

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-142-04-003

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This entire schedule is superseded by N1-142-10-001, item 14d.

NOTE: The crosswalk for N1-142-10-001 incorrectly confuses N1-142-04-003 with N1-142-05-003. The crosswalk links the subject matter of N1-142-04-003 to N1-142-94-004, and states that N1-142-10-001 item 14d superseded N1-142-94-004. The crosswalk fails to note that N1-142-94-004 had previously been superseded by N1-142-04-003.

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-142-04-3	
1. FROM (Agency or establishment) Tennessee Valley Authority		DATE RECEIVED 10-9-2003	
2. MAJOR SUBDIVISION TVA Nuclear (TVAN)		NOTIFICATION TO AGENCY In accordance with the provision of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for may items that be marked "disposition not approved" or "withdrawn" in column to.	
3. MINOR SUBDIVISION RADIATION PROTECTION PROGRAM			
4. NAME OF PERSON WITH WHOM TO CONFER Alice D. Witt	5. TELEPHONE 423-751-6832	DATE 10-15-04	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed on the attached (<u>pages</u>) page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE October 2, 2003	SIGNATURE OF AGENCY REPRESENTATIVE <i>Georgia S. Greene</i>		TITLE Assistant TVA Archivist

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<u>RADIATION PROTECTION PROGRAM RECORDS</u> SEE ATTACHED.	NC1-142-80-03- NC1-142-80-17- NOT NC1-142-84-01 <i>DELETED</i> N1-142-89-16, 1-14 N1-142-90-14, 1-14 N1-142-94-04 <i>Superseded</i>	
<i>cc Agency, NR, NRC</i>			

RADIATION PROTECTION PROGRAM RECORDS

The Radiation Protection program 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 ionizing 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 base of radiation exposure (internal and external) of employees and visitors at TVA facilities.

Item 1. INDIVIDUAL RADIATION EXPOSURE HISTORY RECORDS

These records are created and used as TVA's official documentation of monitoring radiation exposure received by employees and visitors at TVA facilities. They shall contain all internal and external exposure records, including both negative and positive results. These records shall be maintained by an individual unique employee identification number, or social security number, and a TVA consistent record type-identifying index. As a minimum, the individual exposure history files shall contain the following:

- A. Internal exposure records including baseline, routine, special and termination *in vivo* and *in vitro* results.
 - 1. Assignment of quantitative exposure as appropriate.
 - 2. Nasal smear results.
- B. Determination of CDE, CEDE, TODE, ALI/percent MPOB, and DAC-hr/MPC-hr.
- C. Each NRC Form 4 or equivalent signed by the individual.
- D. NRC Form 5 or equivalent.
- E. External Exposures
 - 1. As determined from TLD, film badge, radiation area survey, pocket dosimeter, electronic dosimeter and other personnel dosimetry, including all backup, multiple and extremity badging results and their serial numbers.
 - 2. Evaluations resulting from anomalous exposure indications (e.g., off-scale pocket ionization chamber, lost and damaged dosimetry).

INDIVIDUAL RADIATION EXPOSURE HISTORY RECORDS (continued)

- E. External Exposures (continued)
 - 3. Evaluations of skin dose from hot particles or radioactive contamination.
 - 4. Determination of DDE, SDE, LDE, Extremity Dose.
- F. Documentation of use of radiopharmaceuticals, therapeutic and diagnostic medical radiation exposures.
- G. Waivers of requirements for whole body counting.
- H. Determinations of Total Effective Dose Equivalent (TEDE).
- I. Approvals for exceeding administrative limits.
- J. Technical overexposures and other significant radiological incidents
 - 1. Overexposures and other radiological incidents shall be documented with details of the investigation that followed, including names of personnel involved and of those conducting the investigation.
 - 2. Interviews with the employees involved or with other employees should contain an abstract of the interview and should be signed and dated by the parties present at the interview.
 - 3. Determination of root cause and corrective action to prevent recurrence shall be documented.
 - 4. All data, information, and supporting documents shall be retained as a single package.
- K. Respirator Protection for Internal Radioactivity
 - 1. Records of initial and periodic quantitative respirator fit tests.
 - 2. Respirator use information, when available, including type, identification number, and wearer's identification, and RWP number under which the respirator is to be used.
- L. Personnel Contamination Events (as applicable)
 - 1. Nuclide identification.
 - 2. Decontamination results.
 - 3. Interviews with employees involved, if any.
 - 4. Dose evaluations, medical reviews, and event reconstructions.
- M. Planned special exposure required records.
- N. Prenatal and intent to become pregnant related records.

INDIVIDUAL RADIATION EXPOSURE HISTORY RECORDS (continued)

- O. Correspondence to the individual or the NRC/AEC regarding:
1. Termination Letters original and amended.
 2. Exposure Letters original and amended.
 3. Annual Form 5 Reports original and amended.
 4. Other regulatory required exposure-related correspondence.
 5. Other exposure-related correspondence to the individual.

DISPOSITION

A. Paper Records

1. Paper copies of microfilmed records or electronic records.

Destroy when an acceptable electronic record has been verified.

2. Paper copies as record copies.

Destroy 75 years from the time of creation, or after the expiration of the nuclear liability insurance policy plus 10 years, which ever is longer; and after concurrence for disposal is received from the Office of the General Counsel.

B. Microfilm

Individual Radiation Exposure History records were stored on microfilm from 1976 to July 1, 1997, at which time TVA began storing records in the electronic vault.

Silver and Diazo

Destroy 75 years from the time of creation, or after the expiration of the nuclear liability insurance policy plus 10 years, which ever is longer; and after concurrence for disposal is received from the Office of the General Counsel.

C. Aperture Cards - 1970 To 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.

INDIVIDUAL RADIATION EXPOSURE HISTORY RECORDS (continued)

DISPOSITION (continued)

E. Electronic Records

Electronic Document Management System (EDMS)

As of July 1, 1997, TVA implemented an electronic vault for records storage and microfilming records was discontinued. The records are presently being scanned in or submitted electronically to EDMS.

Destroy 75 years from the time of creation, or after the expiration of the nuclear liability insurance policy plus 10 years, whichever is longer; and after concurrence for disposal is received from the Office of the General Counsel.

Item 2. FACILITY-BASED RADIOLOGICAL CONTROL PROGRAM RECORDS

Facility records are those records that may be required to establish the conditions under which individuals were exposed to radiation or radioactive material. These records supplement the individual dose records that are based on individual monitoring. In some cases, workplace records provide the only means for estimating individual doses. These records are also helpful in assessing the overall quality and effectiveness of the radiation protection program at a particular location.

Program records include the regulations, procedures, and correspondence that concern or document internal or external exposure to radiation or radioactive material, evidence of program quality, demonstration of compliance with regulations and license conditions, and accountability of radioactive material. (Individual exposure records are not included in these records but are affected by many of them.)

These records shall be maintained by unique identification, such as instrument-equipment serial number, survey number, and other such unique identifiers, and a TVA consistent record type-identifying index. As a minimum, the facility-based and program record history files should contain the following:

- A. Instrumentation-Equipment Calibration and Maintenance Records
 - 1. Repair and maintenance history of respirators and respiratory protection equipment.
 - 2. Procedures for calibration and periodic operational check for fixed, portable and laboratory radiation measuring equipment.

FACILITY-BASED RADIOLOGICAL CONTROL PROGRAM RECORDS
(continued)

3. Calibration and maintenance history records for the following instruments:
 - a. Portable survey instruments.
 - b. Bioassay measurement, including in vivo counters and excreta analysis.
 - c. Dosimetry equipment and associated Dosimetry Laboratory Accreditation Program certifications, proficiency test data, and onsite assessment reports.
 - d. Laboratory, count room and fixed radiation measuring equipment.
 - e. Process and effluent monitors and/or sampling equipment.
 - f. Environmental monitoring and/or sampling equipment.
 - g. Radiation area monitors.
 - h. Meteorological monitoring equipment.
 - i. Portal monitors and other personnel contamination monitors.
 - j. Self-reading dosimeters, including Pressurized Ion Chambers and electronic dosimeters.
 - k. Air sampling equipment.
 - l. Tool and waste monitoring equipment.
 - m. Protective clothing scanners and monitors.
 - n. Calibration sources, transfer standards, and test equipment.
 - (1) Records of additional tests and checks of instrumentation associated with a suspected or alleged overexposure or unusual occurrence shall be retained.
 - (2) Calibration records should include the name of the technician involved, dates of the calibrations, as-found and as-left values, and calibration source/standard identification.
 - (3) Records of the capabilities of instrumentation and equipment including:
 - (a) Identification, description, and functional specifications of the instrumentation-equipment used in the radiation protection program.
 - (b) Results and date of any acceptance or performance tests which are made to verify and validate the capabilities of the instrumentation-equipment.
- B. Radiological Surveys
1. Radiation surveys.
 2. Air sampling surveys.
 3. Contamination surveys and records of surveys performed to determine on-site or off-site contamination resulting from routine or unplanned.

FACILITY-BASED RADIOLOGICAL CONTROL PROGRAM RECORDS
(continued)

- C. Work Control - Radiation Work Permits or other such work controlling documents (if required by facility license standard processes and procedures)
 - 1. Identification of work.
 - 2. Identification of workers.
 - 3. Radiological description of the workplace.
 - 4. Dosimetry required and placement thereof.
 - 5. Protective clothing required.
 - 6. Respiratory protection.
 - 7. Special precautions or instructions for a particular job.
 - 8. Authorizing signatures by the Radiological Control supervisor or a designated alternate.

- D. Program Basis and Documentation
 - 1. Automatic data processing system programs, documentation, and codes used for retrieval of personnel exposure records and or calculation of personnel exposure.
 - 2. Worksheets, requests for analysis, chart records that must be further interpreted or modified before use, automatic data processing system input records, information used in interim calculations or to verify recorded data is correct, and statistical summaries duplicating dose data.
 - 3. Technical standards (including operating guides, as well as laboratory, operating, and radiation protection procedures and instructions describing the technical and administrative basis for the RC&RMS programs) and their revisions.
 - 4. Logbooks that summarize shift and daily activities, including unusual incidents, radiation and contamination problems, release of radionuclides to work areas or offsite, interpretation of unusual chart recordings, and other similar items.

- E. Environmental and Effluent Measurements

Environmental and effluent monitoring programs are used to determine the effects of releases from a nuclear facility. The following records generated from these programs allow trending and evaluation of routine and unplanned releases, and comparison with pre-operational conditions:

 - 1. Pre-operational environmental monitoring surveys and reports.
 - 2. Radiological environmental monitoring reports.
 - 3. Radiological effluent release reports (USNRC Regulatory Guide 1.21).
 - 4. Interlaboratory comparison reports to verify and validate analytical capability.

FACILITY-BASED RADIOLOGICAL CONTROL PROGRAM RECORDS
(continued)

5. Meteorological joint frequency distribution data to support environmental effluent monitoring measurements.
 6. Onsite contamination or spills.
- F. Radioactive Material Shipments and Disposal
1. Radiological surveys of transport vehicles and their loads.
 2. Shipment records for radioactive material transported offsite, including radionuclides, activity, and classification.
 3. Records of radioactive material disposed of under special conditions of 10 CFR 20.
 4. Shipping papers for radioactive material received from others.
 5. Records of training to meet DOT and NRC requirements.
 6. Records of procurement, fabrication, licensing, use, maintenance, and modification of shipping packages licensed to TVA.
- G. Other Records
1. Records of radiological engineering and exposure optimization reviews.
 2. Management and/or audit reports showing radiological problem identification, resolution and root cause analysis.
 3. The records of ALARA job reviews and pre-job briefings.
 4. Records of radiological and environmental comparative data analysis and trend analysis.
 5. Correspondence to NRC/AEC regarding facility radiological exposure and radioactive material.
 6. Regulatory inspections, audits, special evaluations and related correspondence.
 7. Internally conducted self-assessments and program evaluations.
 8. Evaluations, audits, assessments conducted by Quality Assurance and third party (INPO, ANI) organizations.
 9. Evaluations of TEDE ALARA for the possible use of respirators.
- H. Source and Byproduct Material
1. Records of leak test and inventories.
 2. Facilities license application, license and amendments.

DISPOSITION

A. Paper Records

1. Paper copies of microfilmed records or electronic records.

Destroy when an acceptable electronic record has been verified.

2. Paper copies as record copies.

a) Radiological Control Program Records

Destroy 75 years from the time the last TVA facility no longer provides monitoring for internal or external radiation exposure to radiation or radioactive material, licensed radioactive material is no longer present; or after the expiration of the nuclear liability insurance policy plus 10 years, which ever is longer; and after concurrence for disposal is received from the Office of the General Counsel.

b) Facility Based Records

Destroy 75 years from the time the facility no longer provides monitoring for internal or external radiation exposure to radiation or radioactive material, licensed radioactive material is no longer present; or after the expiration of the nuclear liability insurance policy plus 10 years, which ever is longer; and after concurrence for disposal is received from the Office of the General Counsel.

B. Microfilm

Radiological Control Program and Facility Based records were stored on microfilm from 1970 to July 1, 1997, at which time TVA began storing records in the electronic vault.

Silver and Diazo

1. Radiological Control Program Records

Destroy 75 years from the time the last TVA facility no longer provides monitoring for internal or external radiation exposure to radiation or radioactive material, licensed radioactive material is no longer

DISPOSITION (continued)

Radiological Control Program Records (continued)

present; or after the expiration of the nuclear liability insurance policy plus 10 years, which ever is longer; and after concurrence for disposal is received from the Office of the General Counsel.

2. Facility Based Records

Destroy 75 years from the time the facility no longer provides monitoring for internal or external radiation exposure to radiation or radioactive material, licensed radioactive material is no longer present; or after the expiration of the nuclear liability insurance policy plus 10 years, which ever is longer; and after concurrence for disposal is received from the Office of the General Counsel.

C. Computer Output Microfiche

Destroy in agency when no longer needed for administrative reference.

E. Electronic Records

Electronic Document Management System (EDMS)

As of July 1, 1997, TVA implemented an electronic vault for records storage and microfilming records was discontinued. The records are presently being scanned in or submitted electronically to EDMS.

1. Radiological Control Program Records

Destroy 75 years from the time the last TVA facility no longer provides monitoring for internal or external radiation exposure to radiation or radioactive material, licensed radioactive material is no longer present; or after the expiration of the nuclear liability insurance policy plus 10 years, which ever is longer; and after concurrence for disposal is received from the Office of the General Counsel.

DISPOSITION (continued)

Electronic Records (continued)

2. Facility Based Records

Destroy 75 years from the time the facility no longer provides monitoring for internal or external radiation exposure to radiation or radioactive material, licensed radioactive material is no longer present; or after the expiration of the nuclear liability insurance policy plus 10 years, which ever is longer; and after concurrence for disposal is received from the Office of the General Counsel.

Item 3. RADIOLOGICAL EMERGENCY PROGRAM RECORDS

Records which document the health and safety of the public in the event of a radiological emergency resulting from an accident at a TVA nuclear facility. These records are required by 10 CFR 50, NUREG-0654, and REG Guide 1.101.

DISPOSITION

A. Paper Records

1. Paper copies of microfilmed records or electronic records.

Destroy when an acceptable electronic record has been verified.

2. Paper copies as record copies.

Destroy 75 years from the time the last TVA facility no longer provides monitoring for internal or external radiation exposure to radiation or radioactive material, licensed radioactive material is no longer present; or after the expiration of the nuclear liability insurance policy plus 10 years, which ever is longer; and after concurrence for disposal is received from the Office of the General Counsel.

B. Microfilm

Radiological Emergency Program records were stored on microfilm from 1974 to July 1, 1997, at which time TVA began storing records in the electronic vault.

RADIOLOGICAL EMERGENCY PROGRAM RECORDS (continued)

DISPOSITION (continued)

Silver and Diazo

Destroy 75 years from the time the last TVA facility no longer provides monitoring for internal or external radiation exposure to radiation or radioactive material, licensed radioactive material is no longer present; or after the expiration of the nuclear liability insurance policy plus 10 years, which ever is longer; and after concurrence for disposal is received from the Office of the General Counsel.

C. Computer Output Microfiche

Destroy in agency when no longer needed for administrative reference.

D. Electronic Records

Electronic Document Management System (EDMS)

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Destroy 75 years from the time the last TVA facility no longer provides monitoring for internal or external radiation exposure to radiation or radioactive material, licensed radioactive material is no longer present; or after the expiration of the nuclear liability insurance policy plus 10 years, which ever is longer; and after concurrence for disposal is received from the Office of the General Counsel.

Item 4 ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also, includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

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RADIATION PROTECTION PROGRAM RECORDS (RADCON)

Item 4 ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES
(continued)

1. Copies that have no further administrative value after the recordkeeping copy is made. Includes, copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

2. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.

Item 5 SHORT-TERM ADMINISTRATIVE RECORDS

Records of short-term retention related to internal activities and serve as informational or facilitative purposes. These records do not contain, describe or establish individual radiation exposure information; required information for which individuals were exposed to radiation or radioactive material; the radiological control program requirements; information of chemical operations or chemical program monitoring; or the health and safety of the public.

DISPOSITION

Destroy when no longer needed, not to exceed 6 years.

REFERENCE:

~~NC1-142-78-05~~
~~NC1-142-80-03~~
~~NC1-142-80-17~~
~~NC1-142-84-01~~
~~N1-142-89-16, Item 11~~
~~N1-142-90-14, Item 11~~
N1-142-94-04 *Supersedes*
~~N1-142-03-2~~

} NOT RELATED

} NOT RELATED