

OCT 16 1984

Docket No. 50-410

MEMORANDUM FOR: A. Schwencer, Chief  
Licensing Branch No. 2  
Division of Licensing

FROM: Mary F. Haughey, Project Manager  
Licensing Branch No. 2,  
Division of Licensing

SUBJECT: FORTHCOMING MEETINGS WITH NIAGARA MOHAWK POWER CORPORATION  
(NMPC) ON NINE MILE POINT 2

DATE & TIME: October 17 through October 26, 1984

LOCATION: Phillips Building  
Room 135  
7920 Norfolk Ave.  
Bethesda, MD

PURPOSE: See attachment

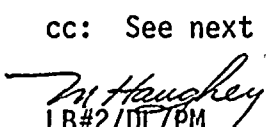
PARTICIPANTS\*: NRC NMPC  
M. Haughey, et.al. D. Hill, et.al


Original signed by:

Mary F. Haughey, Project Manager  
Licensing Branch No. 2  
Division of Licensing.

Enclosure: As stated

cc: See next page

  
LB#2/DL/PM  
MHaughey/lb  
10/12/84

  
LB#2/DL/BC  
ASchwencer  
10/12/84

\*Meetings between NRC technical staff and applicants for licenses are open for interested members of the public, petitioners, intervenors, or other parties to attend as observers pursuant to "Open Meeting Statement of NRC Staff Policy", 43 Federal Register 28058, 6/28/78. Anyone wishing to attend the above meetings should read the enclosure to this notice and contact the Licensing Project Manager.

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E PDR

The first part of the document discusses the importance of maintaining accurate records. It emphasizes that proper record-keeping is essential for the effective management of any organization. This section also touches upon the legal implications of record retention and the potential consequences of non-compliance.

### Record Retention Policies

Organizations should establish clear policies regarding the retention and disposal of records. These policies should be based on legal requirements and the specific needs of the organization. Regular audits should be conducted to ensure compliance with these policies.

It is crucial to have a designated person or department responsible for the implementation and monitoring of record retention policies. This ensures that all records are handled consistently and in accordance with the established guidelines.

The second part of the document provides a detailed overview of the various types of records that an organization may generate. This includes financial records, personnel files, and operational documents. Each type of record has its own specific retention requirements.

Financial records, such as tax returns and general ledgers, are typically subject to strict retention rules. Personnel files, on the other hand, may have different retention periods depending on the nature of the employment and applicable labor laws.

Operational records, including contracts and correspondence, should be retained for as long as they are needed for business purposes. The document concludes by reiterating the importance of a proactive approach to record management, ensuring that all records are properly categorized, stored, and eventually disposed of in a secure and compliant manner.

Nine Mile Point 2

Mr. B. G. Hooten  
Executive Director, Nuclear Operations  
Niagara Mohawk Power Corporation  
300 Erie Boulevard West  
Syracuse, New York 13202

cc: Mr. Troy B. Conner, Jr., Esq.  
Conner & Wetterhahn  
Suite 1050  
1747 Pennsylvania Avenue, N.W.  
Washington, D.C. 20006

Richard Goldsmith  
Syracuse University  
College of Law  
E. I. White Hall Campus  
Syracuse, New York 12223

Ezra I. Bialik  
Assistant Attorney General  
Environmental Protection Bureau  
New York State Department of Law  
2 World Trade Center  
New York, New York 10047

Resident Inspector  
Nine Mile Point Nuclear Power Station  
P. O. Box 99  
Lycoming, New York 13093

Mr. John W. Kieb, Esq.  
Niagara Mohawk Power Corporation  
300 Erie Boulevard West  
Syracuse, New York 13202

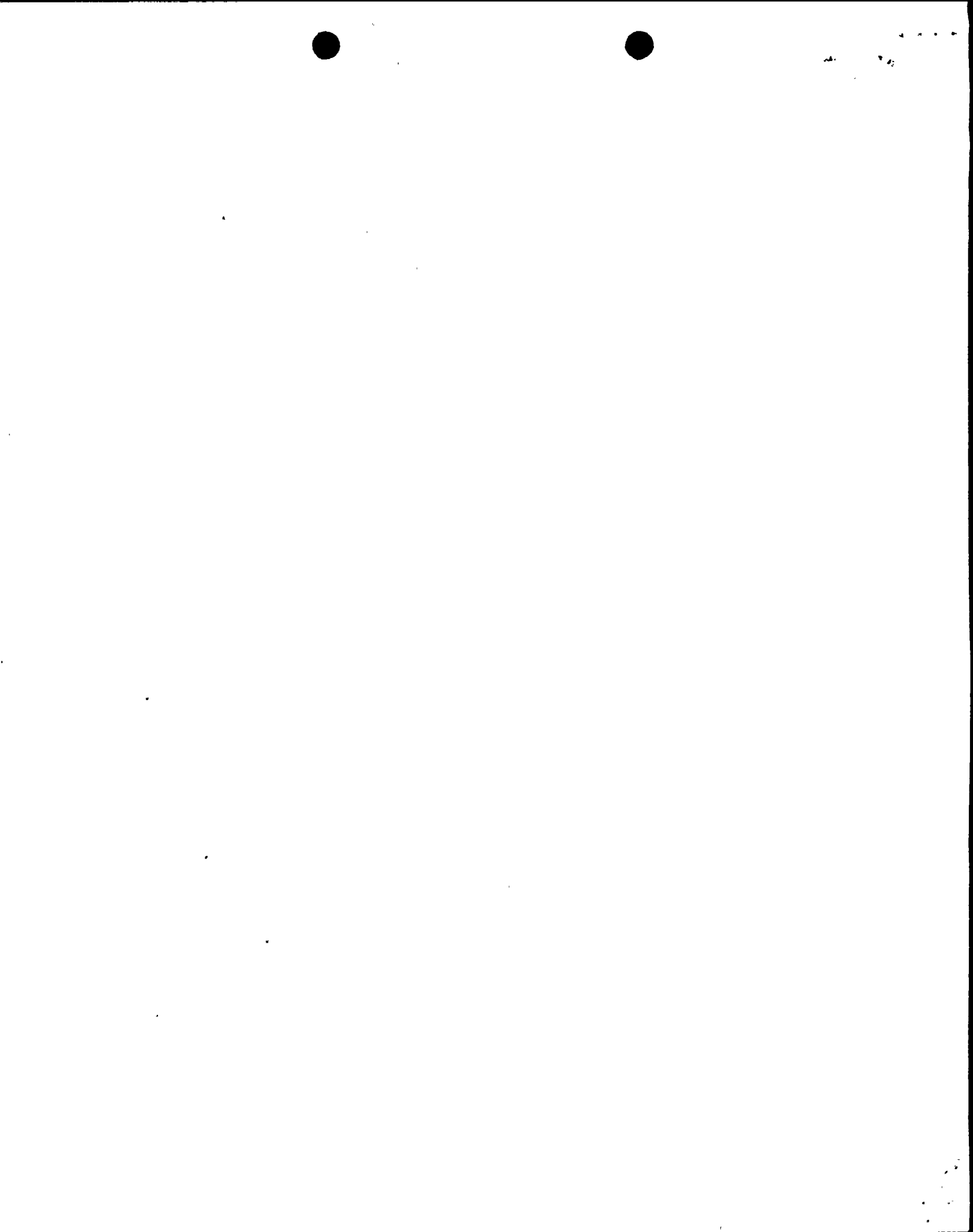
Jay M. Gutierrez, Esq.  
U. S. Nuclear Regulatory Commission  
Region I  
631 Park Avenue  
King of Prussia, Pennsylvania 19406

Norman Rademacher,  
Licensing  
Niagara Mohawk Power Corporation  
300 Erie Boulevard West  
Syracuse, New York 13202



Enclosure

During the period from October 17 through October 26, 1984 the NRC will be having a series of meetings with NMPC to discuss open items which are still outstanding from the Draft Safety Evaluation Report (SER) for Nine Mile Point 2 and additional information which is required as a result of the review of any information that was provided in response to open items from the Draft SER. Anyone interested in attending these meetings should contact the Licensing Project Manager, M. Haughey at (301) 492-7897 for details.



Date: 10/12/84

MEETING NOTICE DISTRIBUTION:

Document Control (50-410)

NRC PDR

L PDR

PRC

NSIC

LB#2 Reading

H. R. Denton/E. G. Case

D. G. Eisenhut/FMiraglia

T. M. Novak

B. J. Youngblood

A. Schwencer

G. W. Knighton

E. Adensam

Acting Chief, ORB#5

C. Grimes, SEPB

G. Holohan

C. Thomas

G. C. Lainas

S. Varga

D. Vassallo

J. R. Miller

J. Stolz

R. H. Vollmer

J. P. Knight

R. Bernero

L. Rubenstein

W. Houston

D. Muller

T. Speis

F. Schroeder

F. Rowsome

H. Thompson

T. W. Russell

ACRS (16)

OELD Attorney Bordenick

E. L. Jordan, IE

N. Grace

F. Ingram, PA

Receptionist (if meeting held in Bethesda)

Project Manager M. Haughey

E. Hylton

Region 1

NRC Participants

M. Haughey et.al.

cc: Service List



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