

TENNESSEE VALLEY AUTHORITY  
RECORDS AND INFORMATION MANAGEMENT

PROCEDURES

No. RP 2.0      Rev. 4      Issue Date 10/11/94

Title: RECORD SUBMITTAL

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## 1.0 PURPOSE

To provide instructions for properly submitting records to be processed into the Records and Information Management System (RIMS).

## 2.0 SCOPE

This procedure provides guidelines to be followed by all organizations for submittal of complete and quality records for inclusion in RIMS.

## 3.0 REFERENCES

- 3.1 Nuclear Power Standard STD 2.9, "Records Management"
- 3.2 Records and Information Management Procedure RP 3.0, "Quality Assurance Records"
- 3.3 Records and Information Management Procedure RP 4.0, "Classified Information"

## 4.0 DEFINITIONS

- 4.1 RIMS Number - A unique number assigned by the submitting office to a record indicating the organization identifier, date, and sequential number.
- 4.2 Attachments - Enclosures or attachments which are indicated for distribution on a record.
- 4.3 Endorsements - Significant comments, notations, or revisions made on or to a record which was previously submitted. These additions or changes are linked in the system to the original record.

## 5.0 DELEGATIONS AND RESPONSIBILITIES

Records and Information Management (RIM) is responsible for the administration of the RIMS system. Organizations are responsible for submitting records to be processed into the RIMS system for storage and retrieval as outlined in the RIM procedures. If records are not submitted, they shall be assigned specific retention periods and be included in the organization's comprehensive records schedule. Retention periods shall be based on operational need and statutory requirements.

## 6.0 INSTRUCTIONS (Continued)

### 6.2 Records Submittal - Preparation, Assembly, and Quality Criteria (Continued)

#### 6.2.9 Document Number

Any unique record identification numbers ordinarily expected to appear on a particular record type must be present and legible on the copy submitted.

#### 6.2.10 Contract Number

Contract number(s) or requisition number(s) should appear on any record pertaining to one or more TVA contracts.

#### 6.2.11 Project Names/Codes

Pertinent project names or codes should be included on any record relating to one or more TVA projects.

#### 6.2.12 Keywords

The originator of the record may underline keywords or phrases which may be included when indexing the record to aid in future retrievals.

#### 6.2.13 Endorsements

- a. Important notations, comments or revisions may be made by someone in a submitting organization office on or to a record previously indexed. A second RIMS number should be stamped as close to the added information as possible and the original RIMS number should appear on the record. When resubmitted, the additional information will be linked to the original record. Refer to Section 6, 6.2.1 RIMS Number, Item A for instructions regarding RIMS numbers.
- b. Endorsements should not be submitted only to indicate record distribution or the person responsible for handling. Organization tracking systems should be used for this purpose.

#### 6.2.14 Quality Criteria

These criteria should be followed by the submitting organization to achieve a quality record:

- a. Generation - All records should be originals or a legible copy. Carbon copies/onion skin copies are not of microfilm-able quality.