REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO. NC1-142-84-1
DATE RECEIVED 10-3-83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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 12/21/84 — 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: Radiological Health Staff
4. NAME OF PERSON WITH WHOM TO CONFER: Ronald E. Brewer
5. TEL. EXT.: 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 6 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
9/19/83	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
	Dosimetry Program Records The Dosimetry Section, Health Physics Services, determines whether all occupational exposure to radiation in TVA is in compliance with applicable standards. It serves as a check on programs to control exposures within the operating organization; it provides TLD dosimeters to the operating organizations to be used by employees and visitors exposed to ioninzing radiation, while at TVA facilities, and provides reports of the results of these monitoring devices; it evaluates the whole body counting operation being conducted at the nuclear plants and determines the adequacy of the program by specifying and calibrating equipment, evaluating data, and providing reports of dose exposure; it is responsible for maintaining a computer data base of radiation exposure (internal and external) of employees and visitors at TVA facilities; and it also provides dosimetry for the radiological environmental monitoring program. The records listed on the attached pages are factual information or data created by the activities of the Dosimetry Section which are outlined in the above paragraph. These records are created and used as TVA's official documentation of monitoring radiation exposure received by		11 items

115-107

MASS DATA CHANGE SHEET NOT REQUIRED

Agency copy sent by NARS 1/3/85. Copies sent to NNS & NNBR by NARS 1/3/85

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN

employees and visitors at TVA facilities. They should enable TVA to reconstruct for legal purposes, situations and conditions in determining the radiation doses received by an individual. Creation and maintenance guidelines for these records are described in ANSI N13.6-1966(R1972), 10 CFR 20, and 18 CFR 125. ANSI N45.2.9-1974 is used as a guideline for those records which have been identified as quality assurance records.

The following record groups are included in this series:

Personnel Dosimetry Files consisting of the various forms used to record the radiation exposure history of each individual monitored at TVA facilities. These records are randomly microfilmed on 16mm roll film and indexed alphabetically by name of individual on a microprocessor floppy diskette. In those instances where the paper copy is not suitable to microfilm and furnish suitable quality, the paper copy will be retained as record. This record group contains quality assurance and non-quality assurance documentation such as, but not limited to:

(QA)
Occupational Radiation Exposure History (Form TVA 17086) - Summary of the occupational radiation exposure received by an individual during previous employment and is maintained for each individual's current record. It is equivalent to the Nuclear Regulatory Commission (NRC) Form 4.

Lost or Damaged TLD Badge Investigation Report (Form TVA 17092) - Documentation of the dose assigned for each badge that was lost or damaged.

Radiological Laboratory Urine Analysis Worksheet (Form TVA 17190) - Sample results of urine analyses on nuclear plant workers to determine internal radiation exposure levels.

Personnel Contamination Report (Form TVA 17093) - Documents any case of personnel contamination.

Whole Body Count Summaries (Computer printout) - Internal exposure record summary of maximum permissible body burden for different isotopes.

(Non-QA)
Visitor TLD Badge Issue Report (Form TVA 17103)
Request for Estimate of Current Radiation Dose Total (Form TVA 17195)

GPO : 1975 O - 579-387

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN

Request for Special TLD Readout (Form TVA 17192)
Extremity TLD Issuance (Form TVA 17191)
Nonconformance of Radiation Dosimetry Procedures (Unnumbered form)
Report of Personnel Monitoring on Termination of Employment or Work (Form letter)

Raw Data Files consisting of documents such as:

1. Tl-762 thermal paper printout of raw TLD readings
2. Edited version of raw data readings
3. List of missing TLD's for the month
4. New badge requests
5. List of 6B transactions for appropriate month
6. Badge assignment changes coded for keypunching
7. Glow Curve chart records
8. Control factors applied to TLD readings
9. Visitor badge assignment sheets completed at the plants
10. Badge and TLD assignment list
11. Badge cancellations list from each plant
12. Extremity TLD badge logsheet

These files are filmed randomly on 16mm roll microfilm and indexed chronologically with a date index attached to the microfilm roll. These files are used mainly for data input into other record groups of this series and are non-quality assurance documentation.

Reports and Manuals (excluding reports filed in the record group, Personnel Dosimetry Files) consisting of operating procedures and various reports on radiation monitoring. Included are documentation such as:

(QA)
Current Occupational Radiation Exposure Report (Computer printout) - Summary of exposure for each individual monitored. The dose for current month, current quarter, current year, and total dose is given. This report is generated from the REMS data base.

Current Occupational Extremity Radiation Report (Computer printout) - A report that is a listing by individuals name which records monthly, quarter to date, year to date, and life to date extremity exposures. This report is generated from the REMS data base.

changed per letter of 8/18/89

Radiation Dosimetry Procedures (Manual and revisions) - Operating procedures for all activities performed in the section. The record copy manual and revisions will be microfilmed and indexed in ARMS (see NC1-142-82-13).

GPO : 1975 O - 579-387

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN

(Non-QA)
Badge Tracking Exception Report - The Btrack computer run is necessary to assign visitor badges to individuals each month.

Calculations Report - The CALC 3 computer run calculates the exposures from the badges and lists the control readings that are applied to each series of badges.

TLD Update Report - This computer run inputs the final calculated exposure (from CALC 3 run) for each individual into the REMS data base.

Yearly Statistical Summary of Personnel Monitoring to the NRC (Form letter) - Report furnished to the NRC for each of TVA's licensed nuclear plants. The annual whole body dose ranges and the number of individuals in each range are reported.

These documents are microfilmed randomly on 16mm roll microfilm with an index at the beginning of each roll of film. (Computer Output Microfiche (COM) of the Current Occupational Radiation Exposure Report was generated from late 1980 through December 1981 for reference and duplicate storage; however, this information remained on computer printouts which have now been microfilmed and data remains in the REMS data base.)

Aperture Cards containing the original film badge data on individuals monitored for radiation exposure from 1970-1976. Monitoring methods were converted to thermoluminescent dosimeter (TLD) in January 1977 and data is maintained in the REMS data base. These cards provided source input into the REMS data base and are filed alphabetically by employee name, then by month. (Non-QA)

Machine-Readable Files which require processing and decoding for conversion to human-readable information and are contained on a combination of magnetic tape and disk packs. The following machine-readable files are maintained as part of this records group:

Radiation Exposure Management System (REMS) is an online master file of all radiation measurement data and information contained in the previously described record groups in this series. (REMS contains all data previously input into the now obsolete RADPERS (Radiation Person) data base.) This file is maintained on disk pack and is primarily used for generating various reports on individual radiation

GPO : 1975 O - 579-387

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN

exposure. This file does not serve as an official record file as all printed documentation generated from this system and data included in this system is microfilmed as part of the respective record groups previously described. The file is a composite file of all radiation exposure on a given individual and is updated on a monthly basis. The data elements in this system include individual's name, social security number, date of birth, address, craft, exposure record, whole-body count record, termination record, etc. Data is arranged alphabetically by employee name and contains data on individuals from 1964 to present. A computer dump is run monthly and yearly and retained on disk pack for security purposes until the next dump is run so that the data base could be reconstructed in the event of data loss. (Computer Output Microfiche (COM) was generated during the initial system load in September 1981 for backup and has a limited administrative value.) (Non-QA)

Processing files employed to create and use the REMS data base including source programs, input/source files, and valid transaction files. These files constitute short-term media having no inherent value after the data is transferred to the REMS master file. Media include cassette tape generated by thermo-luminescent readers, magnetic tapes used to update the master file, computer runs (such as CALC 3 and Btrack), and disk drives used for data input. These files may be revised, corrected or updated as necessary. (Non-QA)

Microprocessor index of records in the microfilmed record group, Personnel Dosimetry Files. This index is for information retrieval and may be revised or updated as necessary. (Non-QA)

System documentation consisting of descriptive documents required to initiate, develop, operate, and maintain the machine-readable files. Included are user manuals, system and file specifications, definitions of logical and physical characteristics of data elements, data entry and retrieval procedures, etc. and may be corrected, revised, or updated as necessary. (Non-QA)

Because of regulations cited in 10 CFR 20.401 and 18 CFR 125.3.22.2i, the following retentions are requested.

1. TOTAL RETENTION PERIOD

A. Paper Copies

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN

1. Paper copies of microfilmed records - Destroy in agency when microfilm has been verified.

2. Paper copies as record copy - Destroy in agency 10 years after nuclear facility is retired or when NRC authorizes disposal, whichever is longer.

B. Microfilm

1. Original (silver) - Destroy in agency 10 years after facility is retired or when NRC authorizes disposal, whichever is longer.

2. Duplicate (diazo) - Destroy in agency 10 years after facility is retired or when NRC authorizes disposal, whichever is longer.

C. Aperture Cards (1970-1976) - Destroy in agency when no longer needed for administrative reference.

D. Computer Output Microfiche - Destroy in agency when no longer needed for administrative reference.

E. Machine-Readable Records

1. REMS Data Base - ~~PERMANENT. In accordance with FPMR 101-11.411-6, transfer individual data elements to magnetic tape upon discontinuance of system and offer to NARS with related system documentation.~~ Destroy in agency when last nuclear facility is retired.

approved by DB per NNSR memo of 6/8/84

2. Processing Files - Destroy individual data elements when obsolete or when no longer needed; erase and reuse.

3. Security Backup Files - Destroy individual data elements when superseded, not to exceed 3 update cycles; erase and reuse.

4. Microprocessor Index - Dispose of as provided for related textual records.

5. Documentation - Retain with related data file; destroy when superseded or upon discontinuance of system.

GPO : 1975 O - 579-387