

NUCLEAR POWER  
INDIAN POINT STATION

STATION ADMINISTRATIVE ORDER NO. 121 REV. 1

TITLE: NUCLEAR POWER STATION QUALITY ASSURANCE RECORD  
MANAGEMENT PROGRAM

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I. INTENT

To establish an Indian Point Station Records Management Program satisfying ANSI N45.2.9-1974 requirements and complying with the intent of Regulatory Guide 1.88, Rev. 2, as modified by the Con Edison Quality Assurance program description of June, 1977. Included are the collection, storage, and maintenance of operational phase nuclear plant records generated after February 1, 1978. This order also establishes a policy for maintenance and storage of pre-Feb. '78 records (operational, preoperational, start-up, and construction phase).

Note: Preservation of documents in accordance with ANSI N45.2.9 (Reg. Guide 1.88 concurs with the ANSI std. but allows alternate fire protection provisions) requirements is optional for records generated before Feb. '78; however, these pre-Feb. '78 records will be classified, packaged, stored and destroyed (if obsolete) in accordance with guidelines herein, as time and resources permit.

II. SUMMARY

NP individuals in charge have to designate as records nuclear plant documents having to do with quality. Table A gives guidelines as to what categories of documents may become records. To give them valid record status, documents must be authenticated and dated per Par. IV.C.2 (they shall also conform to II.B.1, second par.).

Then, all of these "valid records" are classified as pre-Feb. '78 or post-Feb. 1, 1978. The former should be handled per this SAO, but the post Feb. 1, 1978 records shall be collected, stored, and maintained in accordance with the SAO.

For these latter records, there shall be record custodian(s) at each record storage location. He shall assure records are:

Par. of Sect. IV (this SAO)

- |  |                      |
|--|----------------------|
| - Collected, stored properly                   | B.2, C.4, & D.1-6    |
| - Readily retrievable                          | A.2, C.3, & C.5.b    |
| - Accounted for                                | A.3 & C.4.           |
| - Correctly transferred to<br>QA Central Files | A.3, B. 3-5, & C.5.c |

and shall have a procedure applicable to his own area (Par. IV.C.1).

### III. APPLICATION

This SAO applies to documentation of an item's quality, and activities affecting quality. These are quality assurance records. Excluded are records being prepared and not yet designated as quality assurance records.

### IV. ACTION REQUIRED

#### A. Record System Description

1. Initial construction, preoperational, and startup phase records shall be treated as inactive records, to be stored/maintained/protected in an off-site record facility.
2. Operational phase activity records (see Table A, Part C) shall initially be considered as active records (those important as an information source during normal operating activities and readily retrievable). They shall be collected, stored, and maintained at their storage location on site.
3. Record storage location record custodian(s) [individual given responsibility to enforce the written storage procedure (See C.1 below), and limit file access to authorized personnel] should periodically review active records under his responsibility to reclassify those that have become inactive.

Inactive Records\* shall be indexed and forwarded to Central Files for transfer to off-site storage (See Figure 1) unless they are to be destroyed (See B.3 below).

#### B. Collection and Distribution

1. Sections or staff personnel who have generated or received records and quality assurance documents (not yet records) shall collect and file them (see Figure 1).

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\* These consist of lifetime (kept for the life of the nuclear plant or Corporation, whichever is longer) and non-permanent (needed to show evidence that an activity was performed in accordance with the applicable requirements, but not meeting criteria for lifetime records given in Par. IV.D.5).

Documents to be designated as quality assurance records shall be legible and completed appropriate to the item(s) or activity to which they apply. Each shall contain enough information to identify it with item(s)/activity to which it applies.

Section and Staff Heads or their designees are responsible for giving documents record status. Table A lists typical record categories for use as a guide.

2. A newly designated record shall be considered active, and shall be maintained at its point-of-use until (1) retention requirements of this order are satisfied or (2) the responsible record custodian determines that the record is inactive.
3. If record retention requirements have been satisfied, the cognizant record custodian shall (a) review the records before they are destroyed to verify that they have been kept long enough, and (b) after these records are destroyed\* send a letter with attached list of these records to Office of the Secretary, Rm. 1618. with a copy to Power Generation, Room 1409S. (See A.3 above for inactive record disposition).
4. A transmittal form (Exhibit A) shall accompany any records transferred to Indian Point Central Files. This form shall clearly identify the records transferred i.e., number and type; retention period; and disposition e.g., inactive. Central Files shall return a signed copy as a record receipt. Central Files shall also keep copies of all record receipts as well as transfer forms listing record originators and numbers of attachments for records transferred to off-site storage.
5. Records transferred shall be packaged appropriately and conspicuously labeled with cognizant group or Subsection, box number, transmittal number, and lifetime or destruction date.

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\* In accordance with Federal Power Comm. & Public Service Comm. requirements, all records that have become obsolete are to be destroyed. To accomplish this, the General Managers or their designees should periodically review their files, purging them of obsolete records.

6. Cognizant NP record custodians shall periodically review records at the off-site storage facility and, after obtaining documented concurrence by the Director Regulatory Affairs or his designee, purge those that are obsolete as described in B.3 above.

C. Maintenance of Records

1. Storage procedures giving storage area description, rules covering record receipt, indexing, access control, removal, and filing methods shall be written for use by record custodians at point-of-use locations.
2. Valid records shall be only those stamped, initialed, signed, or otherwise authenticated and dated by authorized personnel.
3. Filing shall be done appropriate to record subject and format so that the records may be readily identified, retrieved, and/or accounted for.
4. When not in use during regular work activities, all records shall be kept in their assigned filing devices. Any record taken from the storage area or removed from its filing device for more than one shift shall be signed out with borrower's name and date taken.
5. Record corrections or supplements,\* as needed, shall:
  - a. Include the date, name, and title of the authorized issuing individual.
  - b. Be filed with the original records by the cognizant record custodian.
  - c. Be forwarded to Central Files via transmittal form (See B.4 above) when changes/supplements affect records under Central File control.

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\* Normally issued by the record's originating organization.

6. Central Files shall be responsible for controlling all record transactions between the site and the off-site record storage facility.

D. Storage

1. Records shall not be stored loose. They shall be firmly attached in binders or placed in folders or envelopes.
2. Special processed records (radiographs, magnetic tape, negatives, microfilm, etc.) that are sensitive to light, pressure, electromagnetic fields, and temperature shall be packaged and stored in accordance with FPC order 450 guidelines (see VI References, Item 10, below) for these materials.
3. Security measures and lock any key control of file devices shall be provided to minimize risk of damage/destruction of active records from vandalism.
4. Active records shall be stored in fire resistant enclosures in administrative offices and the Receipt Inspection area.
5. Lifetime records are NFPA (National Fire Protection Assoc.) Class 1 (Vital) records and shall be protected in accordance with NFPA 232-1975, Chapter 5, Section 5242 and 5531. Those that are active shall be stored in record protection equipment fire rated for the maximum fire hazard to which they may be exposed. As an alternative to fire protection requirements, duplicate nuclear plant Q.A. records may be established and maintained in accordance with Con Edison Quality Assurance program description of June 1977, Table A, Item 53. For duplicate records, the record custodian(s) shall ensure that one copy of each record is in each storage facility.

The following are criteria for lifetime records:

- a. Those valuable for demonstrating capability for safe plant operation.

- b. Those that would be of significant value in maintaining, reworking, repairing, replacing, or modifying a plant item or in determining the cause of an accident or malfunction of an item.
  - c. Those that give required baseline data for In-Service Inspection.
6. Nonpermanent records are NFPA Class 2 (important) records and should have Class 1 record fire protection to the greatest extent possible. If some of them cannot be so protected, they should as a minimum be segregated in a fire-resistive file storage room (in a fire-resistive building) in accordance with NFPA 232-1975, Chapter 3, and Chapter 5, Section 5243. See 5 above for permissible alternative to fire protection requirements.
7. Inactive records may be stored in an off-site security storage facility. This facility shall have a vault system under constant supervision of round-the-clock watchmen. This facility shall comply with Regulatory Guide 1.88, ANSI N45.2.9, and NFPA (See D.5 and 6 above) requirements. These records should have a normal next working day retrieval time (but within 24 hours in an emergency). Personnel shall be available to perform off-site record filing, retrieving, duplicating, and courier service as required.

#### V. REPORTS REQUIRED

None. However, periodic audits are performed by Quality Assurance personnel to ensure that the Records Management Program is effective

VI. REFERENCES

1. 10CFR50, Appendix B" Quality Assurance Criteria for Nuclear Power Plants and Fuel Reprocessing Plants" Criterion XVII - Quality Assurance Records)
2. USNRC Reg. Guide 1.88, Revision 2 "Collection Storage and Maintenance of Nuclear Power Plant Quality Assurance Records"
3. ANSI N18.7-1976 "Administrative Control and Quality Assurance for the Operational Phase of Nuclear Power Plants" (Section 5.2.12 - Plants Records Management)
4. ANSI N45.2.9-1974 "Requirements for Collection, Storage, and Maintenance of Quality Assurance Records for Nuclear Power Plants"
5. NFPA 232-1975 "Standard for the Protection of Records"
6. CI-240-1 "Quality Assurance Program for Operating Nuclear Plants (Procedure I, Quality Assurance Records)"
7. "Unit Technical Specification (Section 6.10 - Record Retention)"
8. (Prepared by Con Edison Office Services Department) "Revised Schedule for the Retention of Company Records Under the Rules and Regulations of the Federal Power Commission and the Public Service Commission" (effective January 1, 1973)"
9. ETSR, Sect - 5.5, Record Retention Appendix B to Facility Operating License, Indian Point Nuclear Generating Unit 1, and 2.

VII. SUPERSESSION/CANCELLATION

This SAO supersedes SAO/121 Rev. 0 and is issued to reflect organizational changes.

Note: Minor format deviation of this SAO from SAO-100 is recognized but judged to be warranted because of the nature of material contained herein.

TABLE A

INDIAN POINT STATION  
TYPICAL QUALITY ASSURANCE RECORDS  
INDEX

Operational Phase Activity records\*

\* Con Edison's commitment to the NRC does not include records generated before February 1, 1978. Collection, storage, and maintenance in accordance with ANSI N45.2.9 requirements are optional for these records.

OPERATIONAL PHASE ACTIVITY RECORDSRETENTION  
PERIOD

## 1.0 Operation Records

## 1.1 General

|  |   |
|--|---|
| Safety evaluations performed for changes made to the operating procedures, for tests or experiments or changes to the equipment pursuant to 10CFR50.59 | L |
| Classifications  | L |
| Minutes of Meetings of SNSC and NFSC   | L |
| Audits   | 6 |
| Radiation Work Permits (RWPs) and Supporting Documents   | 5 |

## 1.2 Radioactive Materials

## 1.2.1 Special Nuclear Materials (SNM)

|  |        |
|--|--------|
| Control and accounting procedures for Tritium (10CFR30.54a)                          | Note 1 |
| Records of changes made to the material control and accounting program (10CFR70.32c) | 5      |
| Records of disposal of SNM (10CFR20.401c)  | L      |
| Reports of theft or loss of licensed material per 10CFR20.402                        | L      |

Note 1 - Duration of possession plus two (2) years.

OPERATIONAL PHASE ACTIVITY RECORDSRETENTION  
PERIOD

| 1.2.1 | (Cont'd)  |        |
|-------|---|--------|
|       | Records of Disposal of licensed material per 10CFR20.302, 20.303, 20.304 (10CFR20.401c3)          | L      |
|       | Records of receipt, inventory acquisition, import or export of SNM (10CFR70.51b)                  | Note 2 |
|       | Records of transfer to SNM to others (10CFR 70.51b)   | L      |
|       | Records of transfer of SNM between material balance areas (10CFR 70.51e)                          | 5      |
|       | Material balance records (10CFR70.51e)  | 5      |
|       | Records of inventory maintained to demonstrate compliance (10CFR70.58h)                           | Note 3 |
|       | Records of shipper-receiver difference evaluations and corrective action (10CFR70.58g)            | 5      |
|       | Records of export of special nuclear material (10CFR 70.51b)                                      | 5      |
|       | Fuel assembly burnup histories (Tech. Spec.)  | L      |
| 1.2.2 | Radioactive Material Shipment Records   | 2      |
|       | Shipping Papers   | 2      |
|       | Contamination/Radiation Surveys Pursuant to Shipment and Receipt (10CFR71, 49CFR170-189, 39CFR14) | 2      |
|       | Shipping Container Certifications   | 2      |

Note 2 - Duration of possession plus five (5) years.

Note 3 - Six (6) months retention.

## OPERATIONAL PHASE ACTIVITY RECORDS

RETENTION  
PERIOD

|     |   |        |
|-----|---|--------|
| 1.3 | Normal Nuclear Unit<br>Operations Records   |        |
|     | Records of changes made to<br>operating procedures  | 5      |
|     | Reportable Occurrences  | 5      |
|     | Log Sheets - Nuclear Plants   | 5      |
|     | Log Sheets - Conventional Plants  | 5      |
|     | Log Sheets - Control Room   | 5      |
|     | Strip Charts  | Note 4 |
|     | Circular Charts   | Note 4 |
|     | Computer Data Sheets  | Note 4 |
|     | Log Book - Nuclear Plant NPO  | 5      |
|     | Log Book - Conventional Plant<br>NPO  | 5      |
|     | Log Book - Senior Reactor<br>Operator   | 5      |
|     | Log Book - Watch Supervisor<br>(Including records of any<br>special operational modes for<br>tests and experiments affecting<br>environmental impact) | 5      |
|     | Bldg. & Greds. Daily Log<br>(Intake Screen)   | 6      |
|     | Transient or Operational<br>Cycling Records for Plant<br>Components Designed for a<br>limited number of tran-<br>sients or cycles                     | L      |

Note 4 - Retention period is six (6) years with the following exceptions: Operating charts for the first year's operation, charts of radiation monitoring activities, and charts demonstrating the transient or operational cycling for plant components designed for a limited number of transients or cycles (i.e. reactor vessel, and turbine when operating limits are exceeded) will be stored for the life of the nuclear plant or Corporation, whichever is longer).

OPERATIONAL PHASE ACTIVITY RECORDSRETENTION  
PERIOD

## 2.1.C (Cont'd)

|                                  |      |
|----------------------------------|------|
| Eddy-Current Examination         |      |
| Final Results                    | L    |
| Electrical Control Verifica-     |      |
| tion Test Results                | L    |
| Ferrite Test Results             | L    |
| Heat Treatment Records           | L    |
| Liquid Penetrant Exami-          |      |
| nation Final Results             | L    |
| Location of Weld Filler          |      |
| Material                         | L    |
| Magnetic Particle Examination    |      |
| Final Results                    | L    |
| Major Defect Repair Records      | L    |
| Material Properties Records      | L    |
| Non-Conformance Reports          | L    |
| Performance Test Procedure       |      |
| and Results Records              | L    |
| Pipe and Fitting Location Report | L    |
| Pressure Test Results            |      |
| (Hydrostatic or Pneumatic)       | L    |
| Radiograph Review Records        | L    |
| Radiographs                      | 3    |
| Ultrasonic Examination Final     |      |
| Results                          | L    |
| Welding Procedures               | L    |
| Certificate of Inspection &      |      |
| Test Personnel Qualification     | 0    |
| Cleaning Procedures              | 0    |
| Eddy-Current Examination         |      |
| Procedure                        | 2    |
| Ferrite Test Procedure           | 2    |
| Forming & Bending Procedure      |      |
| Qualifications                   | 0    |
| Heat Treatment Procedures        | 0    |
| Hot Bending Procedure            | 0    |
| Hot Treatment Procedures         | 0    |
| Hot Bending Procedure            | 0    |
| Inspection & Test                |      |
| Instrumentation & Tooling        |      |
| Calibration Procedures           |      |
| and Records                      | U.R. |
| Liquid Penetrant Examination     |      |
| Procedure                        | 2    |

OPERATIONAL PHASE ACTIVITY RECORDSRETENTION  
PERIOD

## 2.1.C (Cont'd)

|   |      |
|---|------|
| Magnetic Particle Examination<br>Procedure        | 2    |
| Packaging, Receiving, Storage<br>Procedures       | 0    |
| Pressure Test Procedures                          | 2    |
| Product Equipment Calibration<br>Procedure        | U.R. |
| Product Equipment Calibration<br>Records          | U.R. |
| QA System Audit Report<br>(Internal)              | 6    |
| Radiographic Procedures                           | 2    |
| Ultrasonic Examination<br>Procedures              | 2    |
| Welding Materials Control<br>Procedures           | 2    |
| Welding Personnel Qualifica-<br>tion              | 2    |
| Welding Procedure Qualification<br>& Data Reports | 2    |
| Work Processing and Sequencing<br>Documents       | 2    |

## 2.1.D Receiving &amp; Storage Records

|   |   |
|---|---|
| Receiving, Storage, and<br>Inspection Procedures    | 2 |
| Receipt Inspection Checklists                       | 1 |
| Vendor Quality Assurance<br>Releases                | 0 |
| Current Status Tags                                 | 0 |
| Receipt - Q.C. Inspection<br>Report on Items (QCIR) | L |
| Non-Conformance - Deficiency<br>Reports (DR)        | L |
| Inspection Reports for<br>Stored Items              | 0 |
| Storage Inventory and<br>Issuance Records           | 0 |
| Weld Material Records of<br>Inspection              | 1 |
| Weld Material Certification                         | L |

2.1.E Installation - Construction  
Records

## OPERATIONAL PHASE ACTIVITY RECORDS

RETENTION  
PERIOD

| 2.1.E.1 | General  |      |
|---------|--|------|
|         | Final Inspection Reports & Releases (QCIR)   | L    |
|         | Non-Conformance - Deficiency Reports (DR)  | L    |
|         | Calibration of Measuring and Test Equipment Procedures and Reports                 | U.R. |
|         | Certificate of Inspection and Test Personnel Qualification                         |      |
|         | Field Audit Reports by Contractors   | 6    |
| 2.1.E.2 | Civil  |      |
|         | Check-Off Sheets for Tendon Installation   | L    |
|         | Concrete Cylinder Test Reports & Charts  | L    |
|         | Concrete Design Mix Reports  | L    |
|         | Concrete Placement Records   | L    |
|         | Inspection Reports for Channel Pressure Tests                                      | L    |
|         | Material Property Reports on Containment Liner & Accessories                       | L    |
|         | Material Property Reports on Metal Containment Shell and Accessories               | L    |
|         | Material Property Reports on Reinforcing Steel                                     | L    |
|         | Material Property Reports on Reinforcing Steel Splice Sleeve Material              | L    |
|         | Material Property Reports on Steel Embedments in Concrete                          | L    |
|         | Material Property Reports on Structural Steel and Bolting                          | L    |
|         | Material Property Reports on Tendon Fabrication Material                           | L    |
|         | Pile Drive Log   | L    |
|         | Pile Loading Test Reports  | L    |
|         | Procedure for Containment Vessel Pressure - Proof Test & Leak Rate Tests & Results | L    |

## OPERATIONAL PHASE ACTIVITY RECORDS

RETENTION  
PERIOD

## 2.1.E.2 (Cont'd)

|   |   |
|---|---|
| Reports for Periodic<br>Tendon Inspection                     | L |
| Reports of High Strength<br>Bolt Torque Testing               | L |
| Soil Compaction Test Reports                                  | L |
| Aggregate Test Reports Batch<br>Plant Operation               | 1 |
| Report  | 1 |
| Cement Grab Sample Report                                     | 0 |
| Mix Water Chemical<br>Analysis                                | 1 |
| Reinforcing Steel Splice<br>Operator Qualification<br>Report  | 0 |
| Releases to Place Concrete                                    | 0 |
| Slump Test Results  | 0 |
| User's Tensile Test Reports<br>on Reinforcing Steel           | 1 |
| User's Tensile Test Report<br>on Reinforcing Steel<br>Splices | 1 |
| Material Property Reports<br>on Steel Piling                  | 1 |

## 2.1.E.3 Welding

|   |   |
|---|---|
| Ferrite Test Results                        | L |
| Heat Treatment Records                      | L |
| Liquid Penetrant Test<br>Final Results      | L |
| Material Property Records                   | L |
| Magnetic Particle Test<br>Final Results     | L |
| Major Weld Repair Procedures<br>and Results | L |
| Radiograph Review Records                   | L |
| Ultrasonic Test Final Results               | L |
| Weld Location Diagrams                      | L |
| Weld Procedure                              | L |
| Ferrite Test Procedures                     | 2 |
| Heat Treatment Procedures                   | 0 |
| Liquid Penetrant Test<br>Procedures         | 2 |
| Magnetic Particle Test<br>Procedures        | 2 |

OPERATIONAL PHASE ACTIVITY RECORDSRETENTION  
PERIOD

## 2.1.E.2 (Cont'd)

|   |   |
|---|---|
| Reports for Periodic<br>Tendon Inspection                     | L |
| Reports of High Strength<br>Bolt Torque Testing               | L |
| Soil Compaction Test Reports                                  | L |
| Aggregate Test Reports Batch<br>Plant Operation               | 1 |
| Report  | 1 |
| Cement Grab Sample Report                                     | 0 |
| Mix Water Chemical<br>Analysis                                | 1 |
| Reinforcing Steel Splice<br>Operator Qualification<br>Report  | 0 |
| Releases to Place Concrete                                    | 0 |
| Slump Test Results  | 0 |
| User's Tensile Test Reports<br>on Reinforcing Steel           | 1 |
| User's Tensile Test Report<br>on Reinforcing Steel<br>Splices | 1 |
| Material Property Reports<br>on Steel Piling                  | 1 |

## 2.1.E.3 Welding

|   |   |
|---|---|
| Ferrite Test Results                        | L |
| Heat Treatment Records                      | L |
| Liquid Penetrant Test<br>Final Results      | L |
| Material Property Records                   | L |
| Magnetic Particle Test<br>Final Results     | L |
| Major Weld Repair Procedures<br>and Results | L |
| Radiograph Review Records                   | L |
| Ultrasonic Test Final Results               | L |
| Weld Location Diagrams                      | L |
| Weld Procedure                              | L |
| Ferrite Test Procedures                     | 2 |
| Heat Treatment Procedures                   | 0 |
| Liquid Penetrant Test<br>Procedures         | 2 |
| Magnetic Particle Test<br>Procedures        | 2 |

OPERATIONAL PHASE ACTIVITY RECORDSRETENTION  
PERIOD

## 2.1.E.3 (Cont'd)

|  |   |
|--|---|
| Radiographic Test Procedures               | 2 |
| Ultrasonic Test Procedures                 | 2 |
| Weld Fit-Up Reports                        | 1 |
| Weld Procedure Qualifications<br>& Results | 2 |
| Welding Materials Control<br>Procedures    | 2 |
| Welding Personnel Qualifica-<br>tions      | 2 |
| Welding & Cutting Permit                   | 2 |
| Welding Information Form                   | L |

## 2.1.E.4 Mechanical

|   |   |
|---|---|
| Cleaning Procedures & Results   | L |
| Code Data Reports   | L |
| Installed Lifting and<br>Handling Equipment Pro-<br>cedures, Inspection, and<br>Test Data   | L |
| Lubrication Procedures  | L |
| Material Properties Records   | L |
| Pipe & Fitting Location Reports   | L |
| Pipe Hanger & Restraint Data  | L |
| Pressure Test Results<br>(Hydrostatic or Pneumatic)   | L |
| Safety Valve Response<br>Test Procedures  | L |
| Chemical Composition<br>User's Test (Grab Samples)<br>for Thermal Insulation                | 1 |
| Chemical Tests of Water<br>Used for Mixing Insulation<br>Cement                             | 1 |
| Construction Lifting &<br>Handling Equipment Test<br>Procedures, Inspection, &<br>Test Data | 0 |
| Data Sheets or Logs on Equip-<br>ment Installation, Inspec-<br>tion, and Alignment          | 2 |
| Documentation of Systems<br>Check-Off (Logs or Data<br>Sheets)                              | 1 |
| Erection Procedures for<br>Mechanical Components  | 1 |
| Hydro Test Procedures   | L |

OPERATIONAL PHASE ACTIVITY RECORDS

RETENTION  
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|         |                                 |      |
|---------|---------------------------------|------|
| 2.1.E.4 | (Cont'd)                        |      |
|         | Lubrication Records             | 6    |
|         | Material Property Test          |      |
|         | Reports for Thermal             |      |
|         | Insulation                      | L    |
|         | Pipe and Fittings Material      |      |
|         | Property Reports                | L    |
|         | Safety Valve Response           |      |
|         | Test Results                    | 6    |
| 2.1.E.5 | Electrical and I & C            |      |
|         | Cable Pulling Tension Data      | L    |
|         | Cable Separation Data           | L    |
|         | Cable Splicing Procedures       | L    |
|         | Cable Terminating Procedures    | L    |
|         | Certified Cable Test Reports    | L    |
|         | Relay Test Procedures           | L    |
|         | Voltage Breakdown Test          |      |
|         | Results on Liquid Insulation    | L    |
|         | Documentation of Testing        |      |
|         | Performed After Installation    |      |
|         | & Prior to Systems              |      |
|         | Conditional Acceptance          | 2    |
|         | Field Workmanship Checklist     |      |
|         | or Equivalent Logs              | 1    |
|         | Instrument Calibration Results  | U.R. |
|         | Reports of Pre-Installation     |      |
|         | Tests                           | 2    |
| 2.2     | Principal Maintenance and I & C |      |
|         | Activity Records                |      |
|         | Corrective & Preventive         |      |
|         | Maintenance Procedures          | 6    |
|         | Maintenance Log Book            | 6    |
|         | Preventive Maintenance          |      |
|         | History File                    | 6    |
|         | Preventive Maintenance          |      |
|         | Routine Report                  | 6    |
|         | Machinery History File          | 6    |
|         | Photographs                     | 6    |
|         | Narrative of Findings           | 6    |
|         | Details for Future Work         | 6    |



OPERATIONAL PHASE ACTIVITY RECORDSRETENTION  
PERIOD

|     |  |        |
|-----|--|--------|
| 3.4 | Radiation Exposure Records   |        |
|     | Film/TLD Processor Reports<br>(10CFR20.401)  | L      |
|     | Film/TLD Quality Control<br>Records (10CFR20.401)  | L      |
|     | Monthly Personnel Exposure<br>Tally Sheets   | L      |
|     | RWP Supplementary Sign-In<br>Sheets  | Note 8 |
|     | Replies to Exposure History<br>Requests (10CFR19.13)   | 1      |
|     | Radiation Exposure Limit<br>Extension  | 5      |
|     | Max. Permissible Concent.<br>(MPC) Hour Calculations<br>(10CFR20.103)                                | L      |
| 3.5 | Periodic Checks, Inspections,<br>and Calibrations to Verify<br>Surveillance Requirements<br>Are Met. |        |
|     | 3.5.1 Instrumentation and<br>Control Records   |        |
|     | Radiation Measurement<br>Instrument Calibration<br>and Maintenance Records.                          |        |
|     | a) Gamma Detector  | L      |
|     | b) Whole Body Counting<br>Chair  | L      |
|     | c) TLD Reader  |        |
|     | d) Beta Counting Equip-<br>ment  | L      |
|     | e) Gas Flow Meter for<br>Air Sampler   | L      |
|     | f) Liquid Scintillation<br>Counter   | L      |
|     | g) Portable Survey<br>Equipment  | L      |
|     | h) Air Monitoring<br>Equipment   | L      |
|     | i) Dosimeters  | L      |
|     | j) Friskers  | L      |
|     | k) Condenser R-Certifi-<br>cation  | L      |

Note 8 - One (1) year following data transfer to Monthly  
Pers. Exp. Tally Sheets.

OPERATIONAL PHASE ACTIVITY RECORDSRETENTION  
PERIOD

|       |  |      |
|-------|--|------|
| 3.5.1 | (Cont'd)   |      |
|       | Periodic Instrument<br>Calibrations  | 6    |
|       | Measuring and Test<br>Equipment Calibration  | U.R. |
|       | Health Physics Counting<br>Room Calibration and<br>Instrument Checks   | 5(9) |
| 3.5.2 | Test<br>Records  |      |
|       | Surveillance Test Procedures<br>W/Data Sheets  | 6    |
|       | Measuring and Test Equipment<br>Calibration Records  | U.R. |
|       | Special Reactor Test or<br>Experiment Records  | L    |
| 3.5.3 | Chemistry Records  |      |
|       | Watch Chemist Data Sheet   | 6    |
|       | Kardex file containing<br>chemical, radiochemical,<br>environmental results<br>of tests, calculations,<br>calibrations | 6    |
|       | Liquid & Airborne Radioactive<br>Waste Release Permits   | 6    |
| 3.5.4 | In-Service Inspection Records  |      |
|       | Program Baseline Data  | L    |
|       | Program Baseline Records   | L    |

Note 9 - Records of calibrations and checks performed on those pieces of equipment used for obtaining data pursuant to 10CFR20.401 shall be considered as being "L".

TABLE LEGEND - RETENTION PERIOD CODE

L - Shall be retained for the life of the Corporation (refer to Federal Power Commission and Public Service Commission requirements) or the items of equipment, as appropriate.

Number - Years retained before disposition.

O - Dispositioning of records permitted on the day following the date of initial installed operation of the equipment.

U.R. - Until recalibration.

CENTRAL FILE RECORD TRANSMITTAL FORM

Q.A. Records Submitted by \_\_\_\_\_ (Group or Section)

| DOCUMENT<br>ORIGINATION<br>DATE (S) | RETENTION<br>PERIOD | RECORD TITLE AND<br>DESCRIPTION | TRANSMITTAL<br>NUMBER<br>(filled in by<br>Central Files) |
|-------------------------------------|---------------------|---------------------------------|--|
|-------------------------------------|---------------------|---------------------------------|--|

TRANSMITTAL APPROVAL \_\_\_\_\_  
RECORD CUSTODIAN / DATE

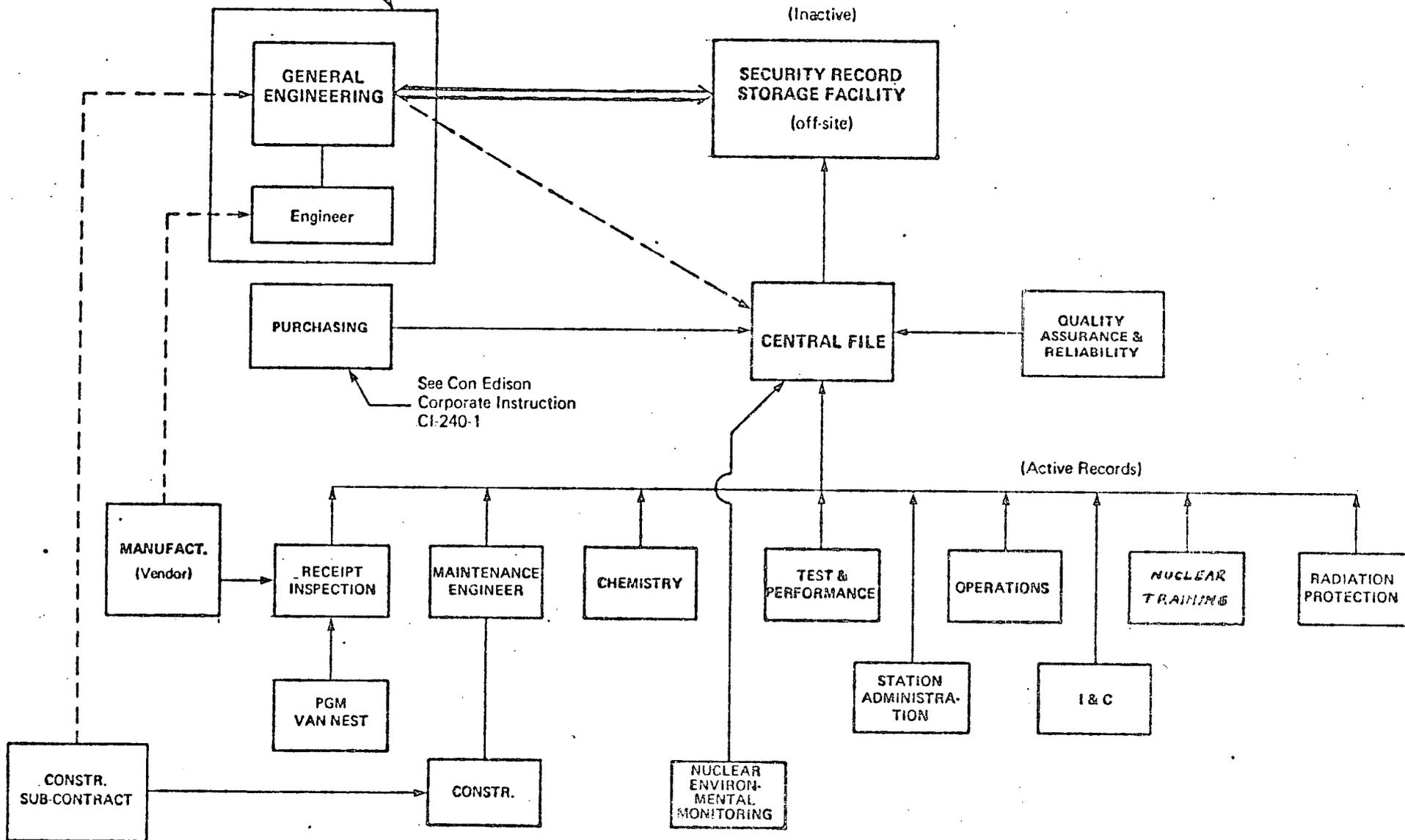
RECEIVED \_\_\_\_\_  
CENTRAL FILES / DATE

\* RETURN ONE COPY TO ORIGINATING ORGANIZATION

(EXHIBIT A)

# RECORD STORAGE COLLECTION SYSTEM\*

See Con Edison Engineering  
Operations Manual Procedure  
OP-290-1



\*Not an organization chart. For information only

Figure 1