REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO: NC1-142-83-2
DATE RECEIVED: 10-25-82
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the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
26 SEP 1983 (Date) — 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 Power

3 MINOR SUBDIVISION
Division of Nuclear Power

4 NAME OF PERSON WITH WHOM TO CONFER	5 TEL EXT
Ronald E. Brewer	FTS 858-2520

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 8 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
10/20/82	Ronald E. Brewer	Assistant TVA Archivist

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	NUCLEAR PLANT DOCUMENT CONTROL SYSTEM The Nuclear Plant Document Control System (NPDCS) is a specifically tailored, computer-assisted storage and retrieval program to assist plant personnel in the performance of their recordkeeping responsibilities. Select records relating to the quality and to activities affecting the quality of each plant, as well as facilitative records needed in the day-to-day operation of the nuclear plant, are input into this system. This records series contains technical documentation included in but not limited to the following record types: . DATA PACKAGES The completed test instruction, with appropriate step-by-step signoff points signed and dated, along with all data sheets, change sheets, test deficiencies and applicable resolutions, appendices, and a		

115-107

to agency, by RTB, 9/28/83 NNS+NNBR+4KRA sent 10-13-83 by Donna items
to NNS, 4KRA, 9/28/83
no copy to FRC
no MDC sheet needed

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11 4

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chronological log of the testing accumulated during conduct of the specific test to verify completion of indicated actions and compliance with acceptance criteria.

. HEALTH PHYSICS RECORDS

These records consists of contamination surveys, radiation exposure or levels, and any other environmental monitoring or radiation control and protection records, including SWPs (special work permits).

. INSTRUCTIONS

Step-by-step instructions for performing a required function or task provide a preplanned method of conducting plant operations and help eliminate errors caused by on-the-spot analyses and snap judgments. Operating instructions are sufficiently detailed so that a qualified worker can perform the required functions without direct supervision. Complex instructions have checkoff lists which document how the task was performed. Controlled copies of current instructions must be present at the performance location and as these instructions are superseded they are stored on the NPDCS for historical purposes.

. MAINTENANCE RECORDS

Plant maintenance records apply to activities which are performed on the CSSC equipment for the purpose of repairing, reworking, replacing, or readjusting to ensure quality at least equivalent to that specified in the original design, material specifications, and inspection requirements. These records include maintenance and repair of mechanical, electrical, and instrument and control items of the CSSC and provide a means of identifying those systems, components, instruments, or controls which are determined to be inoperable or whose operability or accuracy is questionable. Maintenance records provide traceability for each major unit of plant equipment, describing initial findings, repairs effected, tests conducted, parts replaced, maintenance request number, and such items as are considered necessary to provide a comprehensive maintenance history of the item concerned.

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. OPERATIONS RECORDS

These records include all daily operating journals, logs, or any other recording of transactions, progress, or occurrences. Examples include Engineering Electrical Log, Unit Operator Daily Journal, Shift Engineer's Daily Journal, P250 Hourly Log, Temporary Alteration Control Forms, Shift Engineer's Clearance Sheets, and Scram and Recovery Reports.

. PREOPERATIONAL RECORDS

The formal test performed on any system or plant feature for the purpose of proving its ability to perform its designed function is a preoperational record. These records include detailed instruction by which a test is to be conducted and step-by-step signoff points to verify completion of indicated actions and compliance with acceptance criteria. The completed test instruction, with appropriate signoff points signed and dated, along with all data sheets, change sheets, test deficiencies and applicable resolutions, appendices, and a chronological log of the testing accumulated during conduct of the specific test are a part of the plant historical record.

. RADIOACTIVE WASTE SHIPMENT RECORDS

These records are required by NRC and Department of Transportation for making radioactive material shipments when any TVA nuclear power facility sends out shipments of radioactive waste, new and spent fuel, and other miscellaneous radioactive materials. They are used by TVA to ensure that the correct procedures and regulations are being followed. They include evidence of the quality of radioactive shipment casks and liners and surveys of transport vehicles and their loads.

. REACTOR FUEL AND SNM RECORDS

These records will be kept sufficient to trace the history of all reactor fuel and special nuclear material (SNM) while on the plant site to ensure that the receipt, special inspection, and handling of SNM and nuclear fuel-related components are performed according to properly approved written

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instructions; that the possibility of accidental criticality is precluded under all conditions of fuel handling and storage; that the location and status of all fuel assemblies are known at all times; and that existing regulations are being adhered to at TVA's nuclear power plants regarding inventories, audits, inspections, and reporting requirements. These records apply to SNM, nuclear fuel in particular, and fuel-related components (such as channels, channel fasteners, plugging devices, control rod assemblies, burnable poison inserts, and neutron source assemblies). SNM refers to plutonium, uranium 233, uranium enriched in the isotope 233 or 235, and any other material which NRC determines to be SNM but does not include source material (or any material artificially enriched by any of the foregoing) or byproduct material (any radioactive material yielded in or made radioactive by exposure to the radiation incident to the process of producing or utilizing SNM).

SAFETY AND FIRE PROTECTION RECORDS

Any plant safety or plant fire protection record initiated by the Safety and Fire Protection Staff. Tests and inspections are performed in accordance with technical specifications to ensure the reliability and effectiveness of plant protection systems and firefighting equipment. The plant safety engineer verifies that all records meet program requirements and are complete, including the date the test is conducted, names of employees performing the tests, abnormalities or failure found, and the corrective measures taken.

SECURITY RECORDS

These records document the results of routine security tours and inspections and of tests, inspections, and maintenance performed on physical barriers, intrusion alarms, communications equipment, and closed-circuit TV systems. They document intrusion detection alarm annunciations; logs of vital areas; registers of visitor admittance; reports of security inspection reviews, audits,

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and security drills; access to locks, keys, and combinations; investigations of sabotage incidents, violations, or conditions which threaten security of the plant; and any other event that affects the operations of the structures or security-related equipment.

. SERVICE INSPECTION RECORDS

Preservice inspections are to be completed prior to initial plant startup, and inservice inspections are to be completed during each of the inspection intervals for the service lifetime of the power unit and include system pressure tests, pump and valve tests, and nondestructive examinations (NDE).

Examples of these quality-related documents generated to implement the requirements and which are maintained on NPDCS are system pressure test and visual examination procedures, pump and valve test procedures, examination and test reports, ASME Code Data Reports, repair procedures, ultrasonic and eddy current calibration data sheets, and notification of indication forms.

. STARTUP RECORDS (INITIAL STARTUP)

All records related to the initial startup program, including procedures, tests, and results are to be maintained for the lifetime of the plant. This startup test program takes the unit from the beginning of the fuel loading and initial criticality through the 100-percent power warranty run and includes fuel loading, zero power, and power escalation tests which prove that a unit has been properly designed and constructed and that it meets all licensing requirements and specific contractual criteria. Procedures related to other startups, such as after maintenance and recovery from reactor trips, are also a part of the NPDCS and are included in Instructions and Data Packages.

. SURVEILLANCE RECORDS

Surveillance tests are performed at specific periodic intervals to ensure adequate reliability and availability of the emergency, protection, and other safety-related systems and subsystems. The

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ability of each system to perform its intended function is verified. Functional tests are performed to verify that all equipment components of each system are functional and can be manually operated. Automatic actuation tests are performed to verify that a simulated accident signal will automatically start the system. Visual checks and inspections are performed to verify that critical equipment remains in a satisfactory condition to perform its intended function and that equipment that has been removed from service is returned to normal.

. GENERAL TRAINING RECORDS

General Employee Training (GET) indoctrinates personnel who work at the plant in the requirements applicable to their work assignments and provides assurance that each worker can effectively perform required tasks without jeopardizing his or coworker safety. GET consists of training in basic operations of the plant; site layout; industrial safety; protective tagging; fire protection; chemical hazards; electrical safety; use of scaffolds, ladders, and safety devices; working in confined places; material handling and storage; radiological protection; and an understanding of the quality assurance and quality control programs and the station security programs. Attendance rosters for GET are stored on NPDCS.

Characteristics of records on NPDCS are:

1. Initiated at the plant

2. Necessary for operating and maintaining the nuclear plant

3. Quality and non-quality documents

4. Must be retained five years or longer

Records are given a record-type code which is determined primarily by the name of the responsible section. The record-type code is used as one of the index elements. Software is provided to determine retrieval histories. Those records with low retrieval histories may be

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	offlined. This action does not erase the records from the database; it does, however, cause them to become inaccessible to searchers of the online automated system. In addition, the records continue to be maintained on microfilm. 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 on the computerized index. Two silver originals of the microfilm are made, and two complete working files of diazo microilm are maintained for Plant and Central Office use. Filming is done randomly on 16 mm roll microfilm at each nuclear plant and filing arrangement is by reel number then frame number. Because of the random filming of these records and because of Federal regulation 18 CFR 125.3.22.2 and ANSI N45.2.9-1974 governing retention of certain records included in the NPDCS, the following disposition is requested:		
1	DISPOSITION: A. Paper Copies (1) Paper copies of microfilmed records - Destroy in Agency when an acceptable microfilm copy has been obtained. (2) Paper copies as record copies - Destroy in Agency when nuclear facility is retired or when Agency is dissolved, whichever is longer. B. Microfilm (1) Record copies - Destroy in Agency when nuclear facility is retired or when Agency is dissolved, whichever is longer. (2) Duplicates - Destroy in Agency when no longer needed for administrative purposes.		

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	C. Index--Computerized Cumulative ~~PERMANENT, offer to NARS~~ Destroy in agency		~~RTB~~ ~~DB~~ 7/22/83
	(1) Record copy - ~~Destroy in Agency~~ when nuclear facility is retired or when Agency is dissolved, whichever is longer.		
	(2) Other copies - Destroy in Agency when no longer needed.		1

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