

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: <b>GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO. <b>NI-142-87-2</b>	DATE RECEIVED <b>10/30/86</b>
1. FROM (Agency or establishment) <b>TENNESSEE VALLEY AUTHORITY</b>		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION <b>OFFICE OF NUCLEAR POWER</b>		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER <b>RONALD E. BREWER</b>	5. TELEPHONE EXT. <b>(615) 751-2520</b>	DATE <b>11-6-86</b>	ARCHIVIST OF THE UNITED STATES <i>Frank A. Bink</i>
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 4 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		
10/28/86	<i>Ronald E. Brewer</i>	ASSISTANT TVA ARCHIVIST		
7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>		9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<u>TRAINING PROGRAM RECORDS</u> (See Attached)			
				5 items

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p style="text-align: center;"><u>TRAINING PROGRAM RECORDS</u></p> <p>This record series consists of the official training program records of employees who have successfully or unsuccessfully completed training programs in the Office of Nuclear Power. It also includes the training records of former employees of the Office of Nuclear Power who were either terminated or transferred to another division within TVA.</p> <p>These records document the qualifications, experience, training, and retraining of TVA's current and past nuclear plant staff members. The Operator Training Program records are classified as QA records as defined by ANSI N45.2.9-1974. The training program records include, as a minimum, information documented in various TVA forms, support documentation, lesson plans, and instructor evaluation forms. Each training program is covered by a procedure that identifies which records are QA records and which records are support documents.</p> <p>Training programs in the Office of Nuclear Power include programs such as:</p> <ul style="list-style-type: none"> <li>Nuclear Student Generating Plant Operator</li> <li>Senior Instrument Mechanic</li> <li>Operator Training Program <ul style="list-style-type: none"> <li>- Unit Operator</li> <li>- Assistant Unit Operator</li> <li>- Assistant Shift Engineer</li> <li>- Shift Engineer</li> </ul> </li> <li>Engineer Training</li> <li>Radiochemical</li> <li>License Training</li> <li>Laboratory Analyst Training</li> <li>Radio Chemistry Specialty Training</li> <li>Administrative Officer Training</li> <li>General Employee Training</li> </ul>	NC1-142-82-19	

## Request for Records Disposition Authority -- Continuation

JOB NO

NI-142-87-2

PAGE OF

3 of 4

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Also included are apprenticeship training programs such as:</p> <ul style="list-style-type: none"> <li>Asbestos Worker Improver</li> <li>Boilermaker</li> <li>Electrician</li> <li>Instrument Mechanic</li> <li>Machinist</li> <li>Painter</li> <li>Sheet Metal Worker</li> <li>Steamfitter</li> </ul> <p>The records are indexed by employee's name, social security number, and by dates of training. Through 1982 the records were filmed on 16mm roll microfilm and after 1982 they were filmed on microfiche. Filming is done in accordance with standards set forth in 36 CFR part 1230.</p> <p>Hard copy of any material which cannot be legibly microfilmed will be retained as record copy (to date there are approximately 47 cubic feet of paper as record copy). New procedures in the training programs will substantially reduce the amount of paper copy which cannot be legibly microfilmed.</p> <p>Because these records have significant value in demonstrating the capability for safe operation of the nuclear plants and have value in determining operator qualifications when human error is involved in an accident or malfunction at the nuclear plants, the following retentions are necessary for administrative and possibly litigative purposes.</p> <p><b><u>DISPOSITION:</u></b></p> <p>A. Paper Copies</p> <ul style="list-style-type: none"> <li>(1) Paper copies of microfilmed records - destroy in agency after microfilm is verified.</li> <li>(2) Paper copies as record copies - destroy in agency when nuclear program is discontinued.</li> </ul>		

Request for Records Disposition Authority - Continuation

JCB NO

N1-142-87-2

PAGE OF

4 of 4

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	<p>B. <u>Microforms</u></p> <p>(1) Record copies - destroy in Agency when nuclear program is discontinued.</p> <p>(2) All other copies - destroy in Agency when no longer needed for reference.</p> <p>C. <u>Cumulative Index</u></p> <p>Destroy in Agency when nuclear program is discontinued.</p>		