  - white - work location and return to Health Physics Unit
  - yellow - work location and return to Health Physics Unit (destroy at option not to exceed one year)
  - pink - Health Physics Unit (destroy at option not to exceed one year)
  - blue - shift engineer (destroy at option not to exceed one year)
- Form TVA 17118 - Plant Personnel High Dosimeter
- Form TVA 17126 - Supplementary Timesheet
  - white - work location and return to Health Physics Unit
  - yellow - work location and return to Health Physics Unit (destroy at option not to exceed one year)
- Form TVA 17153 - Rezero of Dosimeter Report
- Form TVA 17170 - TVA Continuing Special Work Permit
  - white - work location and return to Health Physics Unit
  - yellow - work location and return to Health Physics Unit (destroy at option not to exceed one year)

(cont.)
### REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)</th>
<th>SAMPLE OR JOB NO</th>
<th>ACTION TAKEN</th>
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<tbody>
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<td>pink - Health Physics Unit (destroy at option not to exceed one year)</td>
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<td>17171</td>
<td>Supplementary Sheet for Continuing Special Work Permit</td>
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While active, these records, which have been designated as quality assurance 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 periodically to lifetime records storage facility provided by Power Production Health Physics records will be transferred to Federal Records Center when 20 years old and destroyed when 100 years old unless review at that time suggests longer retention is needed. 96 cu ft. since 1972; ca. 12cuft/hr.

Disposion:

- **a.** Original - Destroy when 100 years old (unless review at that time suggests longer retention).

- **b.** Duplicate - Destroy at option not to exceed one year

   Transfer to Federal Records Center when 20 years old