

Rec'd NCO 22 Jul 80

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK
JOB NO <b>NCI-142-80-15</b>
DATE RECEIVED <b>July 23, 1980</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
<b>10-23-81</b> Date <i>[Signature]</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  
**Office of Health and Safety**

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER  
**Ronald E. Brewer**

5. TEL EXT  
**FTS 857-3351**

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 2 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
7-15-80	<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><u>Radiological Hygiene Procedures Manuals</u></p> <p>Radiological Hygiene Procedures Manuals are originated by employees who are delegated the responsibility for that activity. The manuals are created to provide guidance and control over Radiological Hygiene Branch activities affecting quality of work, thus assuring compliance with applicable regulatory requirements. All manuals, including revision, are controlled to (1) allow review for adequacy and approval for release by authorized personnel, and (2) ensure that all existing copies are properly maintained. The documents also provide basis for audits.</p> <p>Employees responsible for performing a specific activity receives a copy of the related manual. Presently, an average of 30 copies of each manual is distributed among the users. The distribution will increase as personnel increase.</p> <p>The original manuals and revision will be retained by the branch for reference and as a working copy.. A duplicate of past revisions and current manuals will be transferred to Muscle Shoals Records Staging Area. A duplicate of future revisions will be transferred to</p>		
	<i>to agency, 4/28/81, NAB 10/28/81</i>		<i>3 items</i>

**Request for Records Disposition Authority – Continuation**

JOB NO

PAGE OF  
2 2

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>records storage upon creation. The maintenance of one duplicate copy of the manual is required by ANSI N45.2.9-1974.</p> <p>These records are filed in binders; revisions are filed in chronological order. Since 1975, the accumulation is 1 cubic foot <i>for all records designated as "permanent". Yearly volume is negligible.</i></p> <p>Disposition:</p> <ol style="list-style-type: none"> <li>1. <u>Office of Health and Safety</u> <ol style="list-style-type: none"> <li>A. <u>Record Copy</u> <i>of existing manuals + superseded pages</i> - Permanent. Offer to NARS when 30 years old.</li> <li>B. <u>Originals</u> - Destroy in agency when no longer needed for administrative purposes.</li> </ol> </li> <li>2. <u>All other offices</u> <p>Destroy in agency when no longer needed for administrative purposes.</p> </li> </ol>		