

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-142-84-08

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 07/28/2022

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items remain active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1.A was superseded by N1-142-10-001 item 5d.

Item 1.B was superseded by N1-142-10-001 item 5d.

Item 21 was superseded by N1-142-10-001 item 7b.

Item 24a was, per the N1-142-10-001 crosswalk, superseded by GRS 1, item 29b, which is now (2022) GRS 2.6 item 010 (DAA-GRS-2016-0014-0001).

Item 25 was, per the N1-142-10-001 crosswalk, superseded by GRS 1, item 29a2, which is now (2022) GRS 2.6 item 010 (DAA-GRS-2016-0014-0001).

Item 50 is presumed to have been destroyed at the agency.

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS 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
Public Safety Service

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

Ronald E. Brewer

5 TEL EXT

FTS 858-2520

LEAVE BLANK

JOB NO

DATE RECEIVED

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

Dec 17, 84 *Ronald E. Brewer*
Date Archivist of the United States

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 22 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

1-9-84

D SIGNATURE OF AGENCY REPRESENTATIVE

Ronald E. Brewer

E TITLE

Assistant TVA Archivist

7
ITEM NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9
SAMPLE OR
JOB NO

10
ACTION TAKEN

COMPREHENSIVE RECORDS SCHEDULE

Records relating to public safety as described in the following 65 items.

65 items

PUBLIC SAFETY SERVICE

The Public Safety Service provides plant and property protection, protects against radiological sabotage at operating nuclear plants, provides visitors reception, safety and protection of the public, fire prevention and suppression, emergency medical services, and law enforcement on TVA properties. It participates in the development of and coordinates the security programs, plans, and procedures for all TVA facilities. It provides, supervises, equips, and trains public safety personnel. It also establishes and maintains liaison with law enforcement and other supportive agencies to be called upon in the event assistance is necessary. It coordinates the development and maintenance of TVA's emergency preparedness plans, advises and assists offices and divisions in their application of approved plans, and assists in liaison with other Federal agencies and State and local governments on related matters. It serves as the point for coordination, recommendations, and TVA actions arising from major natural disaster situations in the Valley.

History

Two weeks after the first official TVA Board meeting on June 16, 1933, the first uniformed property protection force consisting of about a dozen men was established at the two nitrate plants at Muscle Shoals. These men provided police and fire protection to the Muscle Shoals properties; however, the first unit of the Police, Fire, and Guide Service was organized in March 1934 at Norris Dam. The program responsibilities included fire prevention, directing traffic, protecting life and property, guiding visitors, and general policing of the area. A month later a similar unit was formed at Wheeler Dam and, in July 1934, the former guards at Muscle Shoals were reorganized to form a Police, Fire, and Guide Service. This title for TVA's versatile protection forces was retained until January 1, 1936, when the present shorter and more descriptive title, Public Safety Service, was established.

Organizationally, a Public Safety Service (PSS) unit was established at each construction project, usually administratively responsible to the local Camp Management Section and with a functional tie to the Safety Section of the Health and Medical Service Division, but without any centralized administrative control until the creation of the Reservoir Property Management Department in July 1937.

Although the primary duties of the Public Safety Service have always been to act as TVA's policeman, as its firemen, and as its host to millions of visitors, other miscellaneous duties have varied with changing times and needs. In the 1930's duties included the operation of dormitories and many routine camp management functions at most construction projects; making raids and arrests near TVA projects, in cooperation with local authorities; provision of police and fire protection at public gatherings at theatre-auditoriums; delivery of thousands of telephone and telegraph messages; acting as locksmith for local citizens; establishing rabies control programs; and promoting bicycle safety.

By 1940 the role of the PSS changed with the onset of World War II. It changed itself almost overnight from a visitor reception and peacetime law enforcement staff into an efficient protective force capable of protecting against sabotage. Immediate expansion of the PSS was necessary. The force grew from 120 employees in 1939 to 250 in January 1941. Peak employment was reached in July 1942, when approximately 900 men and women were employed by PSS. Central training schools were established and enabled trainees to complete instruction in six weeks instead of the pre-war six months. In 1942 all members of the PSS were sworn in as Civilian Auxiliary to the Military Policy and served in this capacity until 1945. Since protection against sabotage was of vital importance, PSS assisted the Personnel Division in screening all employees, new and old, by fingerprinting. Special training was given to PSS employees with emphasis on fire and sabotage protection.

The post-war years of the 1940's saw protective equipment removed from powerhouses and dams, and the public once again was welcome to visit TVA facilities. Intensive training was held at Norris in December 1945 to prepare the PSS to once again discharge its public relations duties. Public Safety Service remained under the administration of the Reservoir Properties Department, which was renamed the Division of Reservoir Properties (DRP) in 1948.

The 1950's saw acceleration of such programs as the driver training and testing program, which was promoted in an effort to reduce vehicular accidents, and emergency protection plans testing. Detailed protection plans for the most efficient use of manpower and equipment in an emergency were prepared for all major properties. Exercises were held to test these plans, with the added benefit of providing additional training for officers.

With the growing demand for outdoor recreation opportunities, better access to TVA reservoirs was planned. Sites and facilities for reservoir access were identified in 1968 and were programmed for development by TVA during a 5-year period beginning in 1970. With this expansion came the extension of Public Safety Service's patrol areas. No longer restricted to the plants alone, areas such as substations, switchyards, and area construction projects were included.

The year 1971 alone saw the establishment and operation of ten new public use areas and ten resort development demonstrations.

The 1970's was a period of great expansion and change for Public Safety Service. The building of nuclear facilities necessitated major changes in terms of recruitment and training of officers, as well as in staffing levels at these facilities. Guidelines for these areas had traditionally been established between Public Safety Service and the TVA organizations it served. However, when TVA's first nuclear power plant, Browns Ferry, became operational in 1975, the guidelines established by the Nuclear Regulatory Commission (NRC) came into effect. The NRC, which has responsibilities for ensuring adequate safeguards before and after a nuclear power plant is licensed, assumed part of the responsibility for establishing a protection program at TVA's nuclear facilities, thereby diluting part of Public Safety Service's responsibilities. The NRC regulations for qualifications and

training requirements for nuclear plant guard services, as well as minimum staffing guidelines, caused TVA's security service planning to become much more complex. A study conducted in 1978 to deal with these changes outlined additional training requirements for Public Safety officers to bring them in line with NRC requirements. Recommendations were made to establish a centralized Public Safety training school at Cleveland State Community College, with additional fire training and annual nuclear retraining added to the training programs.

In order to meet NRC requirements for staffing, many additional personnel were trained and assigned to the nuclear sites. Original estimates for the minimum number of officers needed to adequately staff the nuclear sites involved the addition of about 350 employees in Public Safety Service; however, the deferral of some projects cut down this estimate.

Summary of the Administrative Organization of Public Safety Service:

March 1934 - organization of Police, Fire, and Guide Service at Norris Dam

April 1934 - similar unit organized for the same purposes at Wheeler Dam

July 1934 - group of guards at Wilson Dam reorganized to form a unit similar to those at Norris and Wheeler Dams

January 1936 - name of units changed to Public Safety Service

NOTE: Units were established at each construction project as it was begun. Each unit was usually administratively responsible to the local Camp Management Section of the Operating Organizations, Coordination Division, with a functional tie to the Safety Section of the Health and Medical Service Division

July 1937 - Public Safety Service placed under the Reservoir Property Management Department

February 1948 - Reservoir Properties Management Department renamed the Division of Reservoir Properties, under the Office of Manager of Reservoir and Community Relations. Public Safety Service units maintained under each Branch in Reservoir Properties

June 1951 - Public Safety Service moved administratively to the Property Protection and Administrative Services Section, Division of Reservoir Properties

February 1956 - Public Safety and Personnel Section created in Division of Reservoir Properties to administer Public Safety Service

August 1960 - creation of the Security and Personnel Staff, Division of Reservoir Properties to administer Public Safety Service

March 1968 - Division of Reservoir Properties created the Public Service Branch, consisting of the Public Safety Section and the Reservation Planning Section

September 1969 - The Visitors Relations Section added to the Public Service Branch

January 1976 - Public Service Branch moved administratively to the Division of Property and Services and renamed Public Safety Service Branch

May 1981 - Public Safety Service taken from under the Division of Property and Services and renamed Public Safety Service Staff. The Staff is administratively under the Office of the General Manager.

Appendix A

Materials of Long-Term Value

Materials related to Public Safety Service, including:

Administration and Management *no GRS applicable*

Personnel Actions *official personnel actions in AHR*

EEO *MAX retention for any EEO record in 7 yrs.*

Grievances *3 yrs after close of case.*

Recreation *No GRS applicable*

Plant and Property Protection *No GRS applicable.*

Conduct and Discipline *Personnel Counseling / Standards of Conduct GRS 1/27+
3yrs. and 28.
when obsolete.*

Budget *2 yrs GRS 5/3 for correspondence*

Training *5 yrs GRS 1/30 c re: all docs of Employee Training*

PUBLIC SAFETY SERVICE RECORDS COMMON TO MOST UNITS

ITEM
NO.

DESCRIPTION OF RECORDS

1

Emergency Preparedness

changed per 5/23/84 ltr to conform w/ GRS 18.

The emergency preparedness files contain a plan of action for each office/division within TVA on "lines of succession," that is, a sequence of which personnel should be notified, in case of a national emergency. It also includes preparedness plans for each major project/program facilities that are considered essential following an attack upon the United States. These preparedness plans are based on directives from Washington. Only a portion of this documentation is filed in the General Manager's file. Public Safety Service has the only complete file in TVA.

A. Emergency Planning Case File

DISPOSITION: Destroy in agency when superseded or cancelled.

*(1) Agency record copy maintained in Knoxville PSS Central File PERMANENT. Cut off when superseded or obsolete. Offer to NARS when 15 years old in 10-yr. blocks.
(2) Case File copy of plan of directive - Destroy 3 yrs after issuance of a new plan or directive.
(3) Reference File - Destroy when obsolete or superseded.*

2

Official Correspondence Files

Official correspondence files contain two types of material; that of long-term value and that of short-term value.

The portion of the series having long-term value contains material related to the organization's mission or program; material directly related to and essential to the organization's delegated program responsibilities, including policies and procedures.

*WITHDRAWN
per
telecom w/
D. Byerly
TVA, 7/10/84*

The portion of the series having short-term value contains material representing minor routine functions of the organization as well as material routed for informational rather than record purposes. The material is not required to complete other files in the organization nor does it include any material directly related to and essential to the organization's delegated program responsibilities or any policy or procedural material not filed as record elsewhere in TVA.

NOTE: See Appendix A for a listing of materials on long-term value.

DISPOSITION:

- A. Materials of long-term value - *PERMANENT. Break file every 10 yrs and Destroy in agency when agency is dissolved. offer to NARS 5 yrs after file breaks.*
- B. Materials of short-term value - Destroy in agency when no longer needed for administrative purposes, not to exceed 2 years.

*per
ltr of
5/23/84*

→ item 1 cont:

B. Emergency Planning Reports

PERMANENT. Cut off when related plan or directive becomes obsolete or superseded. Offer to NARS when 15 yrs in 10 yr blocks.

Volume: 1 cu-ft.

*Volume 16 cu. ft.
per telecom w/D. Byerly
TVA 12/13/84*

ITEM
NO.

DESCRIPTION OF RECORDS

3

Report on Candidate Interview (TVA 72)

A summary sheet of interviews conducted for Public Safety Officer positions, along with the interviewer's rating and recommendation. Applicants are eligible for employment for one year unless their application is updated.

DISPOSITION: Destroy in agency 1 year from the date of application or last update.

4

Verification of Employment

This file contains non-TVA forms from lending institutions requesting verification of employment and earnings for a specific period of time.

DISPOSITION: Destroy in agency when 1 year old.

5

Management Interest Self-nomination Form

Includes interview notes taken during management interviews to fill vacant management positions.

DISPOSITION: Destroy ~~in agency 2 years after date of interview.~~ *6 months after transfer or separation of employee*

6

Contracts for Uniforms RD's

Includes material on Public Safety Service uniform orders from the Kay Uniform Company, including all Request for Delivery of Material Under Contract (RD's) for all uniform purchases. Contracts are documented in the Division of Purchasing.

DISPOSITION: Destroy in agency 1 year after expiration or cancellation of contract.

7

Purchase Documents

Includes all contracts, purchase requisitions, and shipping tickets for all material ordered (excluding uniform RD's) such as weapons, ammunition, radios, etc. These records are used for maintaining documentation of materials received in Public Safety Service; material is also documented in the Division of Purchasing.

DISPOSITION: Destroy in agency 1 year after expiration or cancellation of contract.

8

Statement of Operations

Information from ledger sheets identifying specific expenditures by object on a monthly basis, compared against budget estimates. September statements are needed to aid in future year budget reporting.

DISPOSITION:

A. October-August Statements - Destroy when 1 FY old.

B. September Statements - Destroy when ²/₈ FY old.

*per 5/23/84
ltr.*

*per 5/23/84
ltr.*

ITEM
NO.

DESCRIPTION OF RECORDS

9

Ledger Sheet (TVA 8190)

Form TVA 8190 is a computer printout of financial information detailing monthly and year-to-date expenditures by object classification for each account within Public Safety Service. Summarizing expenditures for budget comparison, it is prepared by the Division of the Comptroller and is needed for administrative purposes.

DISPOSITION:

- per 5/23/84 Hr.*
- A. October-August ledger sheets and back-up material - Destroy when 1 FY old.
 - B. September ledger sheets and back-up material - Destroy when ²/₈ FY old.

10

Management Appraisal System

Form TVA 13020 is a set of pre-established goals and performance ratings for all M-schedule employees, M-1 through M-8.

DISPOSITION: Destroy when forms are microfilmed as part of PHR.

11

~~Application for Leave~~

~~Form TVA 6 is used as application for leave and as a report of leave taken. When used for reporting sick leave taken, the form includes the employee's certification of necessity for absence from work because of sickness, injury, examinations, or treatments. For sick leave exceeding three consecutive days, the form also includes the certificate of a licensed physician or other authorized practitioner.~~

*WITHDRAWN
per 5/23/84
Hr.*

~~DISPOSITION: Destroy when 2 FY old.~~

12

Authorization to Pay Uniform Cleaning Allowance

This form is an authorization to pay \$35.00 per calendar quarter to each Public Safety Officer that dresses in uniform a minimum of 33 working days during the quarter. The allowance is made by check to the officer for use in cleaning and maintaining his uniforms.

DISPOSITION: Destroy when 2 years old.

13

Sign-in Sheets

Sheets used for each post to indicate the individual officer working a particular post, and the times during which the officer was there. Sheets are reviewed by shift Lieutenants to verify that all posts are adequately covered at all times and to verify the arrival and departure time of each officer.

DISPOSITION: Destroy when 1 year old.

ITEM
NO.

DESCRIPTION OF RECORDS

14

Officer's Swap Sheets

A record form of work schedule approved shift swaps among officers approved and authorized by a supervisor.

DISPOSITION: Destroy when 6 months old.

15

Call-in Report

Reports containing logs of the name, location and time, etc. of an officer making contact via portable radio. Officers on foot patrol must notify the post as to their location at all times.

DISPOSTION: Destroy when 1 year old.

16

Officers Report

Form TVA 660 completed by officers to document unusual circumstances such as security violations and informal counseling with employees regarding performance, safety awareness, etc. The record copy is maintained by Public Safety Service and is used to prepare quarterly activity reports.

DISPOSITION: Destroy when 1 year old.

17

Vacant Position Announcements

Position Vacancy Announcement Records consist of the various forms and related papers which accumulate in the publicizing, responses received, and selection of candidates for vacancies within TVA. When a vacancy occurs in an organization, the office or division issues an announcement for vacant position or anticipated vacant position and copies are distributed to appropriate offices and divisions for posting on bulletin boards. Employees within the scope of the announcement may apply for these positions and nonemployees may apply for positions on anticipated vacancy announcements. A file for each announcement is maintained by the issuing office or division and includes related information concerning the announcement, responses received, and selection of candidate.

DISPOSITION:

A. Announcement and Selection Papers

(1) Issuing ~~office or division~~ by *Public Safety Service (Division record)*

~~(a) Salary Policy and~~
~~Trades and Labor~~ - ~~After position is filled or cancelled,~~
~~destroy at option, not to exceed 2~~
~~years.~~

~~(b) Apprentice~~ - After position is filled or cancelled,
~~hold 5 years then~~ destroy at option, ~~not to exceed 8~~ ¹⁰ years.

(2) All other copies - Destroy at end of closing date.

B. Response and Supporting Papers - Destroy at option, not to exceed
2 years.

ITEM
NO.

DESCRIPTION OF RECORDS

18

Lost Property Receipt and Affirmation of Ownership

Includes claims of lost property reported by employees. Claims are for work-related materials and personal property. The original is given to the employee reporting the loss and a copy is kept by Public Safety.

DISPOSITION: Destroy when 3 months old.

19

~~Parking Permits and Pass Registers~~ Visitor Control Files (per 5/21/84 ltr & GRS 18)

~~Record of plant admittance of employees and non-employees. Employees are admitted to the project only if they are reporting to work; if not, they are treated as visitors and must have prior approval.~~

~~DISPOSITION: Destroy when 1 year old.~~

A. For areas under maximum security: Destroy 5 yrs. after final entry or 5 yrs. after date of document, as appropriate.
B. For other areas: Destroy 2 yrs after final entry or date of document, as appropriate.

20

Notification of Cancellation of Bond Certificate

As law enforcement officers, all Public Safety Officers must be bonded in the county of their work location. This form notifies local sheriffs when Public Safety Officers are terminated or transferred so that their bond can be cancelled. The original bond certificate is filed and maintained in the local sheriff's office or court house.

DISPOSITION: Destroy when employee is terminated or transferred.

21

Public Safety Service Transfers and Acceptance

Includes transfer offers and acceptance notices on Public Safety Officers that are offered transfers to other units with Public Safety Service.

DISPOSITION:

A. Completed transfers - Destroy 1 year after transfer.

B. Pending transfers - Destroy 1 year after transfer or cancellation of offer.

22

Work Schedules

Work schedules prepared by administrative captains informing all officers of scheduled work assignments (shift, post, etc.). Schedules also inform officers of all pre-scheduled leave requests and overtime assignments.

DISPOSITION: Destroy when 1 year old.

23

~~Private Vehicle Log~~

~~A log of private vehicles which have been cleared by Public Safety to enter the plant site.~~

~~DISPOSITION: Destroy when 1 year old.~~

WITHDRAWN
per 5/23/84
ltr.

ITEM
NO.

DESCRIPTION OF RECORDS

24

Training Records

- a. Officer training files consisting of basic officer training and on-site training records maintained at the Cleveland Training Center, the construction units, and the nuclear operation units. Included are physical tests, firearms scores, drivers tests and nuclear training tests taken while officers were in the basic Public Safety Officer Training, and additional on-site training and retraining programs at the officer's respective units.

DISPOSITION: Destroy when employee leaves Public Safety Service.

- b. Security training records consisting of attendance rosters of officers completing plant health physics training. Training covers proper procedures for working in radiation contaminated areas and proper action to be taken in the event of radiation exposure.

DISPOSITION: Destroy when 2 years old.

- c. Supervisory fire protection training record of attendance at all routine fire drill training including date, time, etc. of training session. Refresher courses are held quarterly.

DISPOSITION: Destroy when 1 year old.

The Training Section is responsible for providing training to Public Safety Officers in order to develop or improve the skills and competence necessary to carry out their assigned duties. It provides requalification training to comply with Nuclear Regulatory Commission requirements. In addition, the section develops special training courses on an as needed basis to improve the skills and knowledge of Public Safety Service management.

25

Training Materials

Materials include film and pamphlets produced by a variety of sources, both public and private, inside and outside TVA. They include four basic phases of PSSTC training: general operations, firearms, nuclear security, and emergency medical services.

DISPOSITION: Destroy when superseded or cancelled.

26

Fingerprint Log

A file of fingerprints taken of all Public Safety Service employees for background security checks. The cards are maintained on file after classification by the FBI.

DISPOSITION: Destroy 1 year after termination of employee.

ITEM
NO.

DESCRIPTION OF RECORDS

The Area Operations Section is responsible for providing protection at TVA coal-fired generating facilities, hydroelectric generating facilities, office locations, and construction sites from fire, theft, vandalism, sabotage, and civil disorders in accordance with applicable security and fire plans.

27 Training Films

Training films produced by a variety of sources both inside and outside TVA. Films are shown at unit health and safety meetings and may be followed by a practical demonstration of procedure--for example, how to conduct a search. All officers are given training in a variety of areas such as handling bomb threats, administering CPR, etc. These films are used as a practical training tool and become a part of each officer's on-going training program. The following is a list of included films:

*record copy in TVA
office of information* → *by outside
film
producer* { Defensive Driving
Safety Awareness
Civil Defense Emergency
Bomb Threat
TVA Valley
Mouth to Mouth } *by outside film
producer*

*Training
Aids* GRS 1/30 a (1)+(2)
Submit 115 *Dr. from Ohio*
NNSM?

GRS 21/item 15
GRS 21/item 23 (?)

DISPOSITION: Destroy when superseded or obsolete.

28 Absentees

File of call-in sheets for Trades & Labor absent employees. Used for recording the reasons why an individual was unable to report for duty.

DISPOSITION: Destroy when 6 months old.

29 Job Rule Violations and Warnings

Reports completed by officers to document unusual circumstances such as security violations, traffic violations, and informal counseling with employees regarding performance, safety awareness, etc. The record copy is maintained by Public Safety Service and is used to prepare quarterly activity reports.

DISPOSITION: Destroy when 1 year old.

30 Monthly Fire Drill Reports

Includes memoranda, fire drill schedule, fire duty work schedules, and officer work schedules. Each officer is assigned to assist the Lieutenant Firefighter, who is assigned to each plant, for a two week period. Officers are assigned to assist in conducting periodic fire drills in order to stay familiar with current fire protection procedures.

*per 5/23/84
ltr.*
DISPOSITION: Destroy when ³ year^s old.

ITEM
NO.

DESCRIPTION OF RECORDS

31

Hydrant, Fire Extinguisher, and Hose Records

Includes fire extinguisher replacement records, fire extinguisher inspections, hydrant pressure tests and maintenance, and quarterly hydrant inspections.

DISPOSITION: Destroy when ³ year^s old, or upon discontinuance of facility, whichever is sooner.

32

Fire Checklists

Checklists placed in high risk buildings and checked once per shift as part of the officer's routine patrol. Data includes location, time, and officer's initials.

DISPOSITION: Destroy when 6 months old.

33

Ambulance Run Record

Form TVA 9129 is a record of ambulance runs to medical offices and to area hospitals. These runs are for TVA employees and the information is included in quarterly reports. Ambulances are assigned to each project and are operated by Public Safety Service.

DISPOSITION: Destroy when 1 year old.

34

Ambulance Inspection Reports

Weekly checks on the operating condition of the ambulances by PSS officers. Malfunctions are reported to the maintenance shop located on site for correction.

DISPOSITION: Destroy when 6 months old.

35

Request for Loan of Personnel

Form TVA 1023 is used to request temporary loan of an employee from another division or office.

DISPOSITION: Destroy when 2 years old.

36

Annual Fire Prevention Inspection Audit

An audit of all plant facilities to determine compliance with fire codes and regulations. Audits are conducted by PSS Officers to determine if buildings at the plant conform to standard building fire codes.

DISPOSITION: Destroy when ³ years old, or upon discontinuance of facility, whichever is sooner.

37

TVA Vehicle Register

A log of all TVA vehicles and private vehicles entering the project, giving name of driver and site destination. The original log is forwarded to the project manager for review.

DISPOSITION: Destroy when 1 year old.

per 5/23/84
14. +
GRS 18

per 5/23/84
14A + GRS 18

WITHDRAWN
per 14 of
5/23/84

ITEM
NO.

DESCRIPTION OF RECORDS

38

~~Daily Log of Annual Employees~~

~~Log of annual employees who come to work without their identification badges and are issued a visitor's badge for their shift.~~

WITHDRAWN
per Hr of
5/23/84

~~DISPOSITION: Destroy when 1 year old.~~

39

Investigations and Searches

Includes documentation of investigations and searches of vehicles, lunch boxes, tools and gang boxes, packages, buildings, etc. This is done to examine in detail various incidents reported. They are conducted on a periodic basis as well as randomly to prevent theft and vandalism. The results are reported to the project manager who uses the report as a basis for taking action against employees.

DISPOSITION: Destroy when 2 years old.

40

Activity Reports

A weekly summary of officer activities taken from form TVA 660. Copies are sent to the project manager who uses them to document significant activities to the Division of Construction, Power Security, PSS Area Chief, and the PSS Area Office in Knoxville.

DISPOSITION: Destroy when 2 years old.

41

Safety Reports

Summaries of safety related action taken from safety meetings, employee safety suggestions, and action taken to help assure a safe working environment.

DISPOSITION: Destroy when 1 year old.

42

Fire Reports

Form TVA 18002 is a narrative report on fires. They are compiled by PSS and report fires at the plant involving TVA or personal property. A copy is sent to the plant superintendent, Area Offices, and the Knoxville PSS Office.

DISPOSITION: Destroy when 2 years old.

43

Building Fire Hazard Inspection Reports

Semi-annual reports on inspection of plant conducted by Public Safety officers. Reports fire hazards and lists the PSS personnel making the inspections.

DISPOSITION: Destroy when ³ year^{SA} old, or upon discontinuance of facility, whichever is sooner.

per 5/23/84
Hr + GRS 18

ITEM
NO.

DESCRIPTION OF RECORDS

44

PSS Post Coverage

Form TVA 2908 providing a description of each work post, location, purpose, facilities protected, shift data such as hours per day and days per week that the post must be covered.

DISPOSITION: Destroy when cancelled or superseded.

The Nuclear Operations Section is responsible for providing controlled access to operating nuclear facilities and protection against sabotage, external and internal threats, and theft of special nuclear materials. It performs these functions in a manner which meets the requirements of the Nuclear Regulatory Commission.

The following records created by the Nuclear Operations Units, with the exception of administrative-related records, are generally transferred from Public Safety Service to the Division of Nuclear Power. Records with a one year retention which are transferred to NUC PR are listed in Appendix B; records with a retention of 5 years or greater which are transferred to NUC PR are listed in Appendix C; if the records are not transferred to NUC PR, the following retentions will apply:

45

Uniform Records

Form TVA 3177 lists all uniform and equipment items issued and turned in by all Public Safety Officers. If an officer is transferred to another PSS unit, all items are transferred with the officer, indicated via shipping ticket.

DISPOSITION: Destroy when employee terminates or transfers from PSS.

46

Computer ID Security System Records

The Computer ID Security System is a method by which volume access is controlled into vital areas of the nuclear plant. The system consists of card keys (similar to credit cards) which, when inserted in a door slot, permits entry. Card keys are acquired for an individual through a request by the section supervisor and approved by Public Safety Service. The card keys are prepared by PSS by entering specific data about an individual into the computer. This data is taken from Employee Status Level Forms which are prepared on each employee. Once a door is opened in a security area, a wire is tripped, causing the time and date of the action to be recorded by the computer. This data is checked against the log sign-in sheet to check for discrepancies. A monthly audit of the computer memory is conducted to ensure proper functioning of the program and to uncover any possible tampering with the computer data. The audit program meets surveillance instructions and quality assurance requirements.

ITEM
NO.

DESCRIPTION OF RECORDS

Computer ID Security System Records (Continued)

DISPOSITION:

- A. Employee Status Level Forms - Destroy 1 year after transfer, termination or change of employee status.
- B. Card Keys - Destroy 1 year after termination of employment or transfer.
- C. Memory Audit - Destroy 1 year from date of audit.

47

Nonconformance Items

This file contains information on nonconformances as reported by Public Safety Officers concerning security requirements and regulations. All individuals requesting access into the plant are required to complete a form indicating basic information such as name, address, reason for need of access, etc. In the case of employees of TVA, an investigation is made of their background by the FBI to determine if they pose any possible security threat, based on any evidence uncovered by the investigation. Access may be denied to any individual or employee based on the background checks.

DISPOSITION:

- A. Employees - Destroy 1 year after termination or transfer.
- B. Non-employees - Destroy when 1 year old, provided NRC audit has been made.

48

Picture Badges

Badges of all current plant employees. These are for identification purposes while on the plant site and contain a picture of the employee, name, social security number, and division.

DISPOSITION: Destroy when employee terminates or transfers.

49

Safety Glasses Order Information

Form TVA 2625A completed by personnel requiring eye-glasses who have prescriptions for safety glasses for ordering through Public Safety Service.

DISPOSITION: If employee transfers to another organization, transfer with employee; otherwise, destroy 1 year after termination of employee from PSS.

50

Car Decal Issuance

A log of all parking decals issued to personnel for private vehicle identification.

DISPOSITION: Destroy ~~when employee terminates or transfers~~ immediately upon approval of this schedule.

per
5/23/84
lhr.

ITEM
NO.

DESCRIPTION OF RECORDS

51 Access Authorization Forms

Forms on employees whose security clearance has been approved, denied, or pending. When hired, a new employee is investigated for suitability for security clearance. The investigation is done by the Division of Personnel and is the initial step in the process to authorize unescorted access into the plant. Until such security clearance is authorized, an employee must be accompanied by another employee who has clearance. If security clearance is denied, the employee is not provided a picture badge and the specific section of the plant takes appropriate action to terminate the employee or restricts his/her work outside the protected areas of the plant.

DISPOSITION: Destroy 1 year after termination or transfer.

52 Personal Accident Reports

Form TVA 255 recording personnel accidents, cause and results, and measures to be taken to prevent similar accidents in the future.

DISPOSITION: Destroy when employee terminates or transfers.

53 Authorization Record

Authorizations to admit personnel into the plant. Includes vehicle gate authorization, permission to enter a protected area, and a list of admittance records.

DISPOSITION: Destroy when 1 year old.

54 ~~Post Check Sheets and Logs~~

~~Parking logs, access to reactor units, equipment entering containment area, vital area entrance logs, and foot patrols.~~

~~DISPOSITION: Destroy when 1 year old.~~

*Withdrawn
per 4027
3/29/84*

55 Uniform and Equipment Logs

5 x 7 index card and log on uniforms and equipment items issued to each PSS officer and supervisor, the date issued and date returned.

DISPOSITION: If employee transfers to another PSS unit, transfer with employee; otherwise, destroy 1 year after termination of employee.

56 Surveillance Instruction and Section Instruction Letters

This file sets forth general security procedures and establishes specific functions for plant PSS Section. Instructions are written by Public Safety Service and approved by the NRC; they detail the procedures used to provide security for each area of the site.

DISPOSITION: Destroy when superseded or cancelled.

ITEM
NO.

DESCRIPTION OF RECORDS

57

Radio Accountability/Repair Records

Repair records for portable radio equipment carried by Public Safety Officers.

DISPOSITION: Destroy when equipment is retired.

58

Plant Security System Check-list

Each security section at a plant develops section instructional letters which instruct officers as to what areas of the plant should be checked during routine patrols. In performing these patrols problem areas related to security may be uncovered. In order to avoid being cited for a violation of NRC regulations, these problem areas, once identified, are documented by PSS officers as well as corrective action taken. Documentation is made on the check-list.

DISPOSITION: Destroy when 1 year old.e

59

High Security Key Inventory

Areas identified as high security areas have limited access by employees. An inventory is maintained to document all keys to high security areas which have been issued to authorized employees.

DISPOSITION: Destroy 1 year after security system is exchanged.

60

Security Violations

Includes access door violations, alarm violations, intrusion alarm tape, Wells Fargo tape, ER printer tape, Rusco tapes, and security door violations. These alarm tapes identify the location of the security violation, time of violation, and time of corrective action completed. More serious security violations in which PSS officers respond with weapons ready are documented in a report written to the plant superintendent. Depending upon the seriousness of the incident, they may in turn be reported to the NRC. These records are plant documents and are turned over to the Document Control Unit quarterly.

DISPOSITION: Destroy when 5 years old.

61

Shift Supervisor Checklist

This checklist is an administrative control on any special post assignment to record special administrative control posts not covered under special post orders.

DISPOSITION: Destroy when 1 year old.

ITEM
NO.

DESCRIPTION OF RECORDS

62

Work Plans

Form TVA 10489 authorizing personnel to enter specific restricted or unrestricted areas of the plant to work. Plans are reviewed by the Health Physics Unit.

DISPOSITION: Destroy when 1 year old.

63

Property Removal Forms

Forms authorizing employees to take TVA property (such as tools) off site to another work location when necessary. They also authorize individuals to remove surplus property or personal items from the plant site.

DISPOSITION: Destroy when 1 year old.

64

Daily Journals

Journals maintained by shift supervisors to log the daily activities on each post and/or to document unusual circumstances. They are kept for supervisor reference only.

DISPOSITION: Destroy when 1 year old.

65

~~Visitors Records~~

~~Information received on all visitors entering the plant and consisting of name, authorization to enter, badge number issued, and processing sheet.~~ *Withdrawn per Mr. OJ 5/23/84*

~~DISPOSITION: Destroy when 1 year old.~~

Appendix B

Generic record type records transferred by most Nuclear Plant Public Safety Units to the Division of Nuclear Power in accordance with plant procedures.

Security Tours, Inspections, and Tests--Results of routine security tours and inspections performed on physical barriers, intrusion alarms, communications equipment, closed-circuit television system, and other security equipment.

Visitor Admittance Register--A register of each visitor's name, home address, date, time in and time out of the protected area, employment affiliation, citizenship, purpose of visit, name of the person to be visited, and the name of the escort assigned to the individual(s) for all persons not granted unescorted access to the protected area.

Intrusion Detection Alarm Annunciations--Documentation of all intrusion detection alarm annunciations, including false alarms and alarm checks and tests; identity of the type of alarm, location, date, cause, and time of each occurrence. This also includes printout sheets for intrusion detection equipment.

Security Drills--Routine drills in the form of simulations or emergency situations and documentation of the responses taken.

Security Response--Acknowledgment of date and time required for response by Public Safety officers to each intrusion detection alarm (annunciation), intrusion, or other security incident.

Picture Badge Issuance--The monthly inventory of picture identification badges.

Protected and Vital Area Access--All records, such as permits, random search logs, and access lists which relate to the authorized unescorted access to the protected area and access to vital areas of equipment.

Local Law Enforcement Agencies--Written agreements with and plant tours for local law enforcement agencies are on file and updated annually.

Normally Unoccupied Vital Areas--A record of all persons entering and exiting normally unoccupied vital areas. The record indicates the individual's name, badge number, time of entry, reason for entry, and time of exit. The card-reader printed tape of the system which provides access control constitutes this record.

Designated Vehicle Access List--All records relating to those vehicles permitted inside the protected area without escort. These records include all checks, logs, requests for, and access lists indicating the type of vehicle, ownership, and license number.

Card Keys--Results of the quarterly audit of card keys.

(These records are scheduled for the Division of Nuclear Power by Authorization NC1-142-83-19.)

Appendix C

Public Safety Records (with retention periods equal to or greater than five years) - Transfer to Nuclear Power.

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 TVA systems. They document intrusion detection alarm annunciations; logs of vital areas; registers of visitor admittance; reports of security inspection reviews, audits, 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.

These records will be microfilmed as part of the Nuclear Plant Document Control System which is scheduled by Authorization NCl-142-83-2.

NONRECORD

RECORDS COMMON TO MOST OFFICES

- Item 1. Working Files
- 2. Personal History Records
- 3. Reference Material
- 4. Employment Application Records
- 5. Payroll Records
- 6. Report of Vehicular Accident, Theft, or Fire (TVA 255)
- 7. Instruction Evaluation Sheets
- 8. Telephone Toll Records
- 9. Civil Papers
- 10. Request for Shipment of Materials Under Contract (TVA 4139)
- 11. Travel Voucher (TVA 1038, TVA 1012E)
- 12. Instructor's Manuals
- 13. Defensive Driving Exam Results
- 14. Quarterly Activity Reports
- 15. Unofficial Correspondence File
- 16. Request for Outside Training (TVA 15504)
- 17. Office Supply Requisitions (TVA 9275)
- 18. Orders for Uniforms
- 19. QA-NRC Security Audit and License Identification Items of Non-Compliance
- 20. DCR, ECN, NRC Items
- 21. Claims Against TVA for Damages (TVA 549)
- 22. Incident Reports
- 23. Report of Mishap on TVA Lake (TVA 3132)
- 24. Shipping Tickets (TVA 144)
- 25. Material and Equipment Removal Permit
- 26. Release and Acknowledgement of Assumption of Risk
- 27. Official Visitors Register
- 28. Dosimetry and TLD Records
- 29. Fire Protection Equipment Inventory
- 30. Meter Readings (TVA 9272)
- 31. Tagged Equipment Inventories
- 32. Towing Agreements
- 33. PSS Vehicle Inspection/Service
- 34. Equipment Inventory Record
- 35. Compensation Files
- 36. Leave Records (TVA 6995)
- 37. Field Purchase Order and Invoice (TVA 4421)
- 38. Reproduction Order (TVA 51)
- 39. Daily and Monthly Activity
- 40. General Vehicle/Equipment Repair Files
- 41. Theft/Vandalism Reports
- 42. Vehicle Order and/or Use Report (TVA 232)

NONRECORD

RECORDS COMMON TO MOST OFFICES

ITEM

NO.

1. Working Files

Working files contain material taken from correspondence files, whether official or unofficial files, or from reference material. It may include any or all of the following items:

1. Reading files. Copies of records used solely as a reading or reference file for the convenience of personnel.
2. Housekeeping material. Temporary material that is useful but not essential to record the program activity of the organization holding it. This material includes: informal communications carrying nonrecord information; bulletin board notices; reproduction orders; changes of address; stenographic notebooks and stenotype tapes; routing slips; blank forms; reproduction materials such as stencils, hectograph masters, and offset plates; documents pertaining to travel arrangements, vehicle assignments, and hotel reservations; requests for supplies; requests for publications; and correspondence log books.
3. Working papers and background material (including photographs or other non-print material) collected during the creation of a report or other record document or during the course of a particular task or activity. This does not include supporting documentation that, due to informational content or evidential use, requires retention beyond the issuance of the final document or completion of the task.
4. Preliminary and intermediate drafts of letters, memoranda, reports, and other papers.
5. Transitory files containing papers of short-term interest which have no documentary or evidential value and normally need not be kept more than 90 days. Examples of transitory information are shown below:
 - a. Requests for information or publications. Routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply, such as requests for publications or other printed material.

Records Common to Most Offices (continued)

ITEM
NO.

1. Working Files (continued)

- b. Letters of Transmittal that do not add any information to that contained in the transmitted material.
- c. Quasi-official notices. Memoranda and other papers that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, and similar notices.

DISPOSITION:

- A. Reading files - Destroy when no longer needed for reference, not to exceed 2 years.
- B. Housekeeping material - Destroy when 3 months old.
- C. Working papers and background material - Destroy when 2 years old.
- D. Preliminary and intermediate drafts - Destroy upon issuance of final draft.
- E. Transitory files - Destroy when no longer needed for administrative reference, not to exceed 3 months.

2. Personal History Records

This file contains personnel records of all Public Safety Service employees.

Personal History Records are microfilm copies of each employees' PHR. The record copy of PHR's is maintained by the Division of Personnel.

DISPOSITION:

- A. Personal History Records
 - 1. Transferred employees - Transfer files to the receiving organization.
 - 2. Terminated employees - Destroy 1 year after termination.
(NCL-142-81-25)

Records Common to Most Offices (continued)

ITEM
NO.

3. Reference Material

Reference material is maintained to provide a source of reference information readily available to each office. It may be in part, computer output, microform, or other formatst

Reference material may consist of any or all of the following items:

1. Reference copies of TVA publications including manuals, circulars, public relations material, annual reports, administrative releases, local internal and external regulations and directives, and bulletins and pamphlets.
2. Publications of other government agencies, commercial firms, or private institutions including industry and governmental standards, procedures, and guidelines; vendor catalogs, brochures, price lists, and similar publications; maps; telephone directories; scholarly and historical publications; and compilation of reports, transactions, etc.
3. Library materials including extra copies of books, pamphlets, journals or periodicals, and similar materials.

DISPOSITION:

- A. Reference Materials - Destroy when 1 year old.
- B. Circulating Materials - Do not file; destroy after circulation.

4. Employment Application Records

Includes applications for employment; interview record; and an authorization to release information, which allows the Division of Personnel to perform an investigation of the applicant for suitability for employment. The official records are filed in the Division of Personnel.

DISPOSITION: Destroy when 1 year old.

5. Payroll Records

Forms 223 are used for reporting the distribution of salaries of annual employees. The forms shows the name of the employee, employee's identifying number, work description, hours by day and for the period, and account number.

The record copies of payroll records are maintained by the Division of Finance.

DISPOSITION: Destroy when 2 FY old.
(NC1-142-80-5)

Records Common to Most Offices (continued)

ITEM
NO.

6. Report of Vehicular Accident, Theft, or Fire (TVA 255)

This file is for Public Safety Service use in the investigation of all vehicular accidents involving TVA vehicles. Vehicle accident reports are filled out by the driver of the vehicle or by the investigating Public Safety Officer. Information includes names and addresses of persons involved, driver license, etc.

Form TVA 255 is also used to report a stolen TVA vehicle or any TVA vehicle damaged by fire or vandalism.

The original of form TVA 255 is maintained by the Office of the General Counsel, in case a lawsuit is filed or a claim is made as a results of the investigation made by Public Safety Service. Copies of the form are kept by the Public Safety Service central office in Knoxville and by the field unit where the report was made.

DISPOSITION: Destroy when 2 years old.

7. Instructor Evaluation Sheets

This form is used by PSO-Trainees at the Public Safety Service Training Center to evaluate instructors upon completion of the block of instruction.

DISPOSITION: Destroy when 2 years old.

8. Telephone Toll Records

The TVA Telephone Switchboard Operators prepare an original form 1538 for each leased line call, a form 564 for each long distance toll call, and a form 6692 for each Power Circuit out-going call handled through TVA. (At a TVA plant or construction site, after normal working hours, these forms are prepared by the employee making the call.) These forms show the date and time each call is made, the charge per call, and the organization account charged for the call.

There is no formal approval necessary for form 1538, TVA Leased Line Calls and form 6692, Telephone Call Slips-Power Circuits. Form 564, Telephone Toll Slips for Long Distance Calls, are summarized on form 3327; Transmittal of Telephone Toll Line Slips for approval, and sent to each organization charged. The organizations indicate approval of the charges by signing the upper portion of the form and returning either the upper portion or the entire form to the Telephone Switchboard Supervisor or the Project Supervisor. The lower portion of form 3327 or a copy of the entire form is retained by the organization for administrative reference. After the charges have been approved, they are summarized on a distribution work sheet which is sent to the Office Service Branch of Property and Services. The distribution worksheet is then transferred to a cost distribution sheet, attached to the Telephone Company's invoice and, sent to the Division of Finance for vouchering.

Records Common to Most Offices (continued)

ITEM
NO.

8. Telephone Toll Records (continued)

The cost distribution sheet and the Telephone Company's invoice becomes part of a voucher which is scheduled under a Finance RCA, 933 revised.

These records are merely working papers which are used in the distribution, approval, and summary of telephone charges. Since they have limited reference value after they have been checked and approved, six months is considered adequate for any necessary reference.

DISPOSITION: Destroy when 6 months old.

9. Civil Papers

Public Safety officers act as deputies on behalf of local law enforcement agencies. They are therefore bound to serve warrants, subpoenas, summons, and garnishments on project employees. This file consists of copies of these civil papers and act as verification that the papers were served.

DISPOSITION: Destroy when 1 year old.

10. Request for Shipment of Materials Under Contract (TVA 4139)

A pre-authorized form permitting employees or vendors to enter/exit the project to ship materials such as machinery, tools, and miscellaneous equipment on which a contract is outstanding.

DISPOSITION: Destroy when 1 year old.

11. Travel Voucher (TVA 1038, TVA 1012E)

Forms TVA 1038 - Application for Travel Advance and TVA 1012E - Travel Voucher, are used to compile information on individual travel for PSS employees at the unit. The original is sent to Travel Audit, Division of the Comptroller.

DISPOSITION: Destroy when 1 year old.

12t Instructor's Manuals

Includes manuals on security plans, preliminary reports, and occupational health and safety.

DISPOSITION: Destroy when superseded or cancelled

Records Common to Most Offices (continued)

ITEM
NO.

13. Defensive Driving Exam Results

Exam results on any TVA employee who has taken the Defensive Driving Course. Includes name, social security number and test results. The original is forwarded to the Division of Occupational Health and Safety Training Section.

DISPOSITION: Destroy when employee leaves TVA.

14. Quarterly Activity Reports

These reports contain information on vandalism, theft, warning and citation, arrest, fires, investigations, vehicular accidents, safety inspections, lake mishaps, etc., for a particular area during each month. They are prepared by each individual area office and sent to the Knoxville Office for summarization and statistical purposes. They become part of the PSS official correspondence file.

DISPOSITION: Destroy when 2 years old.

15. Unofficial Correspondence Files

Contains copies of correspondence and miscellaneous information used in daily operation of the office.

DISPOSITION: Destroy when no longer needed for administrative purposes

16. Request for Outside Training (TVA 15504)

A request from an employee or employee's supervisor to request outside training for employees which is related to the performance of their duties. The record copy goes to the Personnel Microfilm Unit, Division of Personnel.

DISPOSITION: Destroy when employees leaves Public Safety Service.

17. Office Supply Requisitions (TVA 9275)

Requisitions are placed in accordance with normal usage requirements of consumable supplies, such as paper, staples, etc., as well as those supplies of a permanent nature, such as tape dispensers, staplers, etc. These forms are kept in hand after receipt of the requisitioned materials as a means of accountability and ongoing budget analysis at the local level.

The record copy of these forms is retained by the Division of Property and Services.

DISPOSITION: Destroy when 2 years old.

Records Common to Most Offices (continued)

ITEM
NO.

18. Orders for Uniforms

Includes form TVA 209 - Receiving Reports, requests for delivery, invoices, and general correspondence regarding the ordering of uniforms.

DISPOSITION: Destroy when 1 year old.

19. QA-NRC Security Audit and License Identification Items of Non-Compliance

This file includes copies of specific items of non-compliance as determined during QA & NRC (Office of Quality Assurance and Nuclear Regulatory Commission) audits/inspections of the plant site. The file also includes supplemental documentation on the specific action taken by plant management to correct items of non-compliance. The originals are filed in the Office of Quality Assurance.

DISPOSITION: Destroy when 5 years old.

20. Design Change Requests (DCR), Engineering Change Notice (ECN), and Nuclear Regulatory Commission (NRC) Items

These requests and notices are initiated and documented by the Division of Nuclear Power in the Office of Power. DCR and ECN work copies are retained by PSS all NRC items are retained by PSS. All NRC items are tracked until they are completed.

DISPOSITION: Destroy when item is completed.

21. Claims Against TVA for Damages (TVA 549)

These forms are filled out by anyone that feels that they have suffered damages due to TVA activities. Includes claimant's name, address, claim amount, and description of damage.

The record copy of this form is maintained by the Office of the General Counsel.

DISPOSITION: Destroy when 6 months old.

22. Incident Reports

This file contains formal and informal memos, reports of fights on the construction site, reports on the confiscation of alcohol and drugs, reports of traffic violations and related material that is being kept for information only.

DISPOSITION: Destroy when 6 months old.

Records Common to Most Offices (continued)

ITEM
NO.

23. Report of Mishap on TVA Lake (TVA 3132)

This form is an investigative record of mishaps on TVA lake. Includes the name, address, age, sex, and marital status of the person involved, as well as the nature and extent of injuries. Also included is the name of the lake, the location on the lake, and date of mishap. Distribution is to OH&S (record copy) and nonrecord copies to PSS and OGC.

DISPOSITION: Destroy when 2 years old.

24. Shipping Tickets (TVA 144)

This form is used primarily to maintain control and accountability of TVA owned equipment.

DISPOSITION: Destroy when 2 years old.

25. Material and Equipment Removal Permit

A form initiated by the warehouse supervisor, or selected craft or project management personnel that permits an employee to take miscellaneous material or equipment off the site. The record copy is sent to the warehouse supervisor or plant manager.

DISPOSITION: Destroy when 1 year old.

26. Release and Acknowledgement of Assumption of Risk

The form acknowledges TVA personnel requesting the use of the TVA pistol range. It also releases TVA from liability for injuries.

DISPOSITION: Destroy when 6 months old.

27. Official Visitors Register

A register of all visitors permitted entry to the site. Includes name, organization, badge number, person visiting, and in and out times. The register is sent to the plant manager daily. Duplicate copies are filed and maintained by Public Safety Service.

DISPOSITION: Destroy when 1 year old.

28. Dosimetry and TLD Records

Contains dosimetry approval form; record of exposure received; and TLD issuance.

The record copy of this information is maintained by the Radiological Health Staff

DISPOSITION: Destroy when 1 year old.

Records Common to Most Offices (continued)

ITEM
NO.

29. Fire Protection Equipment Inventory

This is a inventory listing of all fire equipment assigned to a particular unit, such as hoses, extinguishers, etc.

The record copy of this material is maintained by the Division of Property and Services.

DISPOSITION: Destroy when equipment is returned.

30. Meter Readings (TVA 9272)

This series contains a listing of the number of copies made on convenience copiers and is used to maintain control of lease payments for the equipment. The record copy is forwarded to the Division of Property & Services, Chattanooga.

DISPOSITION: Destroy when 2 years old.

31. Tagged Equipment Inventories

This form authorizes TVA Treasury Branch to pay vendors for items procured on the open market which are not normally available through regular TVA supply channels. Any items that is more easily obtained on open market basis which TVA does not have IQT contract such as ammunition may be ordered on this form.

DISPOSITION: Destroy when 2 years old.

32. Towing Agreements

An agreement between TVA and the driver of a private vehicle releasing TVA from any damage resulting from the towing of a private vehicle by TVA. This form is initiated by plant management.

DISPOSITION: Destroy when 6 months old.

33. PSS Vehicle Inspection/Service

Includes a daily check (per shift) on the operating conditions of a TVA vehicle by Public Safety Service employees. Checklist includes body condition, PA system, spot light, siren, etc.

DISPOSITION: Destroy when vehicle is retired.

Records Common to Most Offices (continued)

ITEM
NO.

34. Equipment Inventory Record

Consists of shipping tickets on the transfer of any PSS equipment/material from one area to another, and inventory forms on all tagged and non-tagged equipment and material, including office equipment.

DISPOSITION: Destroy when equipment is retired or material is destroyed.

35. Compensation Files

Contains a record of on-the-job injuries of Public Safety Service employees. These compensation records are duplicates. The originals are filed in the Compensation Unit, Division of Medical Services.

DISPOSITION: Destroy when employee terminates or transfers from Public Safety Service.

36. Leave Records (TVA 6995)

A calendar year record of all leave taken by each individual employee in Public Safety Service.

DISPOSITION: Destroy when 1 year old.

37. Field Purchase Order and Invoice (TVA 4421)

This form authorizes the Division of Finance to pay vendors for items procured on the open market which are not normally available through normal TVA supply channels, such as ammunition.

DISPOSITION: Destroy when 2 years old.

38. Reproduction Order (TVA 51)

A form requesting reproduction of material essential for conducting administrative functions. All orders are reproduced in Chattanooga.

DISPOSITION: Destroy when 1 year old.

39. Daily and Monthly Activity

Contains information on check-in, check-out, safety meetings, section information on upcoming training and reference material.

DISPOSITION: Destroy when 1 year old.

Records Common to Most Offices (continued)

ITEM
NO.

40. General Vehicle/Equipment Repair Files

Contain materials such as vehicle inspection reports, radio repairs, safeguards key locks, maintenance of vehicles.

DISPOSITION: Destroy when 1 year old.

41. Theft/Vandalism Reports

This series includes reports that itemize theft or vandalism which are investigated by Public Safety Service.

Employees report theft or vandalism to Public Safety Servicet An officer is assigned to interview the employee to obtain basic information regarding the theft or vandalism.

The record copy of the report is forwarded to the head of the division whose employee reported the theft or vandalism. A second copy is sent to the supervisor of the office where the theft or vandalism took place.

DISPOSITION: Destroy when 5 years old.

42. Vehicle Order and/or Use Report (TVA 232)

This is a monthly report of the number of miles each TVA vehicle was driven. These records are kept for purposes of preventive maintenance and proper usage.

The record copy of this form is kept by the Office Service Branch, Division of Property and Services.

DISPOSITION: Destroy when no longer needed for administrative purposest