Schedule Number: N1-142-89-016

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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These items, unless subsequently superseded, may be used by the agency to disposition records.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SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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Item I.12B was superseded by N1-142-97-001, item 1

Item I.13 was stated in the N1-142-10-001 crosswalk to be superseded by GRS 16, item 7, which is now (2022) GRS 4.1, item 020 (DAA-GRS-2013-0002-0007)

Item V.2 was superseded by N1-142-10-001, items 11a and 11c1

Item VI.1 was stated in the N1-142-10-001 crosswalk to be superseded by GRS 1, item 29b, which is now (2022) GRS 2.6, item 030 (DAA-GRS-2016- 0014-0003)

Item VI.3.2 was superseded by N1-142-10-001, item 11c1

Item VII.1 was superseded by N1-142-10-001, item 1c

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO. N1-142-89-16

DATE RECEIVED 6/12/89

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

1. FROM *(Agency or establishment)*
Tennessee Valley Authority

2. MAJOR SUBDIVISION
Nuclear Power

3. MINOR SUBDIVISION
Sequoyah Nuclear Plant

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE EXT.	DATE	ARCHIVIST OF THE UNITED STATES
Ronald E. Brewer	615/751-2520	5/1/90	

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 _____ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: ☐ is attached; or ☒ is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
6/6/89	Ronald E. Brewer	Assistant TVA Archivist

7. ITEM NO.	8. DESCRIPTION OF ITEM *(With Inclusive Dates or Retention Periods)*	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN *(NARS USE ONLY)*
	See the attached Nuclear Power Comprehensive Records Schedule for Sequoyah Nuclear Plant.		

All changes to this proposed schedule have been approved by:

Paul W Hanes — NARA appraiser — 5/2/90 — date

Ronald E. Brewer — Agency representative — 4/27/90 — date

115-108 Copies sent to agency NNA 4-NN, NCED

NSN 7540-00-634-4064 6/19/90

STANDARD FORM 115 (REV. 8-83)
Prescribed by GSA
FPMR (41 CFR) 101-11.4

TENNESSEE VALLEY AUTHORITY

COMPREHENSIVE RECORDS SCHEDULE

NUCLEAR POWER

SEQUOYAH NUCLEAR PLANT

Prepared by

Facilities and Services
Office Support Services
Tennessee Valley Authority
Chattanooga, Tennessee

_____ Date Approved

_____ Assistant TVA Archivist Approval

0700N

NUCLEAR POWER
SEQUOYAH NUCLEAR PLANT
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PART B - NONRECORD SERIES

TVA began a series of large nuclear power projects in the late 1960s to provide for further projected economic growth needs of the region. TVA's initial experience with nuclear-powered electricity production began through an interagency agreement with the Atomic Energy Commission (AEC) in 1960 to operate the AEC's Experimental Gas Cooled Reactor (EGCR) at Oak Ridge, Tennessee. The interagency agreement was administered by the TVA Division of Power Production. In 1966, the Nuclear Regulatory Commission (NRC) terminated the EGCR project, and TVA cancelled its interagency agreement in the project. Some EGCR employees transferred to TVA's Engineering Design, some to the Division of Power Production, and some to the Office of Power. The EGCR employees had been preparing bid specifications for equipment needed to build a nuclear power plant. A Nuclear Engineering Branch was started in the Office of Power to continue evaluating the nuclear option.

In the mid-1960s, TVA decided to make a cross comparison between producing electricity from fossil and nuclear systems and invited bids from General Electric and Westinghouse for nuclear steam supply systems. The cost comparison showed power could be produced from nuclear at less cost than coal. The TVA Board of Directors voted in June 1966 to begin construction of two reactors at Browns Ferry Nuclear Plant near Decatur, Alabama. A third reactor was added to the construction plans a few months later.

Between 1966 and 1974, the TVA Board committed to build a total of 17 nuclear reactors at four sites in Tennessee, two in Alabama, and one in Mississippi. In addition to the three reactors at Browns Ferry, there would be two at the Sequoyah Nuclear Plant near Soddy-Daisy, Tennessee; two at Watts Bar Nuclear Plant near Spring City, Tennessee; two at Bellefonte Nuclear Plant near Scottsboro, Alabama; four at Hartsville Nuclear Plant near Hartsville, Tennessee; two at Phipps Bend Nuclear Plant near Phipps Bend, Tennessee; and two at Yellow Creek Nuclear Plant near Iuka, Mississippi. Due to slower than projected power growth demands during the ensuing decade, the TVA Board was forced to cancel eight of the reactor projects. These were the four units at Hartsville, two at Phipps Bend, and two at Yellow Creek. TVA currently has three licensed reactors at Browns Ferry, two at Sequoyah, and a total of four under various stages of construction at Watts Bar and Bellefonte.

After the TVA Board committed to build Browns Ferry in 1966, a group was formed in the Chattanooga Division of Power Production to plan for the additional needs TVA would incur by operating a nuclear plant. Employees were hired to begin training to eventually staff and operate the Browns Ferry plant. By 1969 the Nuclear Generation Branch had been formed to oversee the growing demands of the nuclear option. The Division of Power Production then included branch level organizations responsible for hydro, fossil, and nuclear power production.

In November 1979, due to the increasing size and resource demands of the nuclear power program, the Division of Power Production was reorganized to become the Division of Nuclear Power and the Division of Fossil and Hydro Power. These two Divisions then comprised the newly established Office of Power.

In April 1984, the Division of Nuclear Power was separated from the Office of Power and elevated to become the Office of Nuclear Power (ONP) to accommodate the growing management requirements of the program. At that time the following organizations formed the Office of Nuclear Power:

Division of Quality Assurance
Division of Nuclear Engineering
Division of Nuclear Construction
Division of Nuclear Services
Radiological Health Staff
Nuclear Licensing Staff
Nuclear Personnel Staff

In July 1988, the TVA Board announced a comprehensive reorganization that resulted in a reduction of employees and grouped TVA's three major program areas into Power, Nuclear Power, and Resource Development. The Office of Nuclear Power became Nuclear Power (NP). This reorganization placed major functions and production sites under the following titles:

Nuclear Business Operations (NBO)
Nuclear Construction (NC)
Nuclear Engineering (NE)
Nuclear Licensing and Regulatory Affairs (NLRA)
Nuclear Quality Assurance (NQA)
Nuclear Support (NS)
Bellefonte Nuclear Plant (BLN)
Browns Ferry Nuclear Plant (BFN)
Sequoyah Nuclear Plant (SQN)
Watts Bar Nuclear Plant (WBN)

NP is responsible for the safe operation of the nuclear plants and for compliance with TVA policy on safety, quality, and regulatory requirements. NP plans and manages the nuclear energy supply programs to meet the requirements of the TVA power program consistent with social, environmental, economic, safety, and quality objectives at the lowest possible cost.

TVA began construction on SQN in May 1970. The plant contains two Pressurized Water Reactor Nuclear Steam Supply units. Unit 1 began commercial operation on July 1, 1981, and unit 2 began commercial operation on June 1, 1982. TVA voluntarily shut down both Sequoyah reactors in August 1985 to address safety-related issues, management organization, and attitude issues. After TVA completed extensive restart programs, the NRC authoized the restart of Unit 2 at Sequoyah in May 1988 and Unit 1 in November 1988. Both Sequoyah units are generating electricity and performing well. Before a scheduled refueling in January 1989, Unit 2 set a TVA record for continuous operation of 209 days without a shutdown and produced more than 4 billion kilowatt-hours during that period.

The plant is located in southeastern Tennessee, about 7.5 miles northeast of Chattanooga, on Chickamauga Lake, in Hamilton County. TVA served as the plant architect, engineer, and principal contractor for the balance of plant equipment and was responsible for ensuring that the technical requirements of the nuclear steam supply system contracts were met. TVA construction was responsible for building the plant in accordance with design specifications supplied by TVA engineering.

The Document Control Records Management (DCRM) organization at SQN is responsible for the final disposition of records created and maintained at the site. SQN DCRM organization reports to DCRM in the corporate NP headquarters office in Chattanooga. The SQN Administrative Instruction 7 (AI-7) identifies all Quality Assurance (QA) records created and maintained at the site. All records created and maintained are listed in the SQN CRS.

SQN is comprised of the following organizations:

Nuclear Engineering (NE)
Nuclear Quality Assurance (NQA)
Nuclear Licensing and Regulatory Affairs (NLRA)
Nuclear Support (NS)
Nuclear Training (NT)

Records for each of the above organizations at SQN, with the exception of NT, are listed in the SQN CRS. These records may also be reflected in other CRS' if they are created or maintained within that organization or site. For clarity, and because of the special nature of training records, all records created or maintained within NT will be in a separate CRS.

I.1 DESIGN AND CONSTRUCTION DRAWINGS

The design and construction drawings include sketches and manufacturers drawings as described in Appendix A.

DISPOSITION

A. Originals (linen, mylar, vellum, etc.)

1. Drawings suitable for microfilming, approved vendor drawings[1] suitable for microfilming, and as-constructed drawings suitable for microfilming.

   After acceptable microfilm is obtained, destroy drawing when no longer needed for reference, normally not to exceed life of project.

2. Drawings not suitable for microfilming due to special format, illegibility, color-coding, etc.

   NOTE: Drawings unsuitable for microfilming that are quality assurance records must be stored in approved facilities for the life of the project.

   a. Drawings selected by TVA and the National Archives and Records Administration (NARA) for transfer to NARA.

      Permanent. Transfer to the NARA when no longer needed for reference, normally at end of life of project. Final selection to be made at time of transfer.

   b. Other drawings.

      Destroy in agency when no longer required for reference or for issuance of revised drawings, normally not to exceed life of project.

---

1. Approved vendor drawings are those marked "A" (Approved), "AU" (Accepted for Use), or "IO" (Information Only).

I.1. (Continued)

DISPOSITION (Continued)

3. Nonaccount and general project drawings issued before aperture card system was established. These drawings were not backfitted into the aperture card system because they concern minor projects without capital accounts. These drawings are located in the Document Control and Records Management (DCRM) organization.

   Destroy when no longer needed for reference, not to exceed life of project.

B. Microfilm

1. Drawings, as outlined by Appendix A.

   a. Record copy mounted on aperture cards and filed in DCRM.

      (1) Drawings selected by TVA and NARA for transfer to archives.

         Permanent. Transfer to NARA when no longer needed for reference, normally at end of life of project. Final selection to be made at time of transfer.

      (2) Other drawings.

         Destroy in agency when no longer needed for reference, normally at end of life of project.

   b. Security copy stored at National Underground Storage (NUS).

      Destroy when no longer needed for reference, normally end of life of project.

   c. Second security copy stored in DCRM.

      Destroy when no longer needed for reference.

   d. All other copies.

      Destroy as nonrecord when no longer needed for reference.

I.1. (Continued)

DISPOSITION (Continued)

2. Site originated drawings including nonaccount and general project drawings (drawings of minor projects without capital accounts) microfilmed on 16-mm or 35-mm film before aperture card system was established.

Destroy when no longer required for reference, not to exceed life of project.

C. Prints (made from microfilm or originals).

Destroy as nonrecord when no longer needed for reference.

D. Drawing lists, logs, and finding aids.

Permanent. Transfer to NARA with related drawings.

(NC1-142-85-12, Item No. IV 4)

NOTE: For computerized aids, see also Item No. I.8 of this schedule.

I.2 BUDGET SUPPORT DOCUMENTATION

This series includes the support documents such as notes and calculations created in the course of developing the annual budget. The record copy of the actual budget is indexed into the Records and information Management System (RIMS).

These support documents must be retained for an extended period of time in order to meet the following needs:

1. To answer inquiries by the Board or by Congressional oversight committees concerning costs and cost overruns.

2. To document original delivery and payment schedules in case of litigation.

3. To supply historical cost data to utilities as aids in anticipating costs and cash flow.

4. To supply information requested by the Office of Management and Budget and the General Accounting Office.

I.2 (Continued)

DISPOSITION

Destroy in agency when no longer needed for reference, not to exceed 30 years. Should be transferred to inactive storage when frequency of reference use declines. Transfer does not alter maximum retention of 30 years. Not authorized to be transferred to the Federal Records Center (FRC).

(NC1-142-85-12, Item No. IV 16)

I.3 SUPPORT DOCUMENTATION FOR COST ESTIMATES AND SPECIAL COST STUDIES

These documents include valuable notes, calculations, computation sheets, computer printouts, sketches, related correspondence, and other background material for cost estimates and special cost studies.

Most final cost estimates are issued by the budget officers after receiving input from organizations in the divisions. For specialized types of cost estimates, such as those for communication equipment and certain switchyard items, organizations in the divisions may prepare the final cost estimates. The record copies of the final cost estimates as well as the official input from the divisions are indexed into RIMS. The record copies of special cost studies are also indexed into RIMS.

The support documentation evaluated in this item has reference value for General Accounting Office audits as well as future cost estimates and studies. The documentation is used in substantiating man-hour requirements, cost requirements, completion of engineering work, or in determining reasons for cost overruns. It is also useful in documenting the estimating procedures used on particular projects and in preparing estimates for projected work which is similar to work done on earlier projects.

DISPOSITION

A. Support documentation.

Destroy when no longer needed for reference, not to exceed 20 years after completion of cost estimate or special study. Transfer to inactive storage five years after cost estimate or study is completed. Do not microfilm. Not authorized for transfer to the FRC.

I.3 (Continued)

DISPOSITION (Continued)

B. Support documentation held by the lead organization for specialized final cost estimates prepared entirely by organizations in the divisions.

Destroy when no longer needed for reference, not to exceed ten years after completion of cost estimate. Not authorized for transfer to the FRC.

C. Support documentation for partial cost estimates used as input to final cost estimates.

Destroy when no longer needed for reference, not to exceed five years.

EXCEPTION: Support documentation for cost estimates on deferred nuclear units may be retained at option of originating organization until one year after a decision is made to cancel or restart construction of the unit.

(NC1-142-85-12, Item No. IV 17)

I.4 SUPPLIER RADIOGRAPHS

Radiographs are produced from the use of radiant energy in the form of neutrons, X-rays, or gamma rays for nondestructive examination (NDE) of opaque objects. These graphical records on sensitized film (radiographs) indicate the comparative soundness of the object being tested.

This nondestructive method of examination to verify soundness of materials or components, or verify that discontinuities are present in materials or components, is not limited to nuclear plants. This procedure has been used for steam and hydroelectric plants as well.

The evaluation as to the acceptability or rejectability of the material or component is based upon the judicious application of the radiographic specifications and standards governing the material or component.

Information on the radiographs contains the manufacturer's name and further identification as appropriate to provide traceability to the component, weld, weld seam, or part number represented in the radiograph. These records serve as proof of the contractor's performance and have reference value if a weld failure or component failure occurs. The radiographs would be used to determine the original quality at the point of the failure.

The length of retention is needed to prove plant integrity as well as for compliance with the Nuclear Regulatory Commission (NRC) requirements.

DISPOSITION

Destroy when facility is retired. Transfer to NUS when no longer needed for onsite reference.

In order to determine when contingent disposition may be applied and these records destroyed, TVA will review the records 40 years after this transfer to NUS and every 5 years thereafter until destroyed.

(NC1-142--77-2, Item No. 1)

I.5 SITE-ORIGINATED RADIOGRAPHS

Graphical records on sensitized films, created for nondestructive examination of opaque objects, indicating the comparative soundness of the object being tested. Used in evaluation of acceptability or rejectability of materials or components and contains manufacturer's name and further identification as appropriate to provide traceability to the component, weld, weld seam, or part number represented in the radiographs. These single-source records are to be transferred to National Underground Storage in Boyers, PA for safekeeping when no longer actively retrieved.

(NOTE: REG. GUIDE 1.28, QA Program Requirements (Design and Construction), Revision 3, defines several categories of retention requirements of QA records, including radiographs. Radiographic examination reports shall be maintained as lifetime QA records. These revisions allow for reduced retention for certain radiographic records.)

DISPOSITION

A. Current final accepted radiographs required by applicable nuclear engineering codes and regulatory commitments.

   Destroy when facility is retired.

B. In-process or investigative radiographs which are superseded or replaced by final accepted radiographs.

   Destroy when superseded or replaced.

C. Radiographs which, upon review, have been determined to be unacceptable due to the misapplication of required examination techniques.

   Destroy when determined unacceptable.

D. Radiographs taken on nuclear components if the component has been replaced or when the component is no longer essential to plant operation and has been deleted from service.

   Destroy when superseded or deleted.

E. Radiographs which have been designated product nonpermanent records and are not required for ASME Section XI application.

   Destroy after 10 years or life of the item if less than 10 years.

(NOTE: This record series was approved under NARA No. NC1-142-77-2, Item No. 1. However, the changes to the disposition require reapproval.)

I.6 TRAINING, ORIENTATION, AND PUBLIC RELATIONS MATERIALS

Orientation materials for internal or limited external use that do not have quality assurance (QA) or historical importance. "Limited external use" includes use with tours of retirees, career day visits by students, etc.

This item includes only overview training materials for activities that do not reflect the mission of the agency. If does not include manuals, textbooks, etc., developed for core training of employees. Substantive training materials that reflect the mission of the agency and that are essential to employee development and functioning will be evaluated in items of this schedule as identified.

This series includes filmstrips, slides, transparencies, booklets, "handouts," video cassettes, test forms, lists of available training and/or materials, and related materials.

DISPOSITION

Destroy when superseded or obsolete, not to exceed 10 years.

(NC1-142-85-12, Item No. IV 22)

I.7 ROUTINE OFFICE PROCEDURES

This series includes routine office procedures of strictly internal, limited value. Examples would be branch specific procedures for work responsibilities, for mail distribution, for operating office equipment, or accomplishing routine tasks, etc.

DISPOSITION

Destroy when superseded or no longer required for reference.

(NC1-142-85-12. Item, No. IV 24 X)

I.8 AUTOMATED DATA PROCESSING (ADP) RECORDS AND RELATED DOCUMENTATION

The computer jobs used in Nuclear Engineering (NE) may be divided into two general types:

1. Those used for discrete tasks or one-time studies.

2. Those used to track or manage information on a continuing basis.

The two types of jobs are also differentiated by their primary record formats. The primary record for the discrete jobs is the final output; the primary record for continuing information management jobs is the magnetically stored data base. The two types of jobs and the disposition of their components (data entry records, magnetically stored data bases, and output) are evaluated in item Nos. I.8.A and I.8.B of this schedule. Support records, such as system documentation and processing files, required for servicing the computer jobs and their component records are evaluated in item No. I.8.C of this schedule.

A. Discrete Tasks for One-Time Studies

These computer jobs are used to produce a final human readable document or report. Magnetically stored machine readable data is equivalent to a working draft and may be purged after issuance of the final document. Preliminary runs of the information are also working drafts and may be destroyed after components on them have been incorporated into the data base. The final run of one of these finite jobs is evaluated according to its individual characteristics.

Examples of this type of computer job are: Nuclear Construction (NC) graphical and statistical report, Annual Salary Policy Merit Pay System, and engineering calculation programs acquired from vendors.

DISPOSITION

1. Cards, coding sheets, diskettes, or other data entry mechanisms that are not evaluated in a separate item of this schedule.

   Destroy or purge after entry into magnetic storage is completed and verified, not to exceed issuance of final document or report or within one year after job is retired.

---

1. May include storage on cards when no other complete data base is maintained.

I.8 (Continued)

DISPOSITION (Continued)

2. Magnetically stored data base[1] (excluding source programs or processing files; see item No. I.8.C of this schedule)

   May be purged as necessary through working stage. Purge completely after issuance of final document or report or within one year after job is retired.

3. Output-disposal determined according to characteristics described below.

   a. Final output which is a final report or end product in itself or which is a working paper used to create another final document built which contains significant backup material. These records are output on paper or microforms and include such records as computerized cable schedules, telephone system records, computer calculations, and heat cycle calculations.

      Apply the retention period assigned in relevant item of this schedule to hard copy records serving the same function.

   b. Final output which is transferred to another format (or medium) for release and which contains no significant comments aside from the transferred information.

      Destroy after issuance of the final document. (The final document is evaluated elsewhere in this schedule.)

   c. Duplicate of backup tapes of stored information.

      Purge after next tape is run, not to exceed 6 backup runs.

      (NC1-142-85-12, Item No. IV 28 II)

I.8 (Continued)

B. Continuing Information Management or Tracking Computer Jobs

These computer jobs are used to manage information on a continuing basis and final total output reports are never issued. Any output from one of these jobs is an update of information magnetically stored. Backup tapes of the stored information are generally run to protect data from being lost. These jobs may or may not be project-related. Examples of this type of job are: PC III, Engineering Requirements Planning Subsystem (ERPS), and the Electrical Bills of Material System.

DISPOSITION

1. Cards, coding sheets, diskettes, or other data entry mechanisms that are not evaluated in a separate item of this schedule--disposal determined according to characteristics described below:

   a. Data entry mechanisms used solely for data entry purposes.

      Destroy or purge after entry into magnetic storage is completed and verified, not to exceed three update cycles or within one year after job is retired.

   b. Data entry mechanisms containing information additional to that entered into the data base.

      Destroy when no longer needed for reference, generally within one year after final documents are issued or task is completed.

I.8.B. (Continued)

DISPOSITION (Continued)

2. Output not evaluated in a separate item of this schedule

   Destroy within 3 update cycles or within 1 year after job is retired.

3. Magnetically stored data base[1] (excluding source programs or processing files; see item No. I.8.C of this schedule).

   Information may be purged as necessary through working stage. Disposal of finalized data base determined according to characteristics described below.

   a. Information which serves the same function as an existing hard copy record series. An example is the data base for the Computer Indexed System which serves the same function as the paper or microfiche indexes to the Manually Indexed System of MEDS/RIMS.

      Apply the retention period assigned in relevant item of this schedule to hard copy records serving the same function.

   b. Information used as administrative or housekeeping tool but which has no inherent legal or policy-making value (as in the PC III Systems).

      Purge as necessary or after retirement of job.

   c. Information used as an administrative or housekeeping tool which has inherent legal or administrative value. Evaluated individually by series.

---

1. May include storage on cards when no other complete data base is maintained.

I.8.B. (Continued)

DISPOSITION (Continued)

4. Duplicates or backup tapes of stored information.

Purge after next tape is run, not to exceed six backup runs.

(NC1-142-85-12, Item No. IV 28 III)

C. Support Records

Records required for servicing machine readable records and for converting them from human readable information to encoded data and vice versa. These support records may be stored in human-readable or machine-readable formats. A given support record may pertain to specific jobs or may be generic in application. The main types of support records are described below:

1. System documentation--Descriptive documents required to initiate, develop, operate, and maintain ADP activities. Includes user manuals, thesaurus lists, system and file specifications, definitions or logical and physical characteristics of data elements, data entry, and retrieval procedures, etc.

2. Processing files--Machine-readable files employed to create and use the magnetically stored data base. Includes source programs; service programs to compile, translate, link, sort, merge, etc; and intermediate data input/output, such as rejection lists, rerun files, etc.

DISPOSITION

Support records applicable to a specific job or set of related jobs.

1. Master copy.

Revise, correct, purge, or update as necessary; retain an updated version with related data file (job/set of jobs).

NOTE: Some system documentation may be useful as reference material after retirement of applicable job. These records are evaluated in item No. I.7.F of this schedule.

I.8.C. (Continued)

DISPOSITION (Continued)

2. Other copies.

Revise, correct, purge, or update as necessary; destroy as nonrecord when no longer needed for reference, not to exceed life of data file (job/set of jobs).

D. Support Records of Generic Application

1. Master copy.

Revise, correct, purge, or update as necessary; dispose of when obsolete or no longer needed.

2. Other copies.

Revise, correct, purge, or update as necessary; destroy as nonrecord when no longer needed for reference.

(NC1-142-85-12, Item No. IV 28 IV)

E. Listing of Computer Systems By Retention Period

A schedule listing all computer systems identified and evaluated will be submitted at a later date in the CRS for Nuclear Support. This schedule varies from day to day as new systems are initiated. All Nuclear Power computer systems residing on the mainframe are to be grouped together.

I.9. RETENTION PERIODS FOR MAGNETICALLY-STORED DATA BASES OF LONG-TERM VALUE WHICH ARE NEVER CONVERTED TO HARD COPY

The data bases scheduled below are records of long-term value which are used to manage information on a continuing basis; they are never completely converted to hard copy records, leaving the data base as the record copy. These data bases are described in item No. I.8.B.3.C of this schedule. The retention periods for input media and output of these data bases is also stated in item No. I.8.B of this schedule. The data bases may be corrected and updated as necessary through working stages. The finalized data bases will be retained for the periods indicated below.

I-9 (Continued)

DISPOSITION

A. Engineering and technical data bases including architectural design data, electrical design data, mechanical design data, civil design data, structural steel and bridge design data, and schedules. Examples are process Computer Input/Output System, General Cable and Raceway System, Electrical Equipment and Instrumentation System, Auxiliary Power Load Information System, Electrical Bills of Material System, Cable Routing Systems, ETABS and ITABS System, and ERPS.

Purge when project no longer exists.

B. Information used throughout the design and construction of a project which is used to plan activity completion dates and activity ordering. Examples: Hanger Control System (Z10) and Bellefonte Nuclear Plant (BLN) Name Tags (Z27).

Purge at close of construction. Coordinate purging with the NP organization that will operate the facility and transfer any needed data bases to them.

C. Time reporting data bases on salary policy employees including hours and dates worked, overtime data, and leave data. Examples are the Time Reporting Information System and the Division of Construction Cost Accounting, Time, and Attendance Subsystem.

Purge data when six fiscal years old.

D. Geographical data bases used to generate design input documents and generic studies or reports. Examples include the regional fault data base and the regional earthquake data base.

Purge when no longer needed for agency work.

(NC1-142-85-12, Item No. IV 28, Attachment A)

I 10 GRIEVANCE CASE RECORDS

Employee grievances (not including Equal Employment Opportunity (EEO) complaints) that have been settled at the branch or division level or equivalent.

These records for NP are maintained by the Personnel Services Staff and the record copy of all official correspondence is indexed into RIMS (N1-142-86-5).

Management Services Staff has the NE record copy.

Personnel and Labor Relations Staff holds NC record copy.

Personnel and EEO Section maintains record copy for NE Manager's Office.

Title 29, Code of Federal Regulations (CFR), requires records concerning apprentices to be maintained for five years.

DISPOSITION

A. Salary Policy and Trades and Labor.

1. Record copy--Destroy three years after grievance is settled.

2. All other copies--Destroy when no longer needed for administrative purposes, not to exceed three years.

B. Apprentices.

1. Record copy.

Destroy five years after grievance is settled.

2. All other copies.

Destroy when no longer needed for administrative purposes, not to exceed five years.

(NC1-142-85-12, Item No. IV 7)

I.11 RADIOLOGICAL CONTROL (RADCON)

TVA's corporate RADCON staff has been in NP since 1985. Prior to that time, the corporate staff resided in several organizations with different names. For example, in 1980, RADCON and protection functions resided in the Office of Occupational Health and Safety (OCH&S). In 1982, the RADCON organizations at the nuclear sites were transferred directly to NP with the corporate RADCON staff remaining in OCH&S. Each nuclear plant has a site RADCON.

The Sequoyah Nuclear Plant (SQN) RADCON is responsible for the implementation of the corporate RADCON policy statements. In addition, RADCON is responsible for monitoring and enforcing the implementation of all RADCON procedures in support of SQN operations and maintenance. The major functions include the following:

Develop, implement, and manage the SQN RADCON program with emphasis on As Low As Reasonably Achievable (ALARA).

Direct the SQN radiological control program for personnel dosimetry and plant radiological surveillance before, during, and after site startup.

Control and monitor personnel exposure at SQN by providing a personnel dosimetry program, respiratory protection, and whole body counting.

Control radioactive contamination and radioactive material.

Conduct continuous assessments of the SQN RADCON program.

Document site radiation levels and personal exposure to radiation.

I.11. (Continued)

To ensure that personnel are monitored for radiation exposure, all individuals who work in radiation areas at SQN are assigned dosimetry equipment. This equipment monitors radiation dose on a rate or integrated basis. Prior to 1972, the primary monitoring dosimeter was a film badge, which contained film very similar to x-ray film. After the badge was worn for the monitoring period (typically monthly; however, quarterly at the present time), it was sent to the corporate RADCON staff for processing and dose assignment. In 1977 and in 1982, TVA adopted new dosimetry systems [Thermoluminescent dosimeter (TLD)] that maintained state-of-the-art for dose measurements.

In 1985, the processing portion was relocated to the SQN site for better efficiency. The processing procedures remain the same in that the TLD (comprised of phosphor that emits light under certain conditions after irradiation) data are electronically transferred (realtime) to an off-site computer (where software performs sophisticated dose calculations and then electrically transfers final results to SQN). The complete information is transferred to the corporate radiation exposure data on a daily, monthly, and quarterly frequency. Various reports may then be generated to ensure and demonstrate regulatory requirements. Some dosimetry data are maintained on computer media (disks and tapes) while other information is routed to be printed, microfilmed, and stored.

There are significant numbers and types of records generated by SQN RADCON to exhibit evidence of personnel exposure. Such records are generated in dosimetry measurements, instrument calibrations, RADCON training, quality control tests, and regulatory required reports. These records are stored and used as TVA's official documentation of radiation exposure received by employees and visitors to TVA nuclear sites. They must allow TVA to reconstruct, for legal purposes, situations and conditions that went into assessing personnel doses. Creation and maintenance guidelines for these records are described in ANSI N13.6-1966 (R1972), 10 CFR 20, and ANSI N45.2.9-1974.

The RAD CON Dosimetry records were originally microfilmed and a manual log book was established referencing the type of records filmed on each roll. This manual index (log book) will be indexed into the Records and Information Management System (RIMS). The current dosimetry records are now being microfilmed and indexed into a subprogram of RIMS. The retention time for this subprogram will be different than the PERMANENT status of RIMS because of the requirements by the American Nuclear Insurers (ANI) Bulleitn 80-1A, Revision 2. ANI requires that radiological records "be retained for the life of the nuclear liability insurance policy, plus the subsequent ten years during which claims may be covered by the policy." This is usually translated to mean "when a nuclear site is retired," but because TVA employees transfer between the four nuclear plants, the 10 year-requirement should be based on the retirement of the last nuclear plant or ten years after the agency is dissolved, whichever is longer.

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I.11. (Continued)

The following records were previously approved in various Records Control Authorizations. However, the record titles, media and use of these records has changed. We request NARA appraise the records as they are now listed. The following Congressional Approval Index numbers are being provided to assist you in the appraisal of these records: NC1-142-84-1; NC1-142-80-17.

I.11.1 RADIATION EXPOSURE DATA BASES (REMS)

The exposure data bases [Radiation Exposure Monitoring System (REMS), Health Physics Dose Tracking (HPDT), ALARA, Personnel Issue Control (PIC)] were established as the official record systems for RADCON records. (NPDCS and RIMS are the other official record systems. The data bases are made up of various subsystems interrelated through the System 2000 Data Base and CICS. They serve the information needs for the corporate and site RADCON staff to demonstrate compliance. Some are the: annual NRC Report, NRC Form 5, and Termination Letter. Documents submitted to the corporate RADCON staff from all sites are evaluated, authenticated, microfilmed, and indexed into the corporate mainframe computer. Lifetime records are stored on 16-mm roll microfilm. A computerized index provides multiple access points to the location of the record on microfilm.

The following records are created in RADCON at SQN and maintained in the data bases:

REMS

1. Request for Estimate of Current Radiation
2. TLD Pocket Chamber Discrepancy Investigation
3. Vendor Letters Authorizing Exposure
4. Whole Body Counter Log
5. Special TLD Dosimetry
6. Exposure Investigation Form
7. Occupational Radiation Exposure History
8. In Vitro Analysis Log Sheet
9. In Vitro Bioassay Report
10. Request for Dosimetry Issuance
11. Internal Dose Calculations
12. Medical Review
13. Letters Requesting Past Exposure History

I.11.1 (Continued)

14. Whole Body Count Analysis (WBC)
15. WBC Background
16. WBC Investigation Form
17. WBC Trend Analysis Worksheet

DISPOSITION

A. Paper Copies.

1. Paper copies of microfilmed records--Destroy when an acceptable microfilm copy has been obtained and when microfilm has been verified.

2. Paper copies as record copies--Destroy in agency ten years after all nuclear facilities are retired, or ten years after agency is dissolved, whichever is longer.

B. Microfilm--Documents are filmed randomly in employee's name order, chronologically, or badge number order. The film is arranged by roll number.

1. Record Copy--Destroy in agency ten years after all facilities are retired. Transfer silver original to NUS when film is verified.

2. Duplicate NUS Copies--Destroy in agency when no longer needed for reference.

C. Index-Computerized Cumulative.

1. Record Copy--Destroy in agency ten years after nuclear facility is retired, or ten years after agency is dissolved, whichever is longer.

2. Other Copies--Destroy in agency when no longer needed.

D. Machine-Readable Records Data Base.

1. REMS Data Base--Destroy in agency when last nuclear facility is retired.

I.11.1 (Continued)

DISPOSITION (Continued)

D. (Continued)

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

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

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

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

E. Printouts.

1. Paper copies of microfilmed printouts record--Destroy when an acceptable microfilm copy is obtained.

2. Duplicate Copies--Destroy when no longer needed.

F. Magnetic Tape of Current Occupational External Radiation Exposure files no longer used. Destroy in agency ten years after agency is dissolved.

G. Microfiche of Current Occupational External Radiation Exposure files no longer used. Destroy in agency ten years after agency is dissolved.

I.11.2 SHORT TERM ADMINISTRATIVE RADIOLOGICAL RECORDS

The following records are short term administrative radiological records that are not filmed. The records generally serve facilitative or informational purposes.

1. Air Data Sheets
2. Annual Review of Instructions
3. Telector Survey Meter
4. Cutie Pie Response
5. Demineralizer and Filter Survey
6. ALARA Preplanning Report
7. RSO-5 Response Inventory
8. Ludlum-5 Response Inventory Sheet
9. Ludlum 5-S Response Inventory Sheet
10. Health Physics (HP) Section Suggestion Forms (ASIL-6)
11. Dosimetry Calibration
12. Dosimetry Rezero Log Book
13. Dosimetry Routines
14. HP Daily Report
15. HP Instrument Inventory Sheet
16. HP Discrepancy Notice (QA (Non-QA)
17. HP Discrepancy (QA)
18. HP Instrument Receiving Log
19. Radiological Incident Reports Log Book and Card File
20. Receipt for Confiscated Personal Effects
21. Receipt for Confiscated Tools
22. Inspection Checklist For Self Contained Breathing Apparatus (SCBA)
23. Inspection Checklist For SCBA Air Cylinder
24. Instrument Response Check/Assessment
25. Monthly Breathing Air Manifold Inspection
26. Monthly Evaluation of Respiratory Program
27. Monthly Ludlum-200 Tests
28. Weekly Instrument Response/Account Log
29. WBC Energy Calibration
30. Radiation Work Permit (RWP) Timesheet Issue Log
31. Special Pull Log Sheet
32. RM-14 Response/Inventory Sheet
33. Respirator Fit Worksheet
34. Respirator Issue Log
35. Multibadge Extremity Log
36. Panasonic System Log
37. PRN-4 and RASCAL Response
38. WBC Source Check Sheet
39. WBC Full With Half Max Calibrations
40. TLD Badge Assignment Printout

I.11.2 (Continued)

DISPOSITION

Destroy in agency when two years old.

I.11.3 DOSIMITRY RECORDS

Raw data from site thermoluminescent dosimetry (TLD) badge readers is transmitted to the VAX process computer in Chattanooga from the nuclear sites. A printout is generated and sent to the site. The processing printout contains raw data from TLD readings, which reads milorims of radiation exposure. Another printout recaps information from the processing printout. Information from the printout is put on the Special Pull form and subsequently sent to the corporate RADCON section for input to the REMS data- base.(See Site RADCON Section history for detailed explanation.)

DISPOSITION

A. Paper copies of Printout.

   1. Paper Copies of Microfilmed Printout--Sent to corporate RADCON--Destroy in agency when acceptable microfilm has been obtained.

   2. Paper Copies As Record Copies (Not Filmed)--Destroy when no longer needed for reference.

B. Microfilm--Printouts sent to corporate office as record copy are filmed.

   1. Record Copy--Maintain lifetime of plant plus ten years. Transfer silver original to NUS when verified.

   2. Duplicate Copies--Destroy in agency when no longer needed for reference.

I.11.3 (Continued)

DISPOSITION (Continued)

C. Data Base--Results of algorithms are stored in sequential files and periodically transferred to magnetic tape. Destroy data elements after copied to magnetic tape.

D. Magnetic Tape--Raw data on magnetic tape--Destroy in agency when last nuclear facility is retired. Copied every 2 years to new tape and stored.

I.11.4 TRAINING RECORDS

The following are duplicate records maintained in the section for administrative purposes. An official copy is submitted to Nuclear Training (NT) to be incorporated into the employee training files.

Performance Verification Sheet

Originated in RADCON in accordance with the requirements of Program Manual Procedure (PMP 0202.12 Training Plan for RADCON personnel). The Performance Verification Sheet is a trainee sign off sheet proving that he/she can perform certain required tasks.

RADCON Orientation Roster

All plant employees are required to take RADCON orientation training. This roster is created to indicate who has taken the required training.

DISPOSITION

Destroy in agency when no longer needed for administrative purposes, not to exceed 6 years.

I.12 EMPLOYEE CONCERN PROGRAM

A. Employee Concern Special Program

In early 1985 when Watts Bar Nuclear Plant was prepared to load fuel, it became apparent to TVA and the Nuclear Regulatory Commission (NRC) that there was a gap in communications between management and non-management. The TVA Board of Directors initiated a program to investigate employee concerns. Quality Technology Corporation (QTC), was selected to interview employees. Approximately 5,900 employees were interviewed. TVA took over the program in 1986. The project was called the Employee Concern Special Program (ECSP). Concerns were grouped into the following categories to facilitate investigation: Construction; Engineering; Operations; Material Control; Welding, Intimidation and Harassment; Management and Personnel; Quality Assurance/Quality Control; and Industrial Safety.

In February 1986, the Employee Concerns Task Group (ECTG) was formed to evaluate, investigate, and negotiate corrective action plans and prepare reports on all employee concerns and other outstanding issues recieved prior to that time. Concurrent with this TVA initiated a new program for resolving additional concerns. This program is called the Employee Concerns Program (ECP).

The Employee Concern Special Program files will be used as a baseline for future investigations. All of the ECSP records were transferred from Watts Bar to Chattanooga and are under the control of the Employee Concern Special Program/Close Out Team. They will remain at this location until management deems it prudent to release the files for storage.

A. DISPOSITION

Employee Concern Special Program

~~Destroy in agency when no longer needed for administrative purposes, not to exceed 30 years. The files should be transferred to inactive storage when frequency of reference use declines.~~

See next page for revised dispositions

12/8/89

I.12 EMPLOYEE CONCERN PROGRAM

A. Nuclear Saftey Review Program (NSRS)

1. Case reports (removed from case files).

   PERMANENT. Transfer to the National Archives in 2015.

2. Case files.

   a. Randomly selected sample (1 file per file drawer)

      PERMANENT. Transfer to the National Archives in 2015.

   b. All other case files.

      Destroy in agency when no longer needed, not to exceed 30 years.

B. Employee Concern Special Program (ECSP)

1. Final multi-volume report.

   a. Record copy

      PERMANENT. Transfer to the National Archives in 2015.

   b. All other copies.

      Destroy when no longer needed for administrative or reference use.

2. Case files (QTC and ECSP)

   a. Randomly selected sample (1 file per file drawer) of concern investigation file with corresponding closed verification package.

      PERMANENT. Transfer to the National Archives in 2015.

   b. All other case files.

      Destroy in agency when no longer needed, not to exceed 30 years.

I.12 (Continued)

B. Employee Concern Program

In February 1986, TVA initiated an Employee Concern Program at each site. These offices maintain files of concerns reported by individuals. They are also responsible for conducting Exit Interviews of each employee terminating employment. The case files are maintained at that site for investigation and closure. These case files will contain the concern, investigative documentation pertaining to the concern, interview notes, and any backup documentation required to reconstruct the investigation and define any action required prior to closure. The hardcopy file is retained at the site until the concern is closed. Periodically, the site submits closed files to be batch microfilmed into a subprogram in the Records Information and Management System (RIMS).

B. DISPOSITION

Employee Concern Program

See RIMS DISPOSITION, Appendix B. (N1-142-87-13)

I.13 NUCLEAR PLANT DOCUMENT CONTROL SYSTEM (NPDCS)

The NPDCS is a specifically tailored, computer-assisted storage and retrieval program to assist plant personnel in the performance of their recordkeeping responsibilities. Select records relating to the quality and to activities affecting the quality of each plant, as well as facilitative records needed in the day-to-day operation of the nuclear plant, are microfilmed and indexed. The specific records microfilmed into NPDCS are site specific and will be listed in each site CRS.

The general requirements and guidelines for the collection, storage, and maintenance of these records are described in the following Federal Regulations and standards which are closely adhered to by NP:

10 CFR 50, Appendix B, QA Criteria for Nuclear Power Plants and Fuel Processing Plants.

U. S. NRC Regulatory Guide 1.88, Collection, Storage, and Maintenance of Nuclear Power Plant QA Records.

ANSI/ASME N45.2.9-1974, and American National Standard, Requirements for Collection, Storage, and Maintenance of QA Records of Nuclear Power Plants.

I.13 (Continued)

Records are given a record-type code which is determined by the name of the responsible section, retention, and a unique number for that record type. The record-type code is used as one of the index elements. Software is provided to determine retrieval histories. Those records with low retrieval histories may be offlined. This action does not erase the records from the data base; it does, however, cause them to become inaccessible to searchers of the online automated system. In addition, the records will continue to be maintained on microfilm.

Although microfilm is the primary storage media, certain records for various reasons (size, legibility, etc.), are not filmed but are maintained in hard copy and indexed accordingly. These hard copies can be stored either onsite or transferred to the Federal Records Center at East Point, Georgia. The approximate annual accumulation is 10 cu. ft.

Two silver originals of the microfilm are made. One original is maintained in the Reprographics Section in Chattanooga. One original is submitted to the NUS Facility in Boyers, Pennsylvania. A complete working file of diazo microfilm is maintained in Plant Document Control Records Management (DCRM) and also in Records Control (RC) of the Central Office.

The following record types are filmed into NPDCS at SQN:

1. Three-Year Inspection of MSA Identification
2. Air Sampler Calibration
3. Airborne Activity Noble Gas
4. Airborne Radiation Survey
5. All Reports of Principle Maintenance Activities
6. Authorization to Issue Weld Material for Practice, Test or Continuity Update
7. Critical Structures System Components (CSSC) Sling Inspection
8. Calibration Cards
9. Calibration of the Shepard Model 14.2-10 Panoramic Irradiator
10. Chemical Lab Daily Journal
11. Clearance Sheets (Shift Engineer)
12. Component Failure Trending Reports
13. Container Report Nonfuel Special Nuclear Material (SNM)
14. Container Reports
15. Control Charts (WBC)
16. Control Room Posted Material
17. Controlled Documents
18. Corrective Action Reports (CAR)
19. Daily Journal (Shift Engineer, Assistant Shift Engineer, Unit Operator, and Fire Watch)
20. Daily Journal for Shift Technical Advisor
21. Discrepancy Reports
22. Data Packages

I.13 (Continued)

23. Environmental Monitoring Survey Map
24. Error Notification
25. Filter/Demineralizer Bed Dose Rates
26. Fuel Assembly and Insert Report
27. Fuel Assembly History Card
28. Fuel Assembly Transfer Forms
29. Fuel Inspection Master Checkoff Log
30. Gamma Identification Worksheet
31. Hangar Packages
32. HP Daily Report
33. HP Daily Reports RWP Timesheet
34. History Cards
35. Housekeeping Routine Checklist
36. Hydrostatic Test of Breathing Air Bottle
37. Informals (Instruction/Procedure Review Approval Records)
38. In-Plant QA/Quality Control Surveys
39. Inspection Plans
40. Inspection Reports
41. Instruction Change Form/Temporary Change Form
42. Instrument Maintenance Data Packages
43. Instrument Operational Check/Accountability Log
44. Instrument Response Check/Assessment
45. Inventory Cover Sheet and Forms for Nonfuel SNM
46. Justification for RWP Change and RWP Critique
47. Lead Shield Pig Verification Seal Log for SNM (Nonfuel)
48. Measuring and Test Equipment (M&TE) Nonconforming Item Report
49. Maintenance Reports and File Notes
50. Master Checkoff Log for SNM (Nonfuel)
51. Material Status Report (NRC 742)
52. Maximum Permissible Concentration Hour Log
53. M&TE Issue Logs
54. Medical Surveys for Use of Respiratory Equipment
55. Missing QA Record Report
56. Movats Signature Analysis Report
57. Moveable Detector Drive and Polar Crane Wall Position Map (SNM)
58. ND 6600 WBC Efficiency Calibration
59. Noble Gas Skin Exposure Report
60. Nuclear Material Transfer Reports (NE/NRC 741)
61. Out of Calibration Report
62. Personnel Contamination Report
63. Physical Location Records for Spent and New Fuel
64. Plant Instructions and Standard Practices
65. Plant Instructions Two Year Review Form
66. Plant Operation Review Committee (PORC) Minutes
67. Polar Crane Wall Verification Log for SNM (Nonfuel)
68. Post Modification Test
69. Potential Drawing Deviations

I.13 (Continued)

70. Potential Reportable Occurrences
71. Preoperational Test
72. Preventive Maintenance
73. Problem/Error Reporting
74. Qualified Maintenance Instruction
75. Quality Release Form Fuel Vendor
76. RAS-1/F&J LV-1 Air Sampler Calibration
77. Records Control Authorization Access
78. Radeco AVS 28A Air Sampler Calibration
79. Radeco CF-900V Air Sampler Calibration
80. Radeco H-809 V/F and JHV-1 Air Sampler
81. Radeco HD-28/B Air Sampler Calibration
82. RWP
83. RWP Timesheet
84. Radioactive By Product Material Card
85. Radioactive Source Inventory
86. Radiochemical Count Room Log Books
87. Radiological Incident Report
88. Radiological Survey Addendum Sheet
89. Radiological Survey New Fuel Receipt
90. Radiological Surveys
91. Receiving and Shipping Information
92. Resolving Time Data Sheet
93. Respirator Fit Log
94. STEARS (Discontinued)
95. Screen Dumps for Equipment Information System (EQIS)
96. Section Instruction Letters
97. Shielding Request
98. Shift Daily Journal
99. Shift Log Book
100. Skin Exposure Report
101. Software Change Request
102. Source Response and Background Data
103. Special Tool Evaluation
104. Spill Prevention Control and Counter Measures Report Form
105. SNM Inventory, Reports, and Audits
106. Staplex High-Volume Air Sampler Calibration
107. Surveillance Instructions Review Checklist and Support Document
108. Surveillance Schedule
109. Survey Surveillance Training Documents
110. Systems Manual for Prime Computer
111. Temporary Alteration Control Forms (TACF)
112. Technical Specification Interpretation Manual
113. Transfer Forms for SNM Fuel
114. Training Certification
115. Undetermined Safety Quality Determination
116. Verification/Validation of Surveillance Instructions and Supporting Instructions

I.13 (Continued)

117. Voltage Plateau Data Sheets
118. Weekly Instrument Response/Accountability Log
119. Weld Rod Issue Card
120. Welder Performance Qualification Records
121. Welder Qualification Continuity Records
122. WBC Investigation Form
123. WBC Investigation Worksheet
124. WBC Trend Analysis Worksheet
125. Work Request with Data Package Attachment
126. X-2 Determination
127. Work Request (formerly Maintenance Request)

DISPOSITION

A. Paper Copies.

1. Paper copies of microfilmed records--Destroy when an acceptable microfilm copy has been obtained.

2. Paper copies as record copies--Destroy in agency when nuclear facility is retired, or when agency is dissolved, whichever is longer. Transfer to the Federal Records Center annually. (Illegibles and oversized records placed in NPDCS.)*

*In order to determine when the contingent disposition may be applied and these records destroyed, TVA will review the records in item A.2. 30 years after their transfer to the Federal Records Center and every 5 years thereafter until they are destroyed.

B. Microfilm.

1. Record copies--Destroy in agency when nuclear facility is retired, or when agency is dissolved, whichever is longer. Transfer one silver halide positive to the NUS Center as soon as verified. Maintain one silver camera master with processor.

2. Duplicate Copies (DIAZO)--Destroy in agency when no longer needed for administrative purposes.

C. Index-Computerized Cumulative

1. Record copy--Destroy in agency when nuclear facility is retired, or when agency is dissolved, whichever is longer.

2. Other copies--Destroy in agency when no longer needed.

I.13 (Continued)

DISPOSITION (Continued)

D. Other Media not microfilmed

1. Record copy--Information contained on magnetic tapes, photographs, cassettes, charts and other media that cannot be microfilmed but pertain to record filmed into NPDCS. Destroy in agency when nuclear plant is retired.

2. Other copies--Destroy in agency when no longer needed.

(N1-142-89-16, Item I.13)

I.14 POWER STORES RECORDS SERIES (PSRS)

QA records on Procurement of Spare Parts for Equipment at Nuclear Generating Plants furnish documentary evidence of the quality of items and of activities affecting quality of the Critical Systems Structures, and Componenets (CSSC). The guidelines for the maintenance and control of these records are set forth in TVA's Office of Power, Administrative Instruction VI, Records. These guidelines implement the requirements of TVA Operational Quality Assurance Manual Part III, Section 4.1 and ANSI N45.2.9-1974 with exceptions listed in the TVA Topical Report, TVA-TR75-1.

These records are stored on 16mm roll microfilm with a computerized index. The records are microfilmed in accordance with 36 CFR Part 1230. Filming will meet industry requirements as set forth in NMA MS 110-1074 (National Micrographics Association -Operational Procedures for the Production of Microforms). Records that have been stamped ILLEGIBLE and have been microfilmed are inspected on the microfilm to determine if the microfilm is of equal quality as the hard copy. If it is not, the hard copy will be maintained as record copy. One original camera roll will be stored by the Reprographics Section in Chattanooga. One original camera roll is transferred to the National Underground Storage (NUS), Boyers, Pennsylvania, for storage. One copy will be maintained by each storeroom as a working copy. One copy will be maintained by the Document Control and Records Management (DCRM) at each nuclear plant as a working copy.

Indexing of the data is done on a daily basis into a computer system designed for Power Stores. Information indexed are the RIMS control number, the microrole number or file locator, a subject generated from the title of the document, and any applicable reference and/or contract numbers. Record indices are backed up daily with computer output microfiche (COM) being generated weekly and a cumulative index being generated quarterly for system backup in the event of loss of computer data base.

These records have significant value in maintaining, reworking, repairing, replacing, or modifying CSSC items as defined in ANSI N45.2.9.2.2.2 and are essential when reordering equipment and answering inquiries from vendors and TVA personnel.

In October 1987, the completed Power Stores records/files were turned over to NP at each of the nuclear sites. The agreement states that Power Stores will continue to create and maintain all records listed below; but at completion of a record, it will be turned over to the

I.14 (Continued)

Document Control Unit (DCU) at each site for filming and indexing. The record would then belong to NP. The data base for the Power Stores records was also transferred to NP. Some records created and maintained for Power Stores are not turned over to NP and remain in the Power Stores CRS. None of those records are listed below.

Record Types Filmed into the PSRS at SQN:

1. Additions or Changes to Storage
2. Bulk Chemical Receipt Form
3. CEG Draft Package
4. Certificate of Measurement-Radioactive
5. Certification Papers
6. Changed QA Level Assignments
7. Changes/Substitutions for QA Level II/III
8. Contracts for Spare Parts
9. Evaluation for Acceptability of Class Industrial Engineer (IE) Substitutions
10. Field Purchase Order and Invoice
11. Housekeeping and Rodent Control
12. Initial and Periodic Inspection/Maintenance Record
13. Inter Stock Transfer
14. Master Item Catalog
15. Material Release of Nonconforming Item
16. Monthly Housekeeping Check
17. Monthly Materials Receipt and Issue Report
18. Nonconformance Item Logs (Nonconforming Systems)
19. Nonconforming Item Nuclear Quality Assurance (NQA)
20. Office of Construction Transfers (Deleted)
21. On-Hand Inventory Adjustment
22. Over Shipment, Short, Defective or Deficient
23. Packing List
24. Part 21 Applicability Form
25. Part 21 Reports and Evaluation
26. Power Stores General Inspection Record
27. Power Stores Initial and Periodic Inspection/Maintenance of Stock Items
28. Procurement Package
29. Purchase Order-Contracts
30. Purchase Requisition
31. QA Certificates
32. QA Level Changes and or QA Description Changes and Substitutions
33. Quotation Review Form
34. Radwaste Shipments Receiving Report
35. Receiving Report
36. Recommended Disposition of Nonconforming Item
37. Recommended Stock Reorder Report
38. Request for Delivery of Material Under Contract

I.14 (Continued)

39. Request for Classification
40. Request for Shipment of Material
41. Request to Stock New Items
42. Shipping Tickets
43. Storage and Shelf Life Data
44. Storeroom Issue
45. Stores Ledger Cards
46. Supplier Nonconforming Report
47. United States Government Bill of Lading

DISPOSITION

A. Paper Copies.

1. Paper copies of microfilmed records--Destroy in agency after microfilm is verified.

2. Paper copies as record copies--Destroy in agency when nuclear plant is retired. (Illegibles of records placed in PSRS.)

B. Microfilm.

1. Record Copy--Silver originals destroy in agency when nuclear plant is retired.

2. Security--Transfer one silver positive to the NUS facility, Boyers, Pennsylvania.

3. Duplicate copies--Destroy in agency when no longer needed for reference.

C. Computerized Index (Cumulative).

1. Destroy when nuclear plant is retired.

D. Computer Output Microfiche Index and other Computer Printed Indices.

1. Destroy in agency when superseded.

(NCI-142-82-10)

I.15 RECORDER CHARTS

Recorder charts are records furnishing documentary evidence of how a nuclear power plant has been operated. The charts are prepared automatically and continuously by instruments installed at various locations on vital and nonvital generating equipment and related equipment and structures. Data recorded supplies information about the operating condition of the primary generating and secondary auxiliary equipment necessary to substantiate safe operation of the plant. Data recorded includes information, such as containment humidity, steam flow and level, total power, vibration level, temperature, turbine speed, generation load, hotwell level, and air particles. A chart generally lasts about 30 days on each instrument with the exception of certain charts which are periodically cut according to special operating instructions set forth in the plant controlling documents.

Recorder charts furnish documentary evidence of the quality of items and activities affecting quality when the charts are complete. They also show evidence that an activity was performed in accordance with applicable requirements and/or regulations.

Recorder charts are filed by nuclear plant, then by date, then by instrument number. Because of the numerous recording instruments from which charts are obtained and the volume of charts produced, recorder charts are grouped into five main categories as the most cost-effective method of storage. To store the charts by instrument number would be too costly and would require a greater area for storage.

Because of Federal regulations, industry standards to which TVA is committed, and plant maintenance and administrative requirements in maintaining, reworking, repairing, replacing, or modifying items at the plants, the following retentions are requested:

DISPOSITION

A. All recorder charts showing radioactivity levels of liquids and gases released to the environment. (18 CFR 125.3.22.2.j; ANSI N45.2.9-1974, App.A.6.1.)

   Destroy when nuclear facility is retired or when agency is dissolved, whichever is longer. Transfer to FRC, East Point, Georgia, when four years old.

I.15 (Continued)

DISPOSITION (Continued)

B. All operating charts created during first-year operation. (18 CFR 125.3.22.2.a.)

Destroy 10 years after nuclear facility is retired. (Transfer to FRC when four years old.)

C. Recorder charts showing transient or operational cycling records for those components that have been designated to operate safely for a limited number of cycles. (ANSI N45.2.9-1974, App.A.6.1.)

Destroy when nuclear facility is retired. (Transfer to FRC when four years old.)

D. Recorder charts showing turbo generator bearing temperature, vibration, speed, valve position and rotor position, generator megawatt-hour, generator field temperature and main transformer temperature. (These charts are invaluable for determining the probable cause of turbine problems and for maintenance. Turbines are expected to last for the life of the facility.)

Destroy in agency when nuclear facility is retired. (Transfer to FRC when four years old.)

E. All other recorder charts. (18 CFR 125.3.22.2.a.)

Destroy when six years old. (Transfer to FRC when two years old.)

(NCI-142-83-3)

I.16 TRAVEL FILES

Correspondence, forms, and related records pertaining to agency travel, including duplicate vouchers. The original voucher is maintained by the Comptroller for 12 years.

DISPOSITION

Destroy when two years old.

(GRS 4.a.)

II.1 PLANT SUPERINTENDENT

II.1.1 CONSTRUCTION FIELD FABRICATIONS

During the construction phase of Sequoyah, this record was created as a means for the plant site director to authorize the maintenance workshops to purchase construction materials and parts. The authorization assured upper management review of cost and materials to ensure budget constraints and plant configuration were adhered to. These records are no longer created.

DISPOSITION

Destroy when no longer needed for administrative purposes, not to exceed five years.

II.2 INFORMATION SYSTEMS (IS) AUTOMATED DATA PROCESSING (ADP) RECORDS AND RELATED DOCUMENTATION

Develops, directs, operates, and maintains integrated information systems at the site. Administers the procurement of ADP equipment, office automation equipment, network communications equipment, and associated software.

The IS unit was formed in 1980 as part of Management Services and was later reorganized as part of Site Support Services. In 1988, IS was transferred to the Division of Nuclear Services (DNS) and later to the Division of Business Operations (DNBO).

The primary record for continuing information management jobs is the magnetically stored data base.

These computer jobs are used to manage information on a continuing basis. Any output from one of these jobs is an update of information magnetically stored. Backup tapes of the stored information are generally run to protect data from being lost. These jobs may or may not be project-related. Examples of this type of job are: Weld Program, Maintenance Requests, and Tool Issue.

II.2.1 SYSTEMS RESIDING ON THE PRIME COMPUTER

Records required for servicing machine readable records and for converting them from human readable information to encoded data and vice versa. These support records may be stored in human-readable or machine-readable formats. A given support record may pertain to specific jobs or may be generic in application. The main types of support records are described below.

A. System documentation--Descriptive documents required to initiate, develop, operate, and maintain ADP activities. Includes user manuals, thesaurus lists, system and file specifications, definitions or logical and physical characteristics of data elements, data entry, and retrieval procedures, etc.

B. Processing files--Machine-readable files employed to create and use the magnetically stored data base. Includes source programs; service programs to compile, translate, link, sort, merge, etc.; and intermediate data input/output, such as rejection lists, rerun files, etc.

Systems Residing on the Prime Computer

1. ADP Equipment Track System
2. Automated Tool Inventory Computer Tracking System
3. Attachment 6
4. Batch Autoload System
5. Blood Assurance
6. Breaching Permit Tracking System
7. Calculations
8. Chemistry Section
9. Communications Labeling System
10. Compliance Staff Report
11. Copier
12. Correspondence Action Tracking System (CATS)
13. Crane Operator Qualifications
14. Daily Worklist
15. Disciplinary Actions
16. Document Control System
17. Drawing Tracking
18. Electrical Modification Section
19. Emergency Requisition Trending Program
20. Employee Concerns Tracking
21. Engineering Change Notice
22. Engineering Training
23. Equipment Inventory System
24. Field Change Request Tracking
25. Filter Tracking System

II.2.1 (Continued)

26. Hathaway Data Logger
27. Hazardous Material Safety
28. Hazardous Waste Labeling System-Hazardous Materials Central Program
29. HP Dosimeter Instrument Program
30. HP Instrumentation
31. HP Shielding
32. HP-9310-Vigiration System
33. Individual Training Records
34. Information Change Form Tracking
35. Inspection Report
36. Instrument Calibration
37. Instrument Calibration System
38. Instrument Maintenance Overtime System
39. LUB/PM
40. Maintenance Plan and Scheduling (MR Tracking)
41. Mech Test Pump System (PUMP)
42. Mech Test Valve System (VALVES)
43. Mechanical Maintenance Craft Action Items
44. Memo Tracking System
45. Nuclear Device
46. NPDCS
47. Nuclear Security
48. Operations Support System
49. Operator Certification Tracking
50. Overtime Materials
51. Overtime Tracking System
52. Ossord
53. Part Inquiry System
54. Performance Review (3031) Tracking
55. Personnel Correspondence Tracking
56. Personnel Services Staff System
57. Phone
58. Placement Restrictions
59. Planning and Scheduling
60. Plant Instrument Calibration (MTE)
61. Plant Managers Office System
62. Potential Reportable Occurrence Tracking
63. Preventative Maintenance
64. Procedure Area Tracking
65. Procedure Tracking
66. Project Tracking
67. Public Safety Vehicle Tracking
68. Regulatory Licensing, Plant Operating Review
69. Safety Injury Tracking
70. Security
71. SQN-Modification-Budget Reports
72. SQN-Modification-Manpower Reports

II.2.1 (Continued)

73. SQN Nuclear Plant Cable Splice List
74. Service Request System
75. Status Monitoring System
76. Surveillance Instructions
81. T I Review Tracking
78. TACF
77. Tagged Equipment Accountability
79. Temporary Alternative Control Form
80. Tool Room Inventory
83. Tracking Plant Instructions
82. Trades and Labor Grievance Tracking
84. Universal System
85. Vendor Manuals
86. Wang Preventive Maintenance Support
87. Wastrak System
88. Weld Qualification Tracking
90. Work Request System
89. Work Request Tracking System

DISPOSITION

A. Destroy when superseded or when no longer needed for administrative purposes.

B. 1. Cards, coding sheets, diskettes, or other data entry mechanisms that are not evaluated in a separate item of this schedule--disposal determined according to characteristics described below:

a. Data entry mechanisms used solely for data entry purposes--destroy or purge after entry into magnetic storage is completed and verified, not to exceed three update cycles or within one year after job is retired.

b. Data entry mechanisms containing information additional to that entered into the data base--destroy when no longer needed for reference, generally within one year after final documents are issued or task is completed.

II.2.1. (Continued)

DISPOSITION (Continued)

2. Output not evaluated in a separate item of this schedule--destroy within three update cycles or within one year after job is retired.

3. Magnetically stored data base[1] (excluding source programs or processing files)--information may be purged as necessary through working stage. Disposal of finalized data base determined according to characteristics described below.

   a. Information which serves the same function as an existing hard copy record series. Apply the retention period assigned in relevant item of this schedule to hard copy records serving the same function.

   b. Information used as administrative or housekeeping tool but which has no inherent legal or policy-making value--purge as necessary or at retirement of job.

   c. Information used as an administrative or housekeeping tool which has inherent legal or administrative value. Evaluated individually by series.

4. Duplicates or backup tapes of stored information--purge after next tape is run, not to exceed six backup runs.

[1]May include storage on cards when no other complete data base is maintained.

II.2.2 SYSTEMS RESIDING ON THE WANG COMPUTER

The following word processing files are used for internal tracking for administrative purposes.

1. Assigns
2. CCM Data
3. Evaluate
4. ICF Log
5. Instruction Distribution
6. Interoffice Tracking
7. Surveillance Instruction Tracking
8. RMT Data

DISPOSITION

Revise, correct, purge, or update as necessary; retain an update version with related data file (job/set of jobs).

II.2.3 ADP SERVICE REQUEST FORMS

Various forms submitted to the Information Systems Section requesting service. This includes the following forms:

A. Request for CICS Transaction RACF Security
B. CICS Application Access Request
C. TVA/ADP User ID Request-Model 204 only
D. TVA/ADP User ID Request-General Purpose
E. Request to Relocate or Install New ADP Equipment
F. System Development/Modification Equipment Form
G. TVA/ADP Equipment Software Acquisition Report

DISPOSITION

Destroy in agency when no longer needed for administrative purposes, not to exceed two years.

II.3 MATERIALS AND PROCUREMENT SERVICES SECTION

This section has the responsibility for the procurement procedure of plant equipment materials and supplies. The section was formed in 1985. Prior to 1985, the Site Services Section performed this task.

Equipment, material, and spare parts once purchased are received and issued by the Power Stores Section.

The Materials and Procurement Section is responsible for all site Tool Rooms including storage areas for certain equipment.

II.3.1 DAILY TEMPERATURE CHECK LOG

Temperature check logs are maintained to document proper storage of all electrode rods. The electrode rods must be kept at a certain temperature as required by welding procedures amd are stored in ovens until issued. The tool room attendant documents the temperature at the beginning of each working shift.

DISPOSITION

Destroy in agency when one calendar year old.

II.3.2 INSPECTION REPORT FILLER METAL STORAGE AREAS

A monthly checklist is maintained for ensuring that quality storage conditions for filler (welding material) are being met. A separate report is completed for each individual tool room.

DISPOSITION

Destroy in agency when one calendar year old.

II.3.3 MEASURING AND TEST EQUIPMENT (M&TE) MASTER LIST

An up-to-date master inventory of all measuring and test equipment located at site.

DISPOSITION

Destroy in agency when superseded.

II.3.4 REBAKE LOG

The Rebake Log records when and how welding material is reconditioned for further use. The log indicates the type of material that has been reconditioned.

DISPOSITION

Destroy in agency when one calendar year old.

II.3.5 WELD MATERIAL LATE RETURN/NONRETURN STATEMENT

This report tracks weld material when material is held out in the field beyond exposure time. The statement assures that weld material is not damaged due to atmospheric exposure.

DISPOSITION

Destroy in Agency when one calendar year old.

II.4 INDUSTRIAL SAFETY AND FIRE PROTECTION SECTION

Industrial Safety and Fire Protection Section implements plant-wide safety, accident prevention, and fire protection programs. It evaluates the programs and makes recommendations about them to the division director. It investigates accidents, observes work practices, and gives instructions and advice to safety personnel in the use of firefighting and safety equipment.

II.4.1 ACCIDENT/INCIDENT INVESTIGATION

Supervisor's investigative report of a reportable injury or accident on site. Reportable accidents are required to be submitted to the Department of Labor. The record copy is maintained by Corporate Health and Safety. A duplicate copy is maintained in the section files.

DISPOSITION

Destroy in agency when no longer needed for administrative purposes.

II.4.2 LOG OF OCCUPATIONAL INJURIES AND ILLNESSES

Monthly log of reportable injury and illnesses at SQN. The record copy is submitted to Corporate Health and Safety. A duplicate copy is maintained in the section files.

DISPOSITION

Destroy in agency when no longer needed for administrative purposes.

II.4.3 MATERIAL SAFETY DATA SHEETS

Manufacturers statement of contents including warnings, precautions, and health hazards of all items sent to SQN. This is required by Corporate Health and Safety. The Code of Federal Regulations 1910.1200 requires that these records be maintained for 30 years.

DISPOSITION

Destroy in agency when no longer needed for administrative purposes.

II.5 PLANT OPERATIONS REVIEW STAFF (PORS)

The responsibilities for PORS include reviewing plant operations associated with incidents, accidents, abnormal conditions, and occurrences, and evaluating Conditions Adverse to Quality (CAQ) for reportability to the NRC.

There have been several name changes in the past. These are listed below:

1986 to Present	Split PORS and Site Licensing
1985	Regulatory Engineering
1980	Compliance Staff

II.5.1 EQUIPMENT OPERABILITY REVIEW

Documents issues raised from senior employee interviews and generic reviews of past Potential Reportable Occurrences concerning plant equipment problems. This was a one-time NRC commitment for restart. The majority of the items identified in this review was determined to be nonrestart requirements and have not been scheduled for completion.

II.5.1 (Continued)

The records were batch microfilmed and have a manual index. These filmed records are used as a reference for work completed and work still to be completed.

DISPOSITION

A. Paper

1. Filmed - Destroy when microfilm has been verified.

2. Not Filmed (Illegibles) - Destroy when nuclear facility is retired.

B. Microfilm

1. Record - Destroy when nuclear facility is retired.

2. Security - Transfer to NUS, Boyers, Pennsylvania.

C. Index

1. Record - Transfer one copy to NUS. Destroy in agency when nuclear facility is retired.

2. Duplicate Copies - Destroy when no longer needed for reference.

II.6 REACTOR ENGINEERING SECTION

Reactor Engineering Section measures and tracks nuclear core performance parameters, nuclear and secondary calormetrics or heat balances, and Reactor Cooling System (RCS) flow rates. Ensures that the reactor is operated within Technical Specification requirements involving shutdown margin, power core peaking factors, rod position, and axial imbalance control.

The Reactor Engineering Section is part of Technical Support Services. Name changes and dates are listed below:

1986	Technical Support
1984	Engineering Section
1980	Results Section

II.6.1 INCORE FLUX MAPS

A. INITIAL STARTUP

A monthly measurement of neutron flux incore verifies that power range detectors are calibrated correctly during power operation. Incore Moveable Protector System generates raw data that is input into the PRIME computer on site and then transferred to the central office PRIME computer (Item/II.2.1). A paper report (which is the incore flux map) and printout are generated at the site. The paper report is kept until Nuclear Fuels provides the Reactor Engineering Section with Computer Output Microfiche (COM) of the map (report) to the site. The paper report is the record copy until 1985. Beginning in 1985 the microfiche is the record copy.

DISPOSITION

A. Printout.

1. Record Copy--Destroy in agency when nuclear plant retired.

2. Duplicate Copies--Destroy in agency when no longer needed for administrative purposes.

II.6.1 (Continued)

DISPOSITION (Continued)

B. Microfiche.

1. Record Copy--Destroy in agency when nuclear plant is retired.

2. Duplicate Copies--Destroy in agency when no longer needed for administrative purposes.

B. SURVEILLANCE

This record series documents a monthly measurement of neutron flux during power operation. The measurement verifies that power range detectors are calibrated correctly. The data is recorded on magnetic tape, computer output microfiche and a printout.

DISPOSITION

A. Microfiche

1. Record Copy - Destroy in agency when nuclear plant is retired.

2. Duplicate Copies- Destroy in agency when no longer needed for administrative purposes.

B. Magnetic Tape

Destroy in agency when nuclear plant is retired. Copy every two years to new tape and store in Corporate office.

C. Printout

Destroy when no longer needed for administrative purposes.

II.6.2 POSITION MAPS

A listing of all nonfuel special nuclear material bundles at the site and their location which is used to identify the address of an SNM bundle.

DISPOSITION

Destroy in agency when no longer needed for administrative purposes.

II.6.3 SEAL LOG BOOK

A log book which lists each seal number attached to a lead container which holds spent nonfuel SNM. The log book is updated when new seals are added.

DISPOSITION

Destroy in agency when nuclear plant is retired.

II.7 RADIOCHEMICAL LABORATORY SECTION

Responsibilities of the Chemistry Section include ensuring that all chemistry and radiochemistry activities are carried out in such a manner as to meet regulatory requirements, fuel warranty requirements, and provide operating conditions which minimize corrosion damage to plant systems and components, which ensures their continued integrity and extended life.

The Radiochemical Laboratory Section is part of the Chemistry Section at SQN. This section was formed in 1971 and was called Chemical Engineering. In 1986, the name was changed to Chemistry.

II.7.1 REVISION VERIFICATION SHEETS

A signoff sheet that ensures that employees have read the latest revision to a plant instruction.

DISPOSITION

Destroy in agency when no longer needed for administrative purposes, not to exceed two years.

II.7.2 PLANT RECOMMENDATIONS

A general recommendations sheet that is filled out to notify Plant Operations of out-of-limits chemistry involving technical specifcation limits or secondary chemistry action limits.

DISPOSITION

Destroy in agency when no longer needed for administrative purposes.

II.8 SYSTEM ENGINEERING SECTION

Provides operations engineering support services in order to improve plant reliability, availability, operability and maintainability. These services are provided through analysis, design reviews and/or programs for maintenance, plant performance, data trending, risk management, availability, and reliability.

II.8.1 POST MODIFICATION SHEETS

Part of a workplan package that is used for testing to ensure that a plant system is still performing its intended function; such as feed water system, valve systems, etc.

DISPOSITION

Destroy in agency when nuclear facility is retired.

II.8.2 BALANCE OF PLANT (BOP) LOG (Scheduled with Recorder Charts)

A 12-hour monitor balance of the nuclear plant which is recorded during operation and kept in a log. (See item No. I.15 for full description of recorder charts.) The BOP logs are shown under systems due to ownership, but this is a recorder chart.

DISPOSITION

Destroy when records are six years old. Transfer to Federal Record Center when two years old.

(NCI-142-83-3)

II.9 OPERATIONS GROUP

The Operations Group is responsible for all plant operations. It provides operating personnel for the preoperational testing, fuel loading, startup, operational testing, and plant operation. It is responsible for coordinating and scheduling the training program for all operations personnel. It provides the nucleus for emergency response teams. Name changes for this group are:

1970 - Operations Section
1986 - Operations Group

II.9.1 CONTROL ROOM DESIGNS

Various forms are included in the designs (lighting surveys, sound systems, operator questionnaires, and task analysis worksheets). Program presents the main element of human engineering efforts to identify SQN's needs.

DISPOSITION

Destroy in agency when nuclear plant is retired.

II.9.2 FIRE WATCH CHECKLIST

Daily log checklist for each route covered during a fire watch check.

DISPOSITION

Destroy in agency when no longer needed for administrative purposes, not to exceed two years.

II.9.3 OPERATION WORK SCHEDULE

Weekly work schedule of all Operations employees prepared by supervisors to document which employees work which shifts.

DISPOSITION

Destroy in agency when no longer needed for administrative purposes, not to exceed two years.

II.9.4 ASSISTANT UNIT OPERATOR ROUTINE JOB CHECKLIST

Checklist of visual inspections by the assistant unit operator during routine checks.

DISPOSITION

Destroy in agency when no longer needed for administrative purposes, not to exceed two years.

II.9.5 DAILY CONFIGURATION CHANGE SHEET

Log of any operations system status. Daily record of changes of plant operating system (valve alignment, equipment outages).

DISPOSITION

Destroy in agency when no longer needed for administrative purposes, not to exceed two years.

III.1 PHOTOGRAPHS DOCUMENTING THE CONSTRUCTION OF PROJECTS AND GENERAL ACTIVITIES

Bimonthly Construction Progress Photographs and General Activities Photographs

A comprehensive photographic records program is maintained on every TVA construction project. These photographs record all major stages of construction from site selection through completion of construction on TVA's fossil, hydro, nuclear, atmospheric fluidized bed combustion, and coal gasification projects. In addition to the construction progress photographs, general activities, photographs of people, places and events from 1933 to date, including portraits, pictures of ceremonies, presentations, etc., are included in this collection. The collection currently includes approximately 80,000 photographs: 70,000 of nonnuclear projects and 10,000 of nuclear projects.

Black and white photographs are taken every two months using large format (8" x 10") cameras. The film is developed by the Photo- graphic Group of the Engineering Reprographics Services Unit (ERSU) of NE. (Prior to October 1981, photographic groups in Chattanooga and Muscle Shoals were also used.) The original negatives are stored and maintained in the ERSU. Descriptive information-- usually the name of the equipment or structure and the relative orientation of camera viewpoint--is included on the negative, and a number is assigned by the photographer. In recent years, the number consists of the project designation number as a prefix, the letter "P" indicating "progress," and a series of chronological numbers beginning with "1" and continuing until the project is completed. The numbering schemes of construction progress photographs of earlier projects may vary from this format. The general activities photographs are physically stored with the construction progress photographs in a "Miscellaneous" section. The negatives are filed in envelopes arranged by sequence numbers assigned by the photography laboratory.

The ERSU receives the original negative and sets of contract prints. Each month the ERSU assembles sets of the latest prints and routes them through the various organizations in NE and the Office of the General Manager. Anyone needing a print can note the photograph number and place an order with the ERSU. When the photographs are returned and 2,500 are accumulated, they are recorded on 16-mm microfilm and the contact prints are destroyed (from October 1986 on the prints will be retained and sent to NARA with the negatives). The 16-mm film cartridges are located in the

III.1 (Continued)

RIMS Service Center. A computer printout of construction progress photographs and general activities photographs is available in the RSC enabling the user to find a photograph by subject. This printout is arranged by project and by photograph number within a project. A brief description of the photograph and the date taken are included.

DISPOSITION

1. Negatives (arranged chronologically)--can be retrieved by project.

   a. Nuclear Projects.

      Permanent. Transfer to NARA 60 years from project becoming operational, or end of project, or when no longer needed for administrative use, whichever is sooner.

   b. Nonnuclear Projects.

      (1) Those 1933 to 1986.

         Permanent. Transfer to NARA upon approval of the schedule.

      (2) Those 1987 and continuing.

         Permanent. Transfer to NARA every five years or when no longer needed for administrative use, whichever is sooner.

      (N1-142-87-9, Item Nos. 1a and 1b)

2. Prints.

   a. 1933 to September 1986.

      Destroy upon acceptable microfilming.

   b. October 1986 to present.

      Transfer one captioned print to NARA when the negatives are transferred.

   c. Other Copies (Non-record).

      Destroy when no longer needed for reference.

   (N1-142-87-9, Item Nos. 2a, 2b, and 2c)

III.1 (Continued)

DISPOSITION (Continued)

3. Microfilm.*

a. Camera Master.

Permanent.

(1) Film dated 1933-1986.

Transfer to NARA in 2036, or when no longer needed for administrative purposes, whichever is sooner.

(2) Film dated 1987 and continuing.

Break file every ten years. Transfer to NARA 50 years from file break, or when no longer needed for administrative purposes, whichever is sooner.

b. Silver Halide Positive.

Transfer to NARA upon approval of this schedule.

c. All other reference copies (Non-record).

Destroy in agency when no longer needed for administrative purposes.

*This certifies that the records described will be microfilmed in accordance with the Standards set forth in 36 CFR Part 1230. These records shall be stored in accordance with Standards set forth in 36 CFR Part 1230.20 and they will be inspected in accordance with CFR Part 1230.22. The first inspection will be conducted upon approval of the schedule.

(N1-142-87-9, Item Nos. 3a, 3b, and 3c)

4. Finding Aids

a. Finding aids relating to photographic negatives and microfilm retained under item Nos. 1.a, 3.a, and 3.b.

Permanent. Transfer one copy to NARA with the items they describe.

b. All other copies (Non-record).

Destroy when related records are destroyed.

(N1-142-87-9, Item Nos. 4a and 4b)

III.2 GEOLOGIC DRAWINGS

Geologic drawings are produced by the Geology and Geotechnical Engineering Group, Civil Engineering Support Branch, and the Singleton Materials Laboratory, Nuclear Technology Branch, NE. These drawings are processed in the same way as the design and construction drawings. They are microfilmed on 35-mm film which is mounted on aperture cards; the record copy of the aperture cards is in the DCRM. The geologic drawings may also be included in the geologic drill hole reports which are filmed and indexed into RIMS (N1-142-86-5).

The aperture cards in the DCRM are filed by project in manual filing equipment; the cards are filed in a separate subsection behind the design and construction drawings for the project. The numbering system for geologic drawings includes a code designation "GE" for the geologic group. An example of the numbering system is: 67 GE 822K1020.

67 - Project Designation Code

GE - Discipline/Group Code

822 - Subject Description

K - Size

1020 - Sequential Number

Approximately 8,000 geologic drawings were stored in the DCRM as of July 1982. Negligible annual accumulation was anticipated.

The five basic categories of geologic drawings are described below:

1. Geologic logs of drill holes--Records of all core or geophysically logged manmade drill holes at a specific site location. Geologic logs are the graphic description of what is seen visually and/or gathered electronically at the hole site. Electronic interpretation of the hole can include caliper (hold diameter), sonic (velocity of material), gamma (natural radiation of the material), and gamma ray (induced radiation of the material), and sondes. This data is used to provide a geologic evaluation of site suitability for construction. Graphic logs are also created from written logs based on visual interpretation.

2. Contour drawings--Computer generated drawing of key features for a specific site. The drawings are based on elevation and are used in the economic evaluation of construction site foundation.

III.2 (Continued)

3. Geologic maps--Identify rock types associated with the structural features at a given site. Built from a topographic map base, these maps generally include the site and a 5- to 25-mile surrounding radius.

4. Geologic sections--Cross-section compilations of the geologic logs for a given site. Sections are used for interpretation of structural and geologic features and their relationship to a specific construction site.

5. Layout drawings--Compilation of geologic logs. Provide a general plan view of the total log area.

DISPOSITION

A. Originals.

Destroy when acceptable microfilm copy (for aperture card) and reproduction negative are obtained.

B. Aperture Cards.

(1) Record copy stored in DCRM and security copy at NUS.

Destroy when TVA no longer maintains control of site.

(2) Other Copies.

Destroy when no longer needed for reference.

C. Reproduction Negatives.

Destroy when no longer needed for reproduction purposes.

(NC1-142-85-12, Item No. IV 8)

III.3 ORIGINAL (PAPER) CIVIL ENGINEERING BRANCH (CEB) REPORTS FROM NE AND ORIGINAL CALCULATIONS FROM ALL NE ORGANIZATIONS

Engineering calculations are created during the design process to verify correctness of design. A typical calculation documents the assumptions made for the design, lists the sources of design information, records the mathematical computations made, presents supporting graphics, and lists the conclusions reached. Common types of calculations include piping stress analyses, analyses of structural strength particularly in the case of seismic events, models of behavior of electrical systems, and pressure drop calculations for fluid systems.

Calculations generated before 1977 may be microfilmed or stored in hard copy.

Calculations generated after 1977 are microfilmed as part of RIMS (N1-142-85-12). The originals are retained after microfilming in order to revise and refilm them as necessary. The paper originals are stored in DCRM.

DISPOSITION

Destroy when no longer required for reference, not to exceed end of life of project.

(NC1-142-85-12, Item No. IV 13)

III.4 EQUIPMENT OPERATING MANUALS FOR MEASURING DEVICES USED BY GEOLOGY AND GEOTECHNICAL ENGINEERING GROUP OF CEB, NE

The manuals in this series are operating manuals for the various measuring and data collection devices used by the Geology and Geotechnical Engineering Group of CEB, NE, while performing work on drill holes. QA requirements necessitate microfilming these manuals to meet the remote storage requirements of ANSI N45.2.9. The original manual is returned to CEB for normal use after microfilming. The manuals are destroyed when the applicable devices are retired. The life of a device is currently estimated as ten years.

DISPOSITION

A. Original paper records.

Microfilm for security purposes. Destroy original at end of life of applicable device.

B. Microfilm--Camera master and microfilm copies.

Destroy at end of life of applicable device.

C. Other microfilm copies.

Destroy when no longer needed for reference.

(NC1-142-85-12, Item No. IV 21)

III.5 THREE-DIMENSIONAL DESIGN MODELS

Three-dimensional, reduced scale plastic models are created during the design of major projects. These models are of two basic types--the design check model and the primary design model. Design check models are used to verify the correctness of design originally presented in drawings, sketches, etc. They are also useful in discovering interferences such as a piping hanger located whether another piece of equipment should be installed. Design check models currently exist for portions of the BLN and Hartsville Nuclear Plant. They are transferred to NC when completed for site use. NP would use them for training, plant maintenance, and as a design tool for future modifications. The models are a useful tool in the event of a radiological emergency.

Primary design models have been built only for the Yellow Creek Nuclear Plant. These models are the primary depository of all design information; the design is implemented and checked on the model before drawings are issued. Notebooks are used to record the actual sizes and types of piping, valves, etc., used for full scale construction of points on the model.

DISPOSITION

A. Project Models (and any associated documentation such as specification notebooks).

   Destroy when no longer needed for administrative purposes, normally not to exceed life of project.

B. Other models and associated documentation.

   Destroy when no longer needed for administrative purposes, normally not to exceed life of project.

(NC1-142-85-12, Item No. IV 26)

SEQUOYAH NUCLEAR PLANT (SQN) SITE QUALITY ASSURANCE-(QA)

QA was present on site during the construction phase. In 1974 the plant QA staff was established. QA is responsible for developing and maintaining a nuclear quality assurance program for the design, construction, procurement, inspection, and operation of the SQN nuclear facility.

IV.1 SURVEILLANCE INSTRUCTION (SI) REVIEW TRAINING

Documents minimum training requirements for surveillance evaluators (QA auditors) when the audit work is performed by surveillance instructions data packages.

DISPOSITION

Destroy in agency when no longer needed for administrative purposes.

IV.2 SHIFT OPERATING ADVISOR REPORTS

Prior to unit 2 startup, reports were issued by managers to Operations providing recommendations on technical specifications activities, ensured that activities and equipment operation were evaluated, regulated work pace, ensured compliance with operation requirements, and assisted shift supervisor in the safe conduct of activities.

DISPOSITION

Destroy in agency when six years old.

MODIFICATIONS SECTION

Responsible for providing the management, skilled craftsmen, field engineers, cost, scheduling, industrial safety, tools and equipment for modifications to SQN.

1976	Outage Management
1981	Field Services
1984	Outage Modifications
1984	Major Maintenance Management
1985	Modifications
1986	Modifications - DNC

V.1 CONSTRUCTION RECORDS NOT COVERED BY OTHER ITEMS ON THIS SCHEDULE

A. Construction Working Records.

Construction records of short-term value not otherwise scheduled which are not input into one of the MEDS records systems.

Examples of these records are: engineering calculations for temporary features; requisitions, contracts, requests for delivery, bills of lading, packing lists, shipping tickets, transfer orders, and other shipping papers on temporary construction equipment and material; documentation of temporary features; routine control records including status logs, usage logs, etc., concrete delivery tickets; field notebooks, logs, and diaries that do not document the structural integrity of the project; concrete records not required for life of plant; logic diagrams used to plot paths of construction and activities; drawings and sketches solely for site use (all official drawings will be included in the aperture card system in the DCRM) and general correspondence and transmittals.

DISPOSITION

Destroy when no longer needed for reference. EXCEPTION: If any litigation is outstanding one year after completion of construction, records required to resolve the dispute will be retained until close of litigation.

(NCI-142-85-12, Item No. IV 12 I)

V.1 (Continued)

B. Field Notebooks and Diaries Documenting Structural Integrity of the Project.

Field notebooks, field books, field engineer's diary, resident engineer's diary, field engineer's log book, etc., are daily logs kept by an engineer or unit onsite. This item schedules only those logs documenting the structural integrity of a project. These logs will be required by investigators in the event a structure fails. Specific examples are field notebooks on concrete pours, earthfill, grouting, structural steel, etc. (NOTE: Field books and logs that do not document the structural integrity of the project are described in Section A above.)

DISPOSITION

Destroy at end of life of project.

(NCI-142-85-12, Item No. IV 12 II)

C. Documentation of Features Constructed By Non-TVA Work Forces

Documentation of installation and construction work done by private contractors (nonforce account work) is required for a short period of time after the close of construction while a determination is made whether litigation over poor quality work will be necessary. This documentation is contained in logs, diaries, notebooks, logic diagrams, etc.

DISPOSITION

1. If no litigation results.

   Destroy when no longer needed for reference, not to exceed two years after completion of construction.

2. If litigation results.

   Destroy at close of litigation.

(NCI-142-85-12, Item No. IV 12 III)

D. Miscellaneous Site Records Transferred to the NP Organization that will Operate the Facility

Construction site records not specified elsewhere that are transferred at the close of the construction to the organization operating the facility. These records will be scheduled by the operating organization. Short-term reference copies, if any, retained by NC are nonrecord and are covered in Section A of this item or in TVA Schedule II.

DISPOSITION

Since physical ownership of these records is transferred to another TVA NP organization, NC disposition schedules are not required.

(NCI-142-85-12, Item No. IV 12 IV)

V.2 CABLE AND CONDUIT CARDS

Reference cards which reflect the reel number, contract number, foreman's name, date, engineers' name, work request or maintenance request number used by engineer to locate cable and conduits at plant.

DISPOSITION

Destroy in agency when nuclear plant is retired.

V.3 WORKPLANS

Modifications are implemented in accordance with written instructions (workplans) which have been subjected to a predetermined review/approval cycle. These instructions contain requirements for inspection holdpoints, final inspections, and post-modification tests as appropriate.

Workplans, including drawings and instructions, are approved by the plant manager or his designee, before implementation. Safety-related workplans are also reviewed by PORC before implementation. During this review PORC ensures that any drawings, procedures, or instruction changes made necessary by the proposed modification have been identified.

The written procedures explain the incorporation of modifications into existing systems and may also be used to authorize and control

V.3 (Continued)

activities other than modifications, such as completion of construction as originally designed. The format includes or references the following items, as appropriate:

Signatures for preparation, review, approval, and completion with dates.

Reference documents, such as Design Change Request, Engineering Change Notice, and Field Change Request numbers.

Drawings affected.

Prerequisites, precautions, limitation and actions, work descriptions, sequence of inspections, tests and examinations, acceptance criteria, data recording, and retest requirements.

Provision for revision to affected instructions or manuals.

DISPOSITION

Record Copy--The workplans are maintained in hard copy form at SQN. In the future, all workplans will be microfilmed into the SQN NPDCS. The disposition listed below is the same as NPDCS. These records are listed in the Modifications Section until they are filmed into NPDCS. The records are indexed into NPDCS to ensure retrievability.

A. Paper Copies.

1. Paper copies of microfilmed records--Destroy when an acceptable microfilm copy has been obtained.

2. Paper copies as record copies--Destroy in agency when nuclear facility is retired, or when agency is dissolved, whichever is longer. (Illegibles)

B. Microfilm.

1. Record Copies--Destroy in agency when nuclear facility is retired, or when agency is dissolved, whichever is longer.

2. Duplicate Copies--Destroy in agency when no longer needed for administrative purposes.

V.3 (Continued)

DISPOSITION (Continued)

C. Index--Computerized Cumulative.

1. Record Copy--Destroy in agency when nuclear facility is retired, or when agency is dissolved, whichever is longer.

2. Other Copies--Destroy in agency when no longer needed.

(NCI-142-83-10) (NCI-142-83-2)

PROTECTIVE SERVICES (PUBLIC SAFETY - SQN)

Public Safety was present on site when construction began in 1970. In 1977, there were two units, Construction and Nuclear. Construction Public Safety was dissolved in January 1985. In 1987, Nuclear Public Safety began to report functionally to NP. Effective June 1988, Public Safety was merged into Nuclear Support and the name changed to Protective Services Branch.

VI.1 PROTECTIVE SERVICES (PUBLIC SAFETY - SQN)

This record series consists of Public Safety Services records which have a short-term retention value. These records are created by Public Safety Services at the nuclear facility and turned over to DCU, NP, in accordance with individual plant procedures. These records are of a routine nature and are not designated in security or contingency plans as being required to be maintained for NRC requirements for longer than the requested retention. All other security records, which are of major importance because of the nature of the information contained in them, are input into the NPDCS.

The following record types are included in this record series:

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 described in chapter 12 of the Physical Security Plan.

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.

VI.1 (Continued)

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 and 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.

The following record types are filed in the SQN vault:

1. Access Authorization
2. Access to Locks, Keys, and Combinations
3. Administrative Control Authorization
4. Barrier/Isolation Zone/Manhole Checklist
5. Card Key Status Level Request Permit Authorization
6. Central Alarm Station Shift Log
7. Chattanooga Police Department (Bomb Squad) Written Agreement
8. Consent to Search
9. Containment Entry Checklist
10. Control Zone Entry Log
11. Defensive Driving Course II 16mm Film
12. Designated Vehicle Access Log
13. Designated Vehicle Request Form
14. ER-1/LA-50 Printer Alarm Data
15. Emergency Raw Cooling Water System Patrol Log
16. Equipment and Material Accountability Log Inventory
17. Equipment and Material Accountability Permanent Sheet
18. Equipment Entering Containment Log
19. Hamilton County Sheriff's Department Written Agreement

VI.1 (Continued)

20. HI Security Keys Backup Lock, Dead Bolt
21. High Security Keys Padlocks System
22. ID Badge and Key Card Accountability
23. Individual Training Field Files
24. Inplant Foot Patrol Checklist Vital Area
25. Intrusion Alarm Log
26. Investigative Reports of Lost/Compromised Keys
27. Journal Log of Vital Area Access
28. Journal Logs for Containment Nos. 1 & 2
29. Junction Box and Reader Keys, Access Records
30. Licensee Identified Noncompliance Report
31. Monthly Review of MAC 540 Memory by Status Level
32. Nondesignated Vehicle Log
33. Nuclear Fuel Trucks Entry Protected Area Log
34. On Shift Security Training Drills
35. Outside Vital Areas/Compartment Checklist
36. Personnel Accountability Inventory
37. Physical Examination Certification
38. Plant Security System Surveillance
39. Records Showing Dates and Reason for Changing
40. Register of Card Keys on Hand/Lost or Destroyed
41. Rosco MAC 540 Disc
42. Secondary Alarm Station Shift Log
43. Security Degradation/Incident Reports
44. Semiannual Audit of Card Keys
45. Shoot, Don't Shoot I and II - Video Tape
46. Standing Permission to Enter List
47. Temporary Card Keys Status Levels
48. Tennessee Highway Patrol Written Agreement
49. Training and Qualification Record - Chief/Captain
50. Training and Qualification Record - Clerk Monitors
51. Training and Qualification Record - Lieutenant
52. Training and Qualification Records - Officers
53. Visitor Badge Issue Log
54. Vital Area Entrance Log Sheet
55. Written Permission Offsite Admit Register
56. Written Permission Visitor Admit Register
57. Yard Protected Area Lighting Checklist

VI.1 (Continued)

These records were formally approved under NCI-142-83-19. However, the following disposition has been made to meet our new requirements.

DISPOSITION

A. Paper Copies as Record Copy.

Transfer to site vault after one month. Retain three years, then shred.

B. 16-mm Film As Record Copy--Training film.

Replace when superseded.

C. Video Tape Training.

Replace when superseded.

D. Machine Readable Records.

Retain data on tape one year, then destroy.

VI.2 TECHNICAL INFORMATION SERVICES (TIS) UNIT (DCRM SECTION)

The TIS distributes vendor manuals and drawings to site users; maintains a controlled library for reference (the libraries are called Technical Information Centers [TIC] and are located throughout the site); updates drawings and vendor manuals; provides NPDCS, RIMS, Visual Search Microfilm (VSMF), and plant construction retrievals; and maintains the permanent records storage facility (vault).

The TIS Unit has undergone several organizational changes since its conception. Below is a list of those name changes:

1976	Drawing Control Section (DCS)
1983	Drawing Control and Vendor Manuals Section
1980	DCS
1986	Records Management Section
1987	DCS now contains: Drawing Control, Vendor Manuals, Procedures Process and Controlled Record Management
1988	TIS Unit

VI.2 (Continued)

The full listing of Design and Construction Drawings is incorporated in Section I.1. The disposition for each drawing is as shown in the generic narrative. Appendix A lists the supplemental description.

VI.2.1 VENDOR MANUALS

Any vendor manual containing instructions for installing, testing, operating, or maintaining plant equipment. Provided by a vendor and treated as a controlled manual. Users are provided with uncontrolled copies for reference. Controlled copies are maintained in the TIC.

DISPOSITION

Record Copy--Destroy in agency when nuclear plant retired.

Other Copies--Destroy in agency when no longer needed for administrative purposes.

VI.3 DCRM UNIT (DCRM SECTION)

In 1988, the DCRM Units were taken out of the Nuclear sites and incorporated in Nuclear Support. All QA records generated at a site, whether they are placed into RIMS, NPDCS, PSRS, or placed in the vault, are the responsibility of DCRM Nuclear Support. For the purpose of this CRS, however, the record series will be listed in the division or section responsible for the creation of those records with the exception of the following record series:

VI.3.1 HOUSEKEEPING INSPECTIONS

Various inspections of certain areas in the plant to assure that good housekeeping practices are being met. For example: clogged drains, boxes in walkways, leaks, fire hazards, adequate lighting, and electrical panels have covers. Each section has specific requirements to be met and performs self-inspected yearly audits for compliance.

DISPOSITION

Record Copy--Destroy in agency after one year.

Duplicate Copy--Destroy in agency when no longer needed for administrative purposes, not to exceed one year.

VI.3.2 INSERVICE INSPECTION (ISI) EDDY CURRENT TESTING

Eddy current testing is a nondestructive test technique based on inducing electrical currents in the material being inspected and observing the interaction between those currents and the material. Eddy currents are generated by electromagnetic coils in the test probe, and monitored simultaneously by measuring probe electrical impedance. Since it is an electromagnetic induction process, direct electrical contact with the sample is not required; however, the sample material has to be conductive.

Eddy current testing is a versatile technique. It is mainly used for thin materials; in thick materials, penetration constraints limit the inspected volume to thin surface layers. In addition to flaw inspection, eddy current testing can be used to indirectly measure mechanical and metallurgical characteristics which correlate with electrical and magnetic properties. Also, geometric effects such as thickness, curvature and probe-to-material spacing influence eddy current flow and can be measured.

Eddy current testing is recorded on a strip chart which can be of varying lengths and is a type of recorder chart.

DISPOSITION

Destroy in agency when nuclear plant is retired.

VI.3.3 RECORD SERIES INVENTORY

The Record Series Inventory form lists each separate record series at SQN. It was developed to review QA and non-QA records and to establish the comprehensive records inventory at SQN. The data from the record series inventory form is input to RSMS by the corporate DCRM organization. The record copy is the RSMS database and all printouts generated are working copies.

DISPOSITION

A. RSMS Printout--Retain until superseded. Destroy in agency when no longer needed for administrative purposes, not to exceed two years.

B. Record Series Inventory Forms--Destroy in agency when no longer needed for administrative purposes, not to exceed two years after CRS accepted by NARA.

C. Data Base--Destroy in agency when no longer needed for administrative purposes.

VI.3.4 STARTUP CHARTS

Startup charts are recorder charts which are generated at startup. These charts are maintained by DCRM.

DISPOSITION

Destroy in agency when nuclear plant is retired or when agency is dissolved, whichever is longer.

SITE REGULATORY LICENSING GROUP

Formerly called Regulatory Engineering in 1985 and Compliance Staff in 1980, the Site Licensing was split out from the PORS.

LICENSING DESCRIPTION - Site Licensing manages TVA Interface with the NRC for all matters unique to their specific site. Prepares all submittals requesting to obtain or maintain license and permits for the site; reviews reports prepared by site director or plant staff for conformance to applicable regulations; maintains Final Safety Analysis Review (FSAR) and Technical Specifications for each unit at the site and provides interpretation thereof; maintains data base of regulations required that stem from license and permits applicable to the site; maintains commitment tracking system and coordinates responses to Nuclear Experience Review items at each site; monitors plant activities for compliance with license and permits.

VII.1 SEQUOYAH ACTIVITIES LIST

A one-time documentation of unit 2 commitments for restart activities. A statement of condition and/or corrective action that must be accomplished either to restart unit 2 or to implement a programmatic issue identified in the Nuclear Performance Plan (NPP).

DISPOSITION

Destroy in agency when six years old.

VII.2 COMMITMENT ACTION TRACKING SYSTEM (CATS)

A list of all NRC, INPO, NQA commitments residing on the site Prime computer. A special form is completed for each commitment. The copy form is maintained in the section in notebooks. The data is input to the Prime computer for tracking purposes.

DISPOSITION

Record Copy--Destroy in agency when no longer needed for administrative purposes.

Printout--Destroy in agency when no longer needed for administrative purposes.

VII.3 NUCLEAR EXPERIENCE REVIEW SHEET

A review of INPO and NRC documents that are generic to all plants in the USA. This is a publication sent to TVA from NRC and INPO to document experiences of all nuclear plants.

DISPOSITION

Destroy in agency when no longer needed for administrative purposes.

PART B
NONRECORD SERIES

I.1 ADMINISTRATIVE MATERIAL OF SHORT-TERM VALUE

Temporary material that is useful but not essential to record the program activity of the organization holding it. Examples include informal communications carrying nonrecord information and materials documenting fringe activities such as employee welfare activities and charitable fund drives.

DISPOSITION

Destroy in agency when no longer needed for reference, not to exceed one year.

I.2 INFORMATIONAL MATERIAL

Informational material records of short-term value that do not document the program activity of the organization holding it. Ideally this material should be destroyed without filing. Examples are bulletin board notices; changes of address; routing slips; requests for supplies or publications; and reproduction orders.

DISPOSITION

Destroy in agency when no longer needed for reference, not to exceed six months.

I.3 CONVENIENCE OR READING FILES

Duplicate copies of records maintained solely as a reading or reference file for the convenience of personnel. This includes tickler, follow-up, or suspense files.

DISPOSITION

Destroy in agency when no longer needed for reference.

I.4 TRANSMITTALS

A. Verifies receipt of and filing of plant instructions and controlled documents.

B. Routine transmittals of documents from one section to another.

DISPOSITION

Destroy when no longer needed for reference, normally not to exceed one year.

I.5 SUPPLIES AND PRELIMINARY MATERIALS AND DRAFTS USED IN CREATING RECORDS

This series includes preliminary materials used in the creation of records; the record information is included in the final record. Examples are blank forms; reproduction materials such as stencils, hectograph masters, negatives, and offset plates; "forms" stored on word processing equipment; stenographic notebooks and stenotype tapes; preliminary and intermediate drafts.

DISPOSITION

Destroy in agency when obsolete, superseded, or no longer needed.

I.6 WORKING PAPERS

This series includes the working papers, drawing prints (including those annotated or color coded to aid daily work), information notes, and background material including photographs and other items used in the creation of an official record or during the course of a specific task or activity that will be documented in official records.

This does not include supporting documentation that, due to informational content or evidential use, requires retention beyond the issuance of the final document or the completion of the task. Supporting documentation of this type will be described as individual items in this schedule.

DISPOSITION

Destroy when no longer needed for reference, normally within one year after final documents are issued or task is completed.

I.7 DOCUMENTATION PERTAINING TO WORK BY EMPLOYEES FOR PROFESSIONAL COMMITTEES OR SOCIETIES

Material created during work with professional committees, societies, etc., is nonrecord if the employee is acting primarily as a professional individual and not as a representative of TVA's corporate opinion.

DISPOSITION

Destroy in agency when no longer needed for reference, normally not to exceed two years.

NOTE: Material created during work with professional committees, societies, etc., is record material if the employee acts as a representative of TVA with authority to make corporate commitments for the agency. Final reports of professional organizations or societies employed by TVA or sponsored by TVA for a specific task or project are also normally record material. This record material should be retained for the period specified by the applicable items in this schedule.

I.8 REFERENCE MATERIAL

A. Reference copies of TVA publications including reports, manuals, circular, public relations material, and other printed or processed documents. (Preservation of record copies is the responsibility of the issuing or controlling office.)

B. Outside publications of other Government agencies, commercial firms, or private institutions including industry and governmental standards; vendor catalogs, price lists, and similar publications; maps; scholarly and historical publications; and compilations of reports, transactions, etc. These publications may be in print, computer output, microform, or other formats.

DISPOSITION

Destroy when obsolete or no longer needed for reference.

I.9 DUPLICATE COPIES

Extra copies of records or duplicate copies that are routed for informational purposes. The record copy may be held by another organization within SQN or by another TVA office. If the record copy is held within SQN, it is evaluated in the applicable item in this schedule (i.e, monthly materials receipt and issue report-- Power Stores).

DISPOSITION

Destroy when no longer needed for reference, normally not to exceed six months.

I.10 ROUTINE OFFICE PROCEDURES

This series includes routine office procedures of strictly internal, limited value. Examples would be section specific procedures for work responsibilities, for mail distribution, for operating office equipment, or accomplishing routine tasks, etc.

DISPOSITION

Destroy when superseded or no longer required for reference.

II.1 HISTORY CARDS FOR NONFUEL SPECIAL NUCLEAR MATERIALS

A history card is maintained for all nonfuel special nuclear material delivered to the site which documents the vendor, date of delivery, and other data and is used for reference purposes.

DISPOSITION

Destroy when no longer needed for administrative purposes.

II.2 CHEMICAL LABORATORY TRAINING FILMS

Chemical lab training consists of various training sessions and other informational lessons displayed on film and video cassettes used to instruct lab employees on various chemical procedures.

DISPOSITION

Destroy in agency when superseded or when no longer needed for administrative purposes.

IV.1 VIDEO TRAINING AIDS

Various duplicate video tapes of maintenance training at power plants. The master video tapes are maintained in Nuclear Training. These tapes are used to train maintenance employees on specific maintenance procedures.

DISPOSITION

Destroy when no longer needed for administrative purposes.

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