




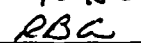
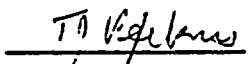
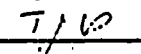


FOR INFORMATION ONLY

NINE MILE POINT NUCLEAR STATION

SITE ADMINISTRATIVE PROCEDURES

PROCEDURE NO. AP-10.1

MANAGEMENT OF STATION RECORDS

		<u>DATE AND INITIALS</u>		
<u>APPROVALS</u>	<u>SIGNATURES</u>	<u>REVISION 1</u>	<u>REVISION 2</u>	<u>REVISION 3</u>
Station Superintendent NMPNS Unit 1 T. W. Roman			_____	_____
Station Superintendent NMPNS Unit 2 R. B. Abbott		1/30/86 	_____	_____
General Superintendent Nuclear Generation T. J. Perkins		1/30/86 	_____	_____
Manager Q.A. Nuclear W. A. Hansen			_____	_____

Summary of Pages

Revision 2 (Effective _____)

PAGES

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4,7,10,11

December 1984

2,3,5,6,8,14,15

January 1986

1,9,12,13,16

March 1986

NIAGARA MOHAWK POWER CORPORATION

THIS PROCEDURE NOT TO BE
USED AFTER
SUBJECT TO PERIODIC REVIEW.

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AP 10.1

MANAGEMENT OF STATION RECORDS

1.0 PURPOSE

This procedure provides an outline for the collection, storage and maintenance of site records and technical information. The records system is designed to facilitate the administration, operation, maintenance and testing required for the safe and efficient management of the nuclear station.

1.1 Applicability

This procedure shall be effective for Unit 1 as shown on the cover page. For Unit 2, this procedure does not apply to the permanent plant file records as generated through completion of the construction project. These records will be processed according to project procedures. It does apply to those records generated by the Nuclear Generation Department on equipment that has been turned over to NMPC for Operations and/or Maintenance.

2.0 REFERENCES

10 CFR 50
Regulatory Guide 1.16, Rev. 3, 1975
ANSI N45.2.9, 1974
Technical Specifications Section 6, Unit 1 and Unit 2
Regulatory Guide 1.88, Rev. 2, 1976
ANSI 45.2.11, 1974
Generic Letter 83-28
NRC Telecon, December 4, 1985, R. J. Pasternak to NMP1 licensing file.
Nine Mile Point Unit 2 Project Guidelines 81,83,84,86,87 - PPNM502

3.0 SCOPE

Station records are organized according to use and the requirements of accessibility.

3.1 Administrative Records required for the conduct of current business are retained in the Site or Administrative Office.

3.2 Operating Records such as log books and periodic data logger computer printouts required for the production of current reports or the review of current operations are retained in the Station Administrative Office until the required reports are complete.

3.3 Maintenance Records are generated in accordance with A0-13. These are retained in the Station Administrative Office until information for the maintenance history data base has been extracted.



- 3.4 Test and Inspection Records are generated in the Operating, Results and Maintenance Departments. These are retained in the Technical Administrative Office or under the custody of the responsible supervisor until the required current reports and reviews have been completed.
- 3.5 Equipment Technical Information will be kept in the Station Central Files. This will include engineering data, parts list and procurement information, specifications, instruction manuals, drawings and other material which describes the station systems and equipment.
- 3.6 Central Files
- All station records which require retention beyond the current requirements of the responsible supervisor or the administrative staff shall be delivered to Central Files for processing and retention as required.
- 4.0 PRODUCTION, CONTROL, AND RETRIEVAL OF RECORDS
- 4.1 Responsibility for the management of all station records maintained in working files is delegated to the Supervisor, Administrative Services. Individual supervisors who are responsible for the generation of operating, maintenance or test records and for the handling of correspondence and reports will be responsible for these records until they are delivered to the Site Administrative Office or the Central Files for disposition.
- 4.2 Records held by individual supervisors and the Site Administrative Office shall be indexed and organized for ease of retrieval. Indexes shall list the record type and state where the record may be found. Correspondence and reports in production need not be indexed. The master indexing system maintained by Central Files shall provide key information on all record types including the location by record type of all indexes maintained by individual supervisors or the Administrative Office. Responsibility for maintenance of the Central Files is delegated to the Superintendent Records Management.
- 4.3 All correspondence, drawings and other documents delivered or carried into the Nine Mile Point Nuclear Station whether by letter, mail or in bulk shall be received by the Document Control Department prior to delivery to the addressee. Details of handling shall be as instructed by the Superintendent Records Management. Correspondence control is covered in DCI-1; drawing control in DCI-3; safeguards information control in DCI-12; and confidential documents in OI-10. The only exceptions to this procedure are hand carried confidential documents, advertising or promotional literature brought in by vendor representatives and printed materials or drawings which are not destined to be placed on file at the station.



5.0 DOCUMENT RETRIEVAL AND STORAGE SYSTEM

- 5.1 The document retrieval and storage system is a computer aided system supported by 16 and 35 millimeter micrographs. The system is available for general use, by station personnel, twenty-four hours a day at any one of several remote locations referred to as Satellite Files. The system is capable of supporting over 100 remote terminals, and basically consists of a mini-computer and disc drives, a high speed line printer, a typer, several local and remote CRT's, microfilm equipment, and microform readers and printers.
- 5.2 Files for indexing and storage on microfilm are indexed individually by Central File personnel using some 22 separate indexing parameters including key words, which subjectively describe the document's contents. When documents are delivered to Central Files, they are filmed in a random manner and individually assigned a nine digit film reference number for retrieval purposes. The first five digits of the film reference number indicate the roll on which the document is located. The remaining four digits indicate the frame location of the document within the roll. Documents which are placed on 35 millimeter aperture cards or which are maintained in hard copy due to their non microfilmability are assigned specially constructed film reference numbers to indicate their location and form (i.e. aperture card or hard copy).
- 5.3 Retrieval of documents may be accomplished at any of the several Satellite Files. Retrieval system users access the computer by logging on with a valid user name and password. The user may then call up the SEEK program to find the desired item. The user may enter whatever scant information is known about the desired document and the computer will search its data files to match the given information with index data inputted when the document was entered into the system. The computer will respond with x number of hits (i.e. film reference numbers of documents which have index data matching the given information). The user may then observe all hits to obtain the correct document or may add or delete indexing information to narrow down the number of possibilities.
- 5.4 When the hits are obtained from the computer search process, the user may observe each hit by inserting the appropriate cartridge in the reader/printer and keying in the displayed film reference number. The computer search may result in film reference numbers (hits) indicating that the desired document is located on a aperture card or in hard copy. The user must either obtain the document from Central Files (hard copy) or retrieve the document from the aperture card file.
- 5.5 The Superintendent Records Management shall issue detailed instructions for use of this document retrieval and storage system.



6.0 PROCEDURES FOR INDIVIDUAL STATION RECORD GROUPS

6.1 Administrative Records

- 6.1.1 Correspondence Control procedures are outlined by the Superintendent Records Management in his DCI-1. Details of this instruction for correspondence control may be subject to alteration by the Superintendent Records Management in accordance with experience generated during the use of the system. However, the Secretary to the General Superintendent or other specific individuals in the Site Administrative Office shall be charged with maintaining a monitoring system of all requests and unresolved items originating with the NRC which require action or response from the station. This shall include a record of requests and responses and a system for reminder and followup directed toward individuals responsible for preparation of responses.

Other correspondence requiring response and action shall also become the responsibility of a specific individual in the Administrative Office who shall be charged with the tracking of requests and responses and the issuance of reminders to responsible individuals.

Correspondence not requiring a response or specific disposition according to authorized procedures, shall be logged, distributed, and filed in accordance with the instructions of the General Superintendent, Station Superintendent or the Supervisor, Administrative Services. The mechanics of handling this correspondence shall be in accordance with instructions issued by the Superintendent Records Management in his DCI-1.

- 6.1.2 Routine Reports which are issued from the station at periodic intervals shall be tabulated and maintained on a control list in the same manner as correspondence requiring response. One of the individuals charged with monitoring the correspondence shall be charged with tracking the production and issue of these reports.

- 6.1.3 Regulations, Codes, and Standards shall be kept current, however, the Supervisor, Administrative Services shall maintain a listing of all these documents which, although they may have been superceded by a later addition, are still currently applicable to the Nine Mile Point Nuclear Station. Detailed listings of individual regulations, etc. may be contained in the bound volumes of documents, hence, where these are available the supervisors listing may be limited to the categories of documents and location.

The dates and limits of applicability for new regulations are usually stated in the opening paragraphs of the regulations. Users of the files of regulations are advised to consult this listing for applicability of a particular regulation.



6.1.4 Licensing Documents such as the PSAR, the FSAR, Technical Specifications, and supporting documents shall be maintained current. Proposed changes shall be maintained distinct from changes which are in force.

6.1.5 Procedures and standing orders which originate at the station shall be maintained in accordance with AP-2.0.

6.1.6 Minutes of Meetings and conferences involving Nine Mile Point personnel shall, as a minimum, be maintained in accordance with Technical Specifications and ANSI in 45.2.9, 1974.

6.1.7 Files of General Information such as library reference books, engineering and technical reports, codes and standards, shall be indexed and maintained so that when they are removed from the file there will be a record of who is responsible for the document at all times.

6.1.8 Training and Personnel Records shall be maintained in accordance with AP-9.0 and other applicable Niagara Mohawk procedures.

6.2 Operating Records

6.2.1 Scope

Material retained in the plant operating historical records includes as a minimum:

1. Records of preliminary test and calibrations including preoperational tests, startup tests and preliminary operations.
2. Plant operating logs and records including data logger printouts; recording meter chart records, control room log books and the like.
3. Records of station maintenance and substitution or replacement of the facility equipment or components.
4. Records of plant radiation and contamination surveys, personnel radiation exposure, radioactivity and liquid or gaseous releases and the environmental monitoring program.
5. Records of new and spent fuel inventory, transfers of fuel and assembly histories.
6. Records of instrument calibration and surveillance checks and tests of facility equipment and components.
7. Scram Reports and Scram Analysis Records.



6.2.2 Production and Retention of Records

1. The recording and reporting requirements of the facility operating license are described in the Technical Specifications. Section 6.10 of the operating Technical Specifications Unit 1 and Unit 2 and Section 4.7 of the Environmental Technical Specifications Unit 1 and Section 6.10 of the Environmental Technical Specifications Unit 2 lists record retention requirements. These are summarized in Table I attached to this procedure.
2. Records of daily plant operations in the control room are found on the periodic log of the data logger computer and in the narrative log books of the station shift supervisor and the chief shift operator. Other logs are maintained in the waste building, condensate demineralizer, and makeup demineralizer areas.
3. Records of principle maintenance activities shall be produced under the direction of the Maintenance Superintendent and the Instrument and Control Supervisor. Details of these records are provided in AP-5.0, Procedure for Repair. | 1
4. Records of operating occurrences will be generated according to AP-10.2.2, Procedure for Reporting Variations from Normal Plant Operations. These records shall consist of the Occurrence Report Form and all documents pertaining to the description and review of the occurrence. [Reportable occurrences according to Technical Specification 6.9.2 Unit 1 and Unit 2 are recorded on the NRC Licensee Event Report Form.]
5. Records of periodic checks, inspections, calibration and surveillance are entered on forms maintained by the Station Shift Supervisors, the Instrument and Control Supervisor, the Maintenance Supervisor and the Radiation Protection and Chemistry Supervisor. These record forms and check sheets are designed to assure that all such periodic requirements of the Technical Specifications are being met.
6. Records of radioactive shipments other than spent fuel shall be maintained under the direction of the Radiation Protection Supervisor. These shall consist of accountability and transmittal forms required by Title 10 and Title 49 CFR and survey records and logs required by Technical Specifications and the station procedures.
7. Records of substitution or replacement of principle items or equipment pertaining to nuclear safety and records of changes and drawing changes made to the plant as described in the Safety Analysis Report shall be made in accordance with AP-6.0 Procedure for Modification and Addition. | 1



6.2.2 Production and Retention of Records (Cont.)

8. Records of plant radiation and contamination surveys shall be made in accordance with Radiation Protection Procedures.
9. Records of new and spent fuel inventory, transfers of fuel, and assembly histories shall be maintained by the Physics Analyst Supervisor in accordance with Special Nuclear Material Control Procedures.
10. Records of off site environmental monitoring surveys and records of radioactivity and liquid and gaseous wastes release to the environment shall be made in accordance with the Radiation Protection and Radiation & Chemistry Department Surveillance and Sampling Procedures.
11. Records of radiation exposure for all plant personnel, contractors and visitors shall be maintained in accordance with 10CFR20 and 10CFR19 and the NRC instructions for NRC Forms 4 and 5.
12. The record of transient and operational cycles required by Unit 1 Technical Specification 6.10.2.f and Unit 2 Technical Specification 6.10.3.e shall be maintained by the physics analyst supervisor.
13. Records of the inservice inspections required by Unit 1 Technical Specification 6.10.2.h, Unit 2 Technical Specification 6.10.3.h shall be assembled by the Inservice Inspection Superintendent and maintained under the direction of the Superintendent Administrative Services.
14. Records of special reactor test and experiments shall be produced under the direction of the Reactor Analyst Supervisor. These shall include the procedure for the test and report results.

6.3 Maintenance Records

6.3.1 Equipment History File

As described in AP-5.0, all completed work requests along with the required attachments are delivered to the Site Administrative Office for entry of the record of the completed maintenance in the equivalent maintenance data base. The data base comprises a formal equipment history file system which shall be established for all safety related structures, systems and components. Each major item shall have a file documenting the corrective maintenance actions accomplished. The minimum documentation required for each entry shall be:



6.3.1 Equipment History File (Cont.)

1. Date of action.
2. Brief description of failure and corrective action taken.
3. Reference to completed tests and results or additional information sources as necessary.

The Supt. of Records Management shall be responsible for describing the exact format for this file and arranging for its entry into a magnetic and/or microfilm storage system.

6.3.2 Work Request File

The completed work requests and attachments as required by AP-5.0 shall be retained in the Administrative Office until delivered to Document Control for storage and/or microfilming in accordance with the station records retention and storage schedule. Deliveries shall take place as soon as practical after the Administrative Office has completed entries into the equipment history file.

6.4 Test and Inspection Records

6.4.1 Departmental Records

The records of surveillance tests and other tests and inspections shall be processed for supervisory review as soon as practical after completion of the test or inspection. These shall be sent to Document Control for microfilming and/or storage immediately after any extraction of trend data, checkoff lists, and other supervisory review functions are completed.

6.4.2 Additional Information

To assure the maximum benefit from the tests and inspection records, these should be indexed so that information on equipment performance trends, maintenance, and operating history may be extracted under a common equipment name or equipment piece number designation. Additional information or reports on individual items of equipment should be clearly labeled so that the key wording process of indexing will assure meeting this objective.

6.5 Equipment Technical Information

6.5.1 Content Requirements

Efficient operation and maintenance of the station requires the rapid location and retrieval of one or more of the following:

1. Purchase specifications and contracts.
2. Purchase requisitions and orders.



6.5.1 Content Requirements (Cont.)

3. Manufacturers and vendor instruction manuals.
4. Drawings (diagrams, charts, sketches, graphs, curves)
5. Engineering performance calculations, functional descriptions, and safety analysis.
6. Vendor tests and inspections.
7. In-plant tests and inspections (pre-operational and startup).

6.5.2 Modification Requirements

The procedures for maintenance of the central file and procedures applicable to the records of station modifications and additions shall assure that the technical information available on equipment will reflect the as-is status of the station and that any other information is clearly marked "superceded", "proposed", or "construction".

6.6 Central Files

6.6.1 Indexing

An index shall be maintained of record types which shall exhibit Record Type Code, Record Type Name, Record Type Abbreviation and a Record Type Retention Period. This guide shall serve as a checklist for verifying that required records are turned over to the Records Management for inclusion into the permanent Plant File. The method for turnover of records is delineated in DCI-5 (Control & Disposition of Active Files). The presence of a record type in the retention guide index does not necessarily indicate that the record type will be found in the station records. The complete listing of all indexed records will be contained only in the records computer.

The Station Central Files Department shall be capable of producing, if necessary, a computer listing of each film reference number falling under a particular record type. This listing shall serve to meet the requirements of ANSI 45.2.9 by indicating the locations of records within the storage area. The permanent storage area for station records shall be the Nine Mile Point Site where original microfilm and nonmicrofilmable copies are stored.



6.6.2 Drawing Files

Files of drawings (35 millimeter aperture cards) legible to all significant details shall be maintained at Tech Library satellite file. These files shall contain the latest up to date as is station drawings. A master file of drawings (35 millimeter aperture cards) shall be maintained in the station to complement the original file of drawings in Syracuse for compliance with ANSI 45.2.9. This file shall serve as a station drawing history and shall include all revisions. Special hard copy files of drawings may be maintained as desired for file prints, construction prints or P&IDs. All drawing files shall be maintained in accordance with instructions issued by the Superintendent Records Management in his Document Control Instruction 3, "Nine Mile Point Drawing Control Instruction". An index (computer printout) of each drawing file shall be available.

6.6.3 Manual Files

1. Station manuals (instruction, operation, maintenance, etc.) shall be maintained under the direction of the Superintendent Records Management in accordance with his instructions in Document Control Instruction 4 "Control of Station Manuals".
2. Manuals shall be stored in the Central Files or archives area and shall be available by checkout to station personnel. Normally, two controlled copies should be maintained for each manual. More copies may be maintained if necessary.
3. Where an equipment vendor furnishes a set of equipment manuals to cover a single assembly of equipment such as the diesel generator, all manuals shall be indexed in such a manner as to allow easy retrieval of the entire group.
4. Central Files shall be capable of producing an index of available station manuals. The index shall be a computer printout of the document data base sorted by vendor and include equipment piece number, the document number and location, title, revision, PO, and date.
5. In addition to manuals available in the hard copy, all station manuals shall be available on microfilm at each satellite file.

6.6.4 Permanent Station Files

1. The permanent station file shall consist of completed records and/or other documents stored on microfilm. The filming method may be in a random manner and retrieval shall be accomplished through the use of computer aided retrieval techniques.



6.6.4 Permanent Station Files (Cont.)

2. In addition to the microfilm file, a subsection of the permanent station file shall be maintained in hard copy for those documents which are considered nonmicrofilmable. Those documents maintained in hard copy should be indexed and entered into the computer aided retrieval system in the same manner as those placed on the microfilm.
3. Processing of documents into the permanent plant file shall be accomplished in accordance with instructions issued by the Superintendent Records Management in his Document Control Instruction 2 "Central Files Internal Processing".

6.6.5 Department Active Files

1. It is necessary for the General Administrative Office and the individual station departments to maintain active files of records which are in the process of production and review or being used for the production of other records and reports. These files shall be maintained in accordance with instructions issued by the Supervisor, Administrative Services.
2. The applicable department head shall be responsible for insuring each active file is maintained up to date, that the records are in good condition and that records transferred for storage in the permanent plant file are complete.
3. Location of the department active files shall be determined by the Supervisor, Administrative Services and approved by each respective department head.

6.6.6 Satellite Files

1. Satellite files shall be located in areas accessible to all station personnel. Each file shall have 16 millimeter cartridge loaded microfilm of the permanent station file and 35 millimeter aperture cards of the latest as built drawings.
2. Each satellite file shall have all necessary equipment to read each microfilm and to access the central file computer for document retrieval searches. A users manual shall be provided to instruct station personnel in the computer operation techniques necessary to retrieve desired items.
3. Records retrieved at the Satellite file locations are considered "for information only" documents. Records to be used for operation or maintenance shall be issued through the Document Control Department.



7.0 STATION RECORDS PERMANENT STORAGE FACILITY

7.1 Description of Facility

Non-microfilmable records and those records not yet filmed by Central File personnel will be stored in a facility or facilities which provide the features listed in paragraph 5.6 of ANSI N45.2.9, 1974. An acceptable alternative to the specific requirements of ANSI N45.2.9 is to store a duplicate set of records at a remote location. Two rolls of silver halide microfilm will be generated with one roll being stored at the Nine Mile Point Site, while the second original stored in a separate remote location. All original microfilm will be maintained in an environment as recommended by Industry Standards.

7.2 Access to Permanent Station Files

7.2.1 Access to the permanent station file shall be restricted to Central File personnel and those individuals authorized access by the Station or General Superintendent. This rule applies only to those documents located in the archives on original microfilm or in the hard copy file.

7.2.2 Access to records located at any satellite file is unrestricted.

7.2.3 Certain documents, considered to be of sensitive nature, are microfilmed separately and all microfilm original and duplicates are maintained in a locked cabinet in the archives. No distribution of these rolls will be made to satellite files. Only personnel with special authorization shall be allowed access to these microfilm rolls and then only under the direct supervision of the Superintendent Records Management. Indexing of documents maintained on sensitive microfilm may be accomplished in the same manner as any other document.

7.2.4 Access to records temporarily stored in departmental active files shall be determined by the respective department head.

7.2.5 Documents considered as safeguards information will not be microfilmed. These documents will be kept only in hard copy and stored in a locked security storage container meeting the requirements of 10CFR73.21(d). Access to these documents will be restricted and allowed only as defined in DCI-12 "Processing of Safeguards Information".

8.0 SUPERSEDING, CORRECTING, AND DISPOSAL OF RECORDS

A superseded record will be clearly identified either on the record itself or utilizing the computerized index. Methods for accomplishing this will be delineated in DCI-13; "Methods for Correcting, Changing, Supplementing or Superseding Permanent Plant File Records".



8.0

SUPERSEDING, CORRECTING, AND DISPOSAL OF RECORDS (Cont'd)

Incorrect records can only be changed by the originating organization but may be enhanced by Records Management Personnel to increase microfilm legibility. Methods for correction and enhancement of records can also be found in DCI-13.

Once records have met their legal retention requirements, they may be disposed of. Records may be disposed of only as defined in DCI-14; "Final Disposition of Site Records".

9.0

DOCUMENT CONTROL INSTRUCTIONS

The processing of documents throughout the station shall be performed in accordance with instructions issued and approved by the Superintendent Records Management in accordance with Administrative Procedures and approved by the General Superintendent Nuclear Generation. The Superintendent Records Management has authority to issue or amend these instructions at his discretion within the guidelines of Administrative Procedures. References to DCI's in this procedure AP-10.1 are for informational purposes.



TABLE 1

INDEX OF PLANT OPERATING HISTORICAL RECORDS

<u>RECORD</u>	<u>PRIMARY DOCUMENT</u>	<u>INITIAL LOCATION</u>	<u>LONG TERM LOCATION</u>	<u>MIN. PERIOD</u>
Gross Thermal Power	Periodic Computer Log	Admin. Office	Plant Archives	6 yrs.
Gross Electric Power	Periodic Computer Log	Admin. Office	Plant Archives	6 yrs.
Net Electric Power	Periodic Computer Log	Admin. Office	Plant Archives	6 yrs.
Reactor Critical, Subcritical, Time	Shift Control Operator Log	Admin. Office Control Room	Plant Archives	6 yrs.
Generator On-line Off-Line Outage Cause and Shutdown Mode Outage Reactor Mode	Shift Supervisor Log Reactor Analyst Log	Admin. Office Control Room Analyst Office	Plant Archives Plant Archives	6 yrs. 6 yrs.
Maintenance	W.R.'s and Maintenance Logs by Maint. Supervisor	Admin. Office, I & C Shop or Maint. Office	Plant Archives	6 yrs.
Operating Occurrences	Shift Supervisor Log Occurrence Report (AP-10.2.2)	Admin. Office Admin. Office	Plant Archives Office	6 yrs. 6 yrs.
Surveillance				
Surveillance	Surveillance Logs and Test Sheets	Admin. Office Maintenance I&C Rad. Prot.	Plant Archives	6 yrs.
Radioactive Shipments other than Fuel	RSR Log by Radiation Protection	Custody of Rad. Prot. Supervisor	Plant Archives	6 yrs.
Substitution and Replacement of Equipment	Modification Project File (AP-6.0)	Admin. Office, Planning	Plant Archives	Life
Changes to equipment and Drawing Chgs.	Modification Project File	Admin. Office, Planning, Document Control	Library and/or Plant Archives	Life
Radiation and Contamination Surveys	Radiation Survey Log AP-10.1 -14	Rad. Prot. Office January 1986	Plant Archives	Life



TABLE 1
(Continued)

<u>RECORD</u>	<u>PRIMARY DOCUMENT</u>	<u>INITIAL LOCATION</u>	<u>LONG TERM LOCATION</u>	<u>MIN. PERIOD</u>
New and Spent Fuel Inventory	SS Material Record Forms Computer NFIS Data Form	Custody of Physics Analyst Super.	Plant Archives	Life
Offsite Environmental Surveillance	Rad. Prot. Logs	Custody of Environmental Protection Coordinator	Plant Archives	Life
Personnel Radiation Exposure	Rad. Prot. Logs	Custody of Dosimetry Coordinator	Plant Archives	Life
Plant Transient and Thermal Cycles	Shift Control Operator Log Reactor Analyst Log Maintenance Records	Custody of Reactor Anal. Admin. Office	Reactor Analyst Life or Plant Archives Plant Archives 6 yrs.	
Inservice Inspections	Report of Inspectors usually contracted	Admin. Office	Plant Archives	Life
Minutes of SORC and SR&AB	Published notes of Secretary	Admin. Office	Plant Archives	Life
Waste Building Operations	Waste Bldg. Log	Admin. Office	Plant Archives	6 yrs.
Condensate Regeneration	Regen. Log	Admin. Office	Plant Archives	6 yrs.
Radioactive Release to Environment Gas & Liquid	Daily Logs	Custody of Chemistry Supervisor	Plant Archives	
Sealed Source Leak Tests & Inventory of Source Material	Laboratory Records	Custody of Rad. Prot. Supervisor	Plant Archives	6 yrs.
Reactor Tests and Experiments	Report and Procedure	Reactor Analyst	Plant Archives	6 yrs.
Changes to Operating Procedures	Operating Procedure	Admin. Office	Plant Archives	6 yrs.



TABLE 1
(Continued)

<u>RECORD</u>	<u>PRIMARY DOCUMENT</u>	<u>INITIAL LOCATION</u>	<u>LONG TERM LOCATION</u>	<u>MIN. PERIOD</u>
New and Spent Fuel Inventory	SS Material Record Forms Computer NFIS Data Form	Custody of Physics Analyst Super.	Plant Archives	Life
Training Qualification	Training Folder	Department Supervisor Training Dept.	Plant Archives	Life(*)
Changes per 10CFR50.59	Procedure and Report	Admin. Office	Plant Archives	Life
Post SCRAM Evaluations	SCRAM Report, RAP-6, Alarm Typer and Post Mortem Output Logs	Reactor Analyst	Plant Archives	Life
Quality Assurance Records	QCIR		Plant Archives	Life
Procurement Records	P.O.'s P.R.'s	Admin/Office Storeroom	Plant Archives	Life

*As long as person is at station.

