

TEXAS UTILITIES GENERATING CO CP-18.3 CONTROLLED COPY CONTROL NO. M-002	PROCEDURE NUMBER	REVISION	ISSUE DATE	PAGE
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PERMANENT PLANT RECORDS SYSTEM ORGANIZATION	PREPARED BY: <u>Joe L. [Signature]</u> DATE: <u>3-1-80</u> APPROVED BY: <u>JR. [Signature]</u> DATE: <u>12/2/80</u>			
<div data-bbox="256 657 565 693">1.0 <u>REFERENCES</u></div> <div data-bbox="256 719 1414 785">1-A CP-QP-18.2, "Implementation of The Permanent Plant Records Management System"</div> <div data-bbox="256 810 514 846">2.0 <u>GENERAL</u></div> <div data-bbox="402 874 1369 1004"> <p>The purpose of this Procedure is to define the personnel and functional organization of the Comanche Peak Permanent Plant Records Management System and to describe the working documents utilized in its implementation, as required by Reference 1-A.</p> <p>The program organization is designed to approach the problems of massive information collection, storage, and retrievability to deal with the specific problems encountered in the identification, collection, processing, computer indexing, microfilming, and storage of plant construction and operating records in a coordinated manner under the direction of Texas Utilities Generating Company.</p> </div> <div data-bbox="250 1270 542 1304">3.0 <u>PROCEDURE</u></div> <div data-bbox="250 1330 738 1366">3.1 PERSONNEL ORGANIZATION</div> <div data-bbox="394 1393 1360 1461"> <p>The personnel organization of the records management program is shown diagrammatically in Figure 1.</p> </div> <div data-bbox="245 1485 860 1523">3.1.1 <u>Records Management Coordinator</u></div> <div data-bbox="391 1547 1390 1742"> <p>The Records Management Coordinator is responsible for the functions of the overall system and the interfacing between specific groups. The Records Management Coordinator reports to the TUGCO Administrative Services Supervisor and receives technical input from the TUGCO (construction) Site QA Supervisor. The duties and responsibilities of this position include the following:</p> </div> <div data-bbox="376 1898 729 1981"> 8511060449 851016 PDR FOIA GARDEB5-59 PDR </div>				

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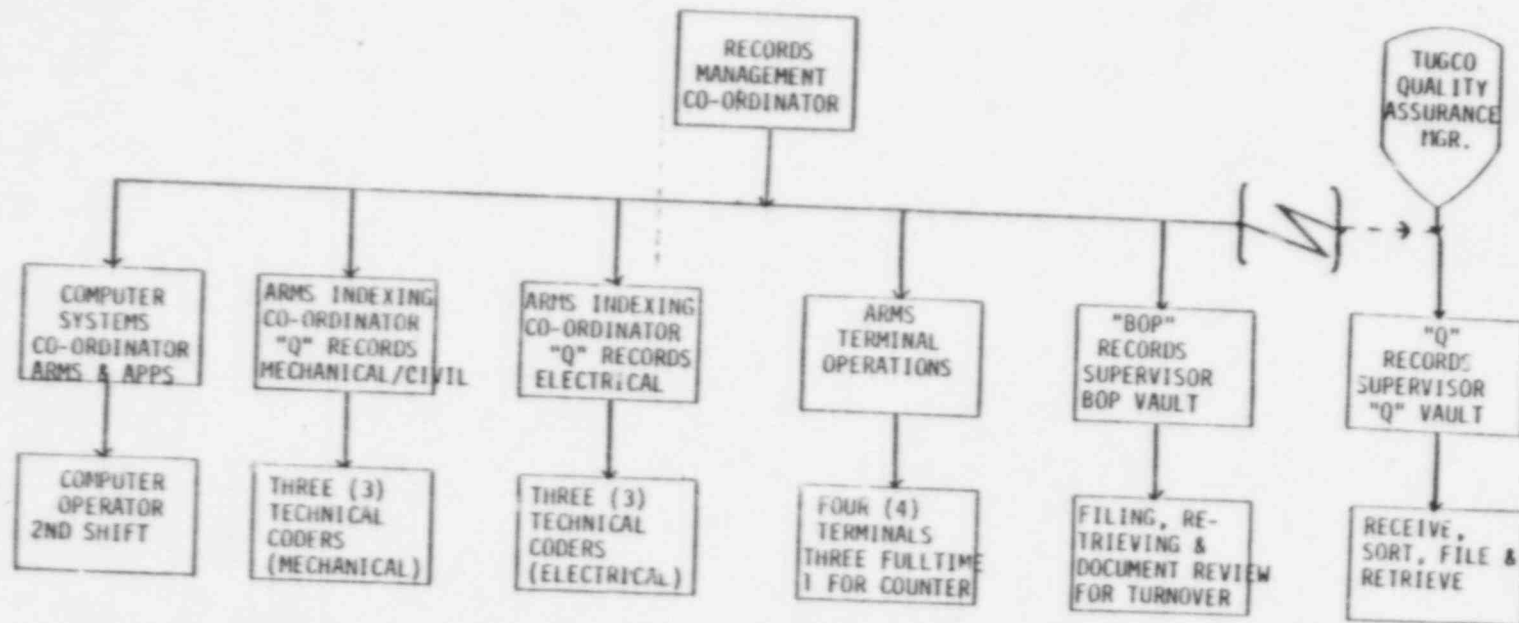
- a. Prepare program procedures and supportive documentation and submit procedures to the Site QA Supervisor for approval.
- b. Coordinate the index development for permanent plant records as retained in the Automated Records Management System (ARMS).
- c. Implement the procedures contained in the Records Management Manual.
- d. Control the flow of site received and site-generated permanent plant records through identification, ARMS input, and processing to final storage in the records vault.
- e. Provide technical direction to the ARMS Computer Coordinator.
- f. Institute and conduct a training program for permanent plant records personnel.
- g. Interface with microfilming activities as they relate to permanent plant records.

3.2 DOCUMENT RELATIONSHIPS

The implementing document/manuals for the Records Management Department serve the purposes described below:

- a. The Records Management Manual contains procedures that shall be used to implement the records management program.
- b. The ARMS Coding Manual is a working document utilized by ARMS coding/indexing personnel which contains current logic tables for the Records Management System Index (RMSI) Document Type Codes and Master Subject Codes, and standardized coding format sheets for all document types indexed into ARMS. The Manual shall be maintained by the ARMS Index Coordinator and updated at the direction of the Records Management Coordinator.

ORGANIZATION CHART PERMANENT PLANT RECORDS



BOP - BALANCE OF PLANT

"Q" - QUALITY OR SAFETY-RELATED RECORDS

--- - TECHNICAL INPUT

See B
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