



# STONE & WEBSTER MICHIGAN, INC.

P.O. Box 2325, BOSTON, MASSACHUSETTS 02107

Mr. D. L. Quamme  
Consumers Power Company  
Midland Nuclear Plant  
3500 E. Miller Road  
Midland, MI 48640

Docket No. 50-329/330  
CIO Generated Records  
Construction Implementation Overview  
Midland Nuclear Power Plant

PRINCIPAL STAFF			
✓ RA	nas	DRP	
D/RA		DE	
A/RA		DRMSP	
RC		DRMA	
PAO		SCS	011/1 +3 ✓
SGA		ML	
ENF		File	nas

March 20, 1984

J.O. No. 14509  
SWM-055

In performing its function as the CIO at the Midland Nuclear Power Plant, Stone & Webster is generating numerous documents attesting to the quality of the plant construction. In accordance with corporate requirements, enclosed is a proposed Project Records Classification Code List (PRCCL) which lists, by generic category, those records being generated and the portion of those records to be turned over to CPCo.

Also contained in the enclosure is the S&W Project Records Management Policy and a description of each field in the PRCCL. You are requested to review the PRCCL and advise us if it satisfactorily meets your projected needs for records of CIO activities.

Subsequent to the resolution of any comments you might have, we will forward a final list to you.

*J.E. Karr*  
J.E. Karr

CIO Program Manager

Enclosures

JJR:NL

cc:

RAWells, CPCo Midland (site)  
NIREichel, CPCo Midland (site)  
PMudd, CPCo Midland (site)  
JGKeppler, US NRC Glen Ellyn, IL  
JHarrison, US NRC Glen Ellyn, IL  
RJCook, US NRC Midland (site)

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PDR ADOCK 05000329  
S PDR

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S&W PROJECT RECORDS MANAGEMENT POLICY

- (1) S&W will collect and turnover to the client those records, other than S&W proprietary, which the client specifically requests. Due to physical or material limitations of reproducing the record, e.g., radiographic film, S&W may be requested to turnover to the client the only copy of a record. When this record is turned over to the client, this action shall be documented and the documentation included in S&W records.
- (2) S&W will not normally act as the records custodian for any client records beyond 90 days after commercial operation date, completion of contractual requirements, or suspension of work. (S&W could provide the service of storing records for a client beyond the stipulated time periods under special agreement.
- (3) Within 90 days after commercial operation, and under the direction of the Project Manager, or senior project individual, those QA records retained by S&W in its own behalf shall be delivered to the RRC.
- (4) S&W will retain copies of all records turned over to a client for seven (7) years minimum after commercial operation date or termination of a project.
- (5) Records determined to be proprietary by S&W, as identified on the Project Record Classification Code List, shall be maintained for the life of the plant.
- (6) Microform is S&W's preferred storage medium for records designated for client or S&W retention.
- (7) S&W recommendations to clients will indicate that it is not intended to be complete or adequate to satisfy all legal or regulatory requirements. Clients should be advised to consult with their own legal departments.

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PROJECT RECORD CLASSIFICATION CODE LIST

HIGHLAND PLANT UNIT 1 AND 2 CONSTRUCTION IMPLEMENTATION OVERVIEW  
CONSOLIDATED POWER COMPANY  
J.O. NO. 14549.00

RESPONSIBILITIES  
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PROJECT  
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THIS PROJECT RECORDS CLASSIFICATION CODE LIST IDENTIFIES ONLY THOSE RECORDS GENERATED OR RECEIVED BY THE SHEC PROJECT ORGANIZATION TO SPECIFICALLY FULFILL CONTRACT OBLIGATIONS. THESE PROJECT UNIQUE RECORDS ARE TO BE PROCESSED AND TRANSFERRED BY PROJECT PERSONNEL TO THE CLIENT AND TO SHEC'S RECORDS RETENTION CENTER, AS REQUIRED, NO LATER THAN 90 DAYS AFTER JOB COMPLETION.

DEPARTMENT/DIVISION  
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RECORDS OF GENERAL APPLICABILITY AND RECORDS WHICH PREDATE THE ESTABLISHMENT OF THE PROJECT (E.G., PROCEDURES, CONTRACT CONTRACT CORRESPONDENCE, ETC.) ARE PROCESSED AND TRANSFERRED TO SHEC'S RECORDS RETENTION CENTER, AS REQUIRED, BY DEPARTMENT OR DIVISION PERSONNEL. A LISTING OF THESE RECORD TYPES IS AVAILABLE FROM THE RECORDS MANAGEMENT DIVISION.

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## PROJECT RECORD CLASSIFICATION CODE LIST

HIGHLAND PLANT UNIT 1 AND 2 CONSTRUCTION IMPLEMENTATION OVERVIEW  
 CONSUMERS POWER COMPANY  
 J.O. NO. 14509.00

RECORD CLASSI- FICATION NUMBER	RECORD TYPE NAME	RELEASING ORGANI- ZATION	TRANSFER TO RRC	TRANSFER MEDIA	SHEC RETENTION PERIOD	TURNOVER TO CLIENT	CLIENT MEDIA	CLIENT RETENTION PERIOD
0D.090 *	CORRESPONDENCE - CONTRACTS	7	YES	16MM ROLL	LC	NO		
		COMMENT: FILE IN JOB FILE M1						
0D.120 *	SHEC - CLIENT EXECUTED CONTRACTS PACKAGES	61	YES	16MM ROLL	LC	NO		
		COMMENT: FILE IN JOB FILE M1						
0D.121 *	SHEC/CLIENT CONTRACTS AND CHANGES	61	YES	16MM ROLL	LC	NO		
		COMMENT: FILE IN JOB FILE M1						
1A.100	PROJECT LETTERS	PRJ	YES	16MM ROLL	07 CO	YES	16MM ROLL	07 CO
		COMMENT: FILE IN JOB FILE R1						
1A.110	PROJECT MEMORANDA - IOHS	PRJ	YES	16MM ROLL	07 CO	NO		
		COMMENT: FILE IN JOB FILE R1						
1A.120	PROJECT INTEROFFICE CORRESPONDENCE - IOCS	PRJ	NO			NO		
		COMMENT: FILE IN JOB FILE R1						
1A.130	PROJECT TRANSMITTALS	PRJ	NO			NO		
		COMMENT: FILE IN JOB FILE R1						
1A.140	PROJECT TELEPHONE NOTES	PRJ	YES	16MM ROLL	07 CO	NO		
		COMMENT: FILE IN JOB FILE R1						
1A.150	PROJECT TELEX & THX	PRJ	YES	16MM ROLL	07 CO	YES	16MM ROLL	07 CO
		COMMENT: FILE IN JOB FILE R1						
1A.190	PROJECT COMMUNICATION LOGS - INDICES	PRJ	YES	16MM ROLL	07 CO	NO		
		COMMENT: FILE IN JOB FILE R1						
1B.100	PROJECT GENERAL MEETING MINUTES	PRJ						
		COMMENT:						
	MONTHLY MEETING MINUTES		YES	16MM ROLL	07 CO	NO		
		COMMENT: FILE IN JOB BOOK R2						
1B.110	PROJECT CONFERENCE NOTES	PRJ	YES	16MM ROLL	07 CO	NO		
		COMMENT: FILE IN JOB FILE R1						
1B.140	PROJECT TRIP REPORTS	PRJ	NO			NO		
		COMMENT: FILE IN JOB FILE R1						

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## PROJECT RECORD CLASSIFICATION CODE LIST

MIDLAND PLANT UNIT 1 AND 2 CONSTRUCTION IMPLEMENTATION OVERVIEW  
 CONSUMERS POWER COMPANY  
 J.O. NO. 14509.00

RECORD CLASSI- FICATION NUMBER	RECORD TYPE NAME	RELEASING ORGANI- ZATION	TRANSFER TO RRC	TRANSFER MEDIA	SHEC RETENTION PERIOD	TURNOVER TO CLIENT	CLIENT MEDIA	CLIENT RETENTION PERIOD
1C.100	PROJECT PROCEDURES	PRJ	YES	16MM ROLL	LP	YES	16MM ROLL	LP
	RECEIPT ACKNOWLEDGEMENTS		YES	16MM ROLL	LP	NO		
	PERIODIC REVIEWS		YES	16MM ROLL	LP	NO		
1D.140	ASSIGNMENTS & MANPOWER SCHEDULES	PRJ	NO			NO		
1E.010 *	QACA SITE AUDIT PACKAGE	64	YES	FICHE	LP	YES	FICHE	LP
1E.080 *	QACA AUDIT SCHEDULES	64	YES	FICHE	LP	YES	FICHE	LP
1F.100	SHEC INITIATED N&D REPORTS	PRJ						
	CIO NONCONFORMANCE IDENT- IFICATION REPORTS (NIR'S)		YES	16MM ROLL	LP	YES	16MM ROLL	LP
	CIO ITEM REPORTS		YES	16MM ROLL	LP	YES	16MM ROLL	LP
	CIO HOLD POINT REPORTS		YES	16MM ROLL	LP	YES	16MM ROLL	LP
1G.600	DEFECTS & FAILURE REPORT - 10CFR21	PRJ	YES	16MM ROLL	LP	YES	16MM ROLL	LP
1H.200	QC PERSONNEL CERTIFICATIONS	PRJ						
	CIO PERSONNEL CERTIFICATIONS		YES	16MM ROLL	LC	YES	16MM ROLL	LP
	PERSONNEL AFFIDAVITS		YES	16MM ROLL	LC	YES	16MM ROLL	LP

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 Attachmen  
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## PROJECT RECORD CLASSIFICATION CODE LIST

 MIDLAND PLANT UNIT 1 AND 2 CONSTRUCTION IMPLEMENTATION OVERVIEW  
 CONSUMERS POWER COMPANY  
 J.O. NO. 14509.00

RECORD CLASSI- FICATION NUMBER	RECORD TYPE NAME	RELEASING ORGANI- ZATION	TRANSFER TO RRC	TRANSFER MEDIA	SHEC RETENTION PERIOD	TURNOVER TO CLIENT	CLIENT MEDIA	CLIENT RETENTION PERIOD
1K.200	GROUPS MONTHLY PROGRESS REPORTS	PRJ						
	WEEKLY CIO REPORTS		YES	16MM ROLL	LP	YES	16MM ROLL	LP
		COMMENT:	FILE IN JOB FILE R2.					
1P.413	PROJECT FIELD QUALITY CONTROL	PRJ						
	MASTER ATTRIBUTE CHECKLISTS		YES	16MM ROLL	LP	YES	16MM ROLL	LP
		COMMENT:	FILE IN JOB FILE C11					
	MASTER CHECKLISTS INDEX		YES	16MM ROLL	LP	YES	16MM ROLL	LP
		COMMENT:	FILE IN JOB FILE C11					
	COMPLETED ATTRIBUTE CHECKLISTS		YES	16MM ROLL	LP	YES	16MM ROLL	LP
		COMMENT:	FILE IN JOB FILE C12					
	TREND ANALYSIS REPORTS		YES	16MM ROLL	LP	YES	16MM ROLL	LP
		COMMENT:	FILE IN JOB FILE C15					
2A.307	ESTIMATES BACKUP, REVIEWS AND COMPARISONS	72	YES	16MM ROLL	07 CO	NO		
		COMMENT:	FILE IN JOB FILE H3					
2A.880	LABOR COST STATEMENTS (FORMS)	21	NO			NO		
		COMMENT:	FILE IN JOB FILE H3					
2B.050	PROJECT RECORDS CLASSIFICATION CODE LISTS	PRJ	YES	16MM ROLL	LP	YES	16MM ROLL	LP
		COMMENT:	APPENDIX TO PP7.1 RECORDS MANAGEMENT PLAN (SEE 1C.100)					
2B.150	RECORDS TRANSFER TO RRC FORMS	PRJ	YES	16MM ROLL	LC	NO		
		COMMENT:	FILE IN JOB FILE R00					
2B.190	DOCUMENT ROUTING TAGS & SLIPS	PRJ	NO			NO		
		COMMENT:	FILE IN JOB FILE R1					



PROJECT RECORDS CLASSIFICATION CODE LIST  
DESCRIPTION OF REQUIRED INFORMATION

1. The following headings and information shall be used on the PRCL exactly as shown:

- ° Record Classification Code Number - Identification number which relates a record to a specific group and assigns a unique designation. The numbers are assigned by the Records Management Division and are used for corporate record retrieval systems as well as project record retrieval systems.
- ° Record Type Name - Descriptive title of a record type which allows specific individual Stone & Webster records to be classified functionally within a group.

An asterisk (\*) next to the Record Code Number identifies a record type applicable to the Project but controlled and retained by a Releasing Organization other than the Project. No action by the Project is necessary for ensuring that these records are retained for Stone & Webster. However, the Project must assure that appropriate arrangements are made if turnover to the Client is specified.

- ° Transfer to RRC - "Yes" or "No" to indicate which records shall be sent to the RRC for retention.
- ° SWEC Retention Period - Indicates the minimum length of time a record must be retained. The time period shown is determined by applicable laws, standards, guides, codes, or good business practice. The following designations indicate the number of years and any special conditions required:

LC - Life of Corporation  
LP - Life of Plant  
XX - Years of Retention  
XXCO - Years after Commerical Operation  
XXCC - Years after Contract Closeout

2. The following column headings are also required on the PRCL. The information shown for some columns is Stone & Webster's recommendation to the Client and may be modified.

- ° Releasing Organization - The department/division or the Project representative maintaining the most complete file of that record type and responsible for release of that record. Department/Division numbers are used when the record is generated, controlled, and released off-project. PRJ is used when the record is generated on Project.
- ° Transfer Media - Indicates the preferred media for Corporate

records retention at the RRC. The following symbols are used:

Fiche                =        Microfiche  
16 MM Roll        =        16 MM Roll Microfilm

- ° Turnover to Client - A "Yes" or "No" indicates Stone & Webster's recommendation for which record types should be turned over to the Client during or upon completion of a project. Records identified as Proprietary are subject to restrictions on distribution outside the Corporation and are not turned over without the written approval of Stone & Webster Engineering Corporation.
  - ° Client Retention Period - Identical to SWEC Retention Period. This is a recommendation to the Client.
  - ° Client Media - Identical to Stone & Webster's Transfer Media. This is a recommendation to the Client.
3. Additional information may be added to the PRCCL by the Project to accommodate Project or Client needs. A "comment" area 90 characters in length for this purpose is located on the second line of each PRCCL entry beginning under the "Transfer to RRC" column. For example, it may be used to note:
- ° Record Name Used by the Project
  - ° Client's Record Type Number Cross-Reference
  - ° Cross-Reference to Job Book Index