

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

14 8 Nov 79

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (AGENCY OR ESTABLISHMENT)

Tennessee Valley Authority

2 MAJOR SUBDIVISION

Office of Health and Safety

3 MINOR SUBDIVISION

Division of Occupational Health and Safety

4 NAME OF PERSON WITH WHOM TO CONFER

Ronald E. Brewer

5. TEL EXT

FTS.

854-3351

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ **A Request for immediate disposal.**

☒ **B Request for disposal after a specified period of time or request for permanent retention.**

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
10/29/79	<u>Ronald E. Brewer</u>	Assistant TVA Archivist

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p><u>RADIOLOGICAL HYGIENE BRANCH</u></p> <p><u>Files consisting of the following records:</u></p> <p>Equipment logbooks are used to record calculations of calibrated equipment that is used to collect radioactive samples around nuclear facilities. Radiological Hygiene Branch personnel calibrate the equipment periodically to assure the measurements of the instruments are not deviating from proper correction factors.</p> <p>Instrument control charts are graphs which summarize logbook calculations to show instrument performance over a period of time.</p> <p>Interlaboratory comparisons are performed with various states and Environmental Protection Agency to standardize precisions of instruments and analytical procedures.</p> <p>Disposition: Original Destroy when nuclear facility retires. Transfer to Federal Records Center when 20 years old. (3 on file/yr.)</p> <p>to NNRB, 4 NCR, 4 NRC, & agency, 1/3/80 RTB</p>		3 items

Close out - 1-3-80 JS

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
2,	<p><u>HEALTH PHYSICS RECORDS</u></p> <p>The following forms are used to provide a continuing evaluation of employee exposures to ionizing radiations at TVA nuclear facilities:</p> <p>Form TVA 17093 - Personnel Contaminaiton Report</p> <p>17094 - Irregular Dosimeter Reading Investigation</p> <p>17095 - Airborne Radiation Survey original - Health Physics Unit duplicate - Health Physics Lab</p> <p>17097 - Radiological Survey Addendum Sheet original - Health Physics Unit duplicate - Health Physics Lab</p> <p>17104 - Visitor Admission Register</p> <p>17105 - Plant Personnel Dosimeter Readings</p> <p>17106 - Special Work Permit white - work location and return to Health Physics Unit yellow - work location and return to Health Physics Unit (destroy ^{in agency} at option not to exceed one year) pink - Health Physics Unit (destroy ^{in agency} at opiton not to exceed one year) blue - shift engineer (destroy ^{in agency} at option not to exceed one year)</p> <p>17118 - Plant Personnel High Dosimeter</p> <p>17126 - Supplementary Timesheet white - work location and return to Health Physics Unit yellow - work location and return to Health Physics Unit (destroy ^{in agency} at option not to exceed one year)</p> <p>17153 - Rezero of Dosimeter Report</p> <p>17170 - TVA Continuing Special Work Permit white - work location and return to Health Physics Unit yellow - work location and return to Health Physics Unit (destroy ^{in agency} at option not to exceed one year)</p> <p>(cont.)</p>		

Four copies, including original, to be submitted to the National Archives

16-50423-1 GPO

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>pink - Health Physics Unit (destroy ^{in agency} at option not to exceed one year)</p> <p>blue - shift engineer (destroy ^{in agency} at option not to exceed one year)</p> <p>17171 - Supplementary Sheet for Continuing Special Work Permit</p> <p>white - work location and return to Health Physics Unit</p> <p>yellow - work location and return to Health Physics Unit (destroy ^{in agency} at option not to exceed one year)</p> <p>pink - Health Physics Unit (destroy ^{in agency} at option not to exceed one year)</p> <p>While active, these records, which have been designated as quality assurance records, will be maintained in the plant Health Physics office in fire-rated cabinets. At the discretion of the Health Physics supervisor, the records will be transferred periodically to lifetime records storage facility provided by Power Production Health Physics records will be transferred to Federal Records Center when 20 years old and destroyed when 100 years old unless review at that time suggests longer retention is needed. 96 cu ft. since 1972; ca. 12 cu ft/yr.</p> <p>a. Disposition: <u>Transfer to Federal Records Center when 20 yrs. old.</u> Original - Destroy when 100 years old (unless review at that time suggests longer retention).</p> <p>b. Duplicate - Destroy ^{in agency} at option not to exceed one year</p> <p>Transfer to Federal Records Center when 20 years old</p>		

CWZ