

DATE: 01/30/91  
TIME: 08:52:04

UNION ELECTRIC COMPANY  
DOCUMENT CONTROL SYSTEM  
DOCUMENT TRANSMITTAL

PAGE: 1  
ARDC8811

TRANSMITTAL NUMBER: 174759  
TO CONTROL NUMBER: 338U  
TITLE: OTHER  
DEPT: NUCLEAR REGULATORY COMM.  
LOCATION: WASH D.C.  
TRANSMITTAL DATE: 910130

RETURN ACKNOWLEDGED TRANSMITTAL AND  
SUPERSEDED DOCUMENTS (IF APPLICABLE) TO:  
ADMINISTRATION RECORDS  
UNION ELECTRIC COMPANY  
CALLAWAY PLANT  
P.O. BOX 620  
FULTON, MO 65201

TRAN DOC			RET		ALT	ALT					
CODE	TYPE	DOCUMENT	NUMBER	REV	REV	MED	COPY	MED	COPY	AFFECTED	DOCUMENT
----	----	-----	-----	----	----	----	----	----	----	-----	-----
R		INDX	GENERAL	RULES	002	001	C			1	

ACKNOWLEDGED BY:

DATE:

9102070063 910128  
PDR ADOCK 05000483  
P PDR

*Accol  
0/1*

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CALLAWAY RECORDS INFORMATION SYSTEM  
GENERAL RULES FOR RECORDS INDEXING

ARIP2371  
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INDEXING INSTRUCTION NUMBER: GENERAL RULES

REVISION: 002

ADMINISTRATION APPROVAL:

*James S. McLaughlin III*

1/28/91

ORIGINATOR: CHRISTINE GRAY 1991/01/25

GENERAL COMMENTS:

THE PURPOSE OF THE GENERAL RULES IS TO PROVIDE GUIDANCE IN THE INDEXING AND RETRIEVAL OF RECORDS ENTERED INTO THE RECORD RETRIEVAL SYSTEM.

AN INDEXING INSTRUCTION NUMBER WILL BE ADDED TO THE INDEXING OPTION. THE FILE NUMBER/RECORD TYPE CODE, E.G., A170.0024/M036, WILL BE ENTERED IN THE DOCUMENT CONTROL SYSTEM FOR CONTROLLING INDEXING OPTIONS.

WHEN ENTRIES ARE MADE FOR CORRESPONDENCE, RECORD TYPE CODE C654 FOR CONSTRUCTION AND STARTUP CORRESPONDENCE, AND C653 FOR OPERATION CORRESPONDENCE, THE LETTER DESIGNATOR WILL BE USED FOLLOWED BY THE LETTER NUMBER WITHOUT DASHES OR SPACES, E.G., ULNRC01619.

REVISION BARS WILL APPEAR ON THE LEFT HAND SIDE OF AN INDEXING INSTRUCTION MARKING THE FIELD(S) THAT WERE CHANGED.

GREEK SYMBOLS WILL BE REPLACED BY WORDS IN THE RECORDS RETRIEVAL SYSTEM. A GREEK SYMBOLS CHART IS ATTACHED TO THE COPY OF THE GENERAL RULES AVAILABLE IN THE REFERENCE ROOM.

BASED ON THE COMPLEXITY OF THE INDEXING INSTRUCTION, THE REVIEW GROUP WILL DETERMINE THE NEED FOR INPUT SHEETS WITHIN THE EXAMPLES.

LOCK DOWN DATE FOR THE PERSONNEL SYSTEM WAS JUNE 3, 1984. IF AN INDIVIDUAL HAD ACCESS TO THE PLANT ON THIS DATE, HIS NAME AND SOCIAL SECURITY NUMBER WAS LOADED INTO THE PERSONNEL SYSTEM. IF NO CA-0535 WAS OBTAINED AS OF JUNE 4, 1984, DATA WAS NOT LOADED.

ALL LOGS THAT ARE FILMED MAY NOT BE IN THEIR ENTIRETY.

WHEN WRITING AN INDEXING INSTRUCTION, THE LETTER "X" WILL BE USED IN THE EXAMPLES OF DIFFERENT FORMATS REPRESENTING ALPHA CHARACTERS AND A "0" (ZERO) REPRESENTING NUMERIC CHARACTERS.

INFORMATION ONLY  
UNCONTROLLED  
COPY

FILE CODE: A130.0016

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\* HANDLING OF CROSS REFERENCE SHEETS \*  
\*\*\*\*\*

IF A CROSS REFERENCE SHEET FOUND IN MAKEREADY REFERENCES A SAFEGUARD FILE, IT SHOULD NOT BE FILMED, BUT RETURNED TO THE RECORDS DEPARTMENT. \*

IF A CROSS REFERENCE SHEET IS FOUND IN FILE T210.0002, IT SHOULD BE FILMED AND INDEXED USING ALL THREE RECORD TYPE CODES (D157, Q101 AND R353) INDEXING MAIDEN AND MARRIED NAMES LISTED FOR EACH RECORD TYPE. \*

IF A CROSS REFERENCE SHEET IS FOUND IN FILE O120.0054 FOR ALARM PRINTER LOGS, IT SHOULD NOT BE FILMED, AS IT IS ONLY USED TO LOCATE THE LOG DURING MANUAL RETRIEVAL IN THE VAULT DUE TO THE PHYSICAL SIZE OF THE LOG. \*

IF A CROSS REFERENCE SHEET IS FOUND WITHIN THE SAME FILE BUT DIRECTING THE USER TO ANOTHER RECORD NUMBER CONTAINING ADDITIONAL PERTINENT INFORMATION TO THE RECORD YOU ARE FILMING, THE CROSS REFERENCE SHEET SHOULD BE FILMED. NO INDEXING IS NECESSARY. \*

IF A SITUATION EXISTS WITHIN A FILE SIMILAR TO THE FOLLOWING EXAMPLE, THE CROSS REFERENCE SHEET MAY BE THROWN AWAY. EX: IF A PM TASK SHEET REFLECTS TWO NUMBERS; A CROSS REFERENCE SHEET WOULD BE FILED FOR ONE NUMBER AND THE ACTUAL RECORD UNDER THE OTHER NUMBER. SINCE BOTH NUMBERS WOULD BE ENTERED IN THE COMPUTER, THE CROSS REFERENCE SHEET IS NO LONGER USEFUL AND MAY BE DISCARDED. \*

IF A STAND ALONE CROSS REFERENCE SHEET IS REPLACING THE ACTUAL DOCUMENT FOUND IN THE FILE, REFERRING YOU TO A DIFFERENT FILE NUMBER THAN THE FILE YOU ARE CURRENTLY WORKING ON, IT SHOULD BE LEFT IN PLACE AND FILMED. WHEN INDEXING, PULL THE RECORD FROM THE FILE LISTED ON THE CROSS REFERENCE SHEET AND INDEX THE INFORMATION FROM THE DOCUMENT TO CAPTURE ALL FIELDS NEEDED PER THE ORIGINAL INDEXING INSTRUCTION, USING THE ROLL/FRAME NUMBER OF THE CROSS REFERENCE SHEET. \*

FOR EXAMPLE: IF YOU ARE INDEXING THE PROCEDURE FILE AND YOU ENCOUNTER A CROSS REFERENCE SHEET REPLACING THE ACTUAL PROCEDURE, AND THE CROSS REFERENCE SHEET REFERS YOU TO A WORK REQUEST NUMBER TO WHICH THE ORIGINAL PROCEDURE IS ATTACHED, THEN PULL THE WORK REQUEST FROM ITS FILE AND INDEX THE PROCEDURE ACCORDING TO THE PROCEDURE INDEXING INSTRUCTION, USING THE ROLL/FRAME OF THE CROSS REFERENCE SHEET. \*

IF A CROSS REFERENCE SHEET REFERS TO MEDIA SUCH AS COMPUTER TAPES, COMPUTER DISC, RADIOGRAPHS, STRIP CHARTS, BINDERS AND/OR

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ANY OTHER ODD MEDIA, SEE YOUR SUPERVISOR DURING THE READY STAGE. NO ADDITIONAL INDEXING IS NEEDED.

FOR INDEXING INSTRUCTION PURPOSES, THE DEFINITION OF A WORK AUTHORIZING DOCUMENT IS AS FOLLOWS:

A RECORD THAT ENABLES WORK TO BE DONE IN THE PLANT.

FOR OPERATIONS RECORDS, EXAMPLES ARE CMP'S, EMP'S, RMP'S, WR'S, PMTS'S, AND STS'S.

FOR CONSTRUCTION/STARTUP RECORDS, EXAMPLES ARE PCR'S, TRAVELER PACKAGES, ELECTRICAL WORK ASSIGNMENTS, SWR'S, MCR'S, DCN'S, DESIGN OR SUPPLIER DRAWINGS, AND CONCRETE POUR CARDS.

FOR INDEXING INSTRUCTION PURPOSES, THE DEFINITION OF BATCH IS AS FOLLOWS:

GROUPING RECORDS BY COMMON DATA SUCH AS A PERIOD OF TIME OR ALPHABETIC OR NUMERIC INFORMATION.

THIS TERM REQUIRES A ROLL/FRAME ENTRY ONLY FOR THE FIRST OCCURRENCE OF THE BATCH ENTRY.

WHEN IT IS NECESSARY TO ABBREVIATE, USE STANDARD Y1.1 - 1972 ENTITLED "ABBREVIATIONS".

INDEXING INSTRUCTIONS WILL NOT BE WRITTEN FOR FILES THAT ONLY CONTAIN MEDIA SUCH AS COMPUTER TAPES, VIDEO TAPES, COMPUTER DISCS.

FOR INDEXING INSTRUCTION PURPOSES, THE DEFINITION OF A STAND ALONE DOCUMENT IS AS FOLLOWS:

A RECORD WHICH IS SOMETIMES USED AS AN ATTACHMENT TO ANOTHER RECORD. IN SOME CASES, THESE ATTACHMENTS ARE NOT DUPLICATED IN OTHER FILES. IF THESE ATTACHMENTS ARE OF SIGNIFICANT IMPORTANCE THAT THEY NEED TO BE RETRIEVED INDEPENDENTLY OF THE RECORD TO WHICH IT IS ATTACHED, IT MAY BE INDEXED AS ITS OWN RECORD TYPE AND CONSIDERED A STAND ALONE RECORD. INDEXING DATA FOR THIS STAND ALONE RECORD SHOULD BE PROVIDED BY THE INDEXING INSTRUCTION APPROPRIATE FOR THE RECORD TYPE.

THE FOLLOWING ARE RECORDS WHICH WOULD FALL IN THIS CATEGORY:

WHENEVER A VT-2 EXAMINATION REPORT IS ATTACHED TO A WORK AUTHORIZING DOCUMENT INDEX IT IS A STAND ALONE RECORD.

WHENEVER A FILE CONTAINS AN SLNRC OR ULNRC LETTER, IF IT IS NOT IN THE RESPECTIVE LETTER FILE. IT SHOULD BE INDEXED AS A STAND ALONE DOCUMENT. THIS APPLIES TO ORIGINALS AS WELL AS COPIES.

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ORIGINAL NSSS COMPUTER CONSTANT REVISION FORMS WILL BE INDEXED AS STAND ALONE DOCUMENTS. THEY SHOULD NO LONGER BE ATTACHMENTS, THEY SHOULD BE SENT TO FILE E190.0090.

THE FOLLOWING DOCUMENTS ARE ALSO INDEXED AS STAND ALONE RECORDS WHEN FOUND IN OTHER FILES:

CERTIFICATE OF CONFORMANCE (C OF C'S)  
CERTIFIED MATERIAL TEST REPORTS (CMTR'S)  
CODE DATA REPORTS  
NIS FORMS 1 AND 2

\* DOCUMENT NUMBER INPUT/GENERAL INSTRUCTIONS \*

\*\*\*\*\*

A - ARCHITECTURAL  
C - CIVIL  
CH - CHEMISTRY  
E - ELECTRICAL  
FS - FIELD SKETCH  
G - GENERAL REQUIPEMENTS  
J - INSTRUMENTATION  
M - MECHANICAL  
QA - QUALITY ASSURANCE  
S - SERVICE  
T - TRAVELER  
UE - UNION ELECTRIC  
W - WELDING  
Z - MULTI-DISCIPLINARY

ZEROS ARE WRITTEN AS 0 (ZERO).

ALL SHEET NUMBERS SHOULD BE ENTERED AS: S001, S034, S100, ETC. MAY BE SHORTENED IF NECESSARY TO FIT IN FIELD (AS IN TRAVELERS).

ALL OP'D DOCUMENT NUMBERS END WITH "OP" USING NO SPACES OR DASHES BETWEEN. EXAMPLE: M-02AB01OP.

BECHTEL DESIGN DRAWINGS

THESE DRAWINGS USUALLY HAVE ONE DASH AFTER THE DISCIPLINE DESIGNATOR, SUCH AS: A-U901, C-UB305, E-23BG00, J-07D10, M-22AK01. FOR DRAWINGS SUCH AS E-03'S, J-05'S, M-0S'S, ALL HAVE ZEROS, NOT ALPHA O'S.

OF COURSE THERE ARE EXCEPTIONS TO THE RULE. DRAWINGS SUCH AS A-UAC-11 AND A-UAT-16 HAVE TWO DASHES BUT ARE CONSIDERED BECHTEL DESIGN DRAWINGS. AND, THERE ARE SOME DRAWINGS THAT HAVE ONE DASH, SUCH AS B-62835, THAT ARE CONSIDERED WESTINGHOUSE DRAWINGS.

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BECHTEL SPECIFICATIONS

-----  
THE NUMBER IS MADE UP OF THE DISCIPLINE DESIGNATOR AND THREE DIGITS,  
SUCH AS A-078, E-093, J-200, AND M-207.

IN SOME INSTANCES, A SUB-SPECIFICATION WAS CREATED. THESE WILL BE  
INPUT AS: C-202A, C-202B, C-202C, ETC. IN OTHER CASES, THE  
SUB-SPECIFICATIONS ARE INPUT AS: E-001.1, E-001.2, E-001.3, ETC.

THERE ARE ALSO SOME SEPARATE MECHANICAL SPECS. THESE ARE INPUT AS:  
MS-06, MS-12, MS-25C, ETC.

BECHTEL VENDORS (INCLUDES BOTH DRAWINGS AND MANUALS)

-----  
THESE NUMBERS ARE MADE FROM THE BECHTEL SPECIFICATION NUMBER AND A  
FIVE DIGIT SUFFIX. THEY ARE INPUT AS C-121-05168, M-141-00040, ETC.

OF COURSE, THE SUB-SPECIFICATION CASE APPLIES HERE AS WELL. THESE  
ARE INPUT AS E-003.2-00026, E-018A-00004, ETC.

SOME DOCUMENTS MAY HAVE AN ADDENDUM WHICH WILL HAVE AN ALPHABETICAL  
SUFFIX: M-140-00018A.

VENDOR DRAWINGS GENERATED BY UE SPECIFICATIONS

-----  
THESE NUMBERS ARE MADE FROM THE UE SPEC NUMBER AND A FIVE DIGIT  
SUFFIX. THEY ARE INPUT AS: M-1077-00004, J-1010-00039, ETC.

S/P SPECIFICATIONS

-----  
THESE SPEC NUMBERS ARE DIVIDED ROUGHLY INTO TWO GROUPS. ONE GROUP IS  
WRITTEN AS: 4645-P-005-007. THE OTHER GROUP IS WRITTEN AS 4645-013A.

S/P DRAWINGS

-----  
THESE DRAWINGS LARGELY CONSIST OF THE "8600" SERIES. THE INPUT FOR  
ANY DRAWING OF THIS TYPE, WHETHER IT'S AN 8600A OR AN 8675 IS THE  
SAME: 8600X88172, 8618A97197, 8675G54580. SOME DRAWINGS OF THIS  
FORMAT ARE UE-GENERATED, BUT ARE INPUT THE SAME WAY.

FOREIGN PRINTS (INCLUDES BOTH DRAWINGS AND MANUALS)

-----  
THESE ARE STRICTLY NUMBERS. IN THE COMPUTER, THEY MUST HAVE SIX  
DIGITS. IF NEEDED, LEFT JUSTIFY THE NUMBER, I.E. 097373. OTHER FORMS  
ARE 107270 AND 114026.

DANIEL FIELD SKETCHES

-----  
ALL FIELD SKETCHES BEGIN WITH "FS" BUT HAVE DIFFERENT METHODS OF  
ENTRY. THE MAIN GROUPS ARE REPRESENTED BY: FS-C-DP1132, FS-C00143Z,

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FS-E00032, FS-J-BB01-03, FS-J-00077, FS-M-00184, FS-P-CP-ANA-06,  
FS-P00018 AND FS-X00005Z. \*

NOTE THAT MOST OF THE TYPES HAVE FIVE NUMERIC DIGITS AFTER THE  
DISCIPLINE. \*

UE FSMD DRAWINGS

-----  
IN SOME CASES, UENE WOULD TAKE A DANIEL TRAVELER DRAWING OR A  
BECHTEL VENDOR DRAWING AND REWORK IT INTO A UE DRAWING. \*

THESE ARE INPUT AS: UEFSMD-5368-3, ETC.

FIELD COMMENTS:  
-----

- 02) RECORD TYPE CODE \*\*\*\*\*  
FOR ANY RECORD TYPE CODE WITH AN APPROVED INDEXING INSTRUCTION USED  
IN CONSTRUCTION AND/OR STARTUP, THE RECORD TYPE CODE WILL NOT BE  
USED FOR O' RAT. NS RECORDS, WITH LIMITED EXCEPTIONS, E.G. P390.
- 03) FILE NUMBER \*\*\*\*\*  
WHEN INDEXING AN ATTACHED RECORD AS A STAND-ALONE DOCUMENT, ENTER  
THE FILE NUMBER OF APPLICABLE INDEXING INSTRUCTION FOR THAT  
STAND-ALONE DOCUMENT.
- 04) RECORD NUMBER \*\*\*\*\*  
ENTRIES IN THE RECORD NUMBER FIELD WILL BE ENTERED WITHOUT DASHES OR  
SPACES. EXCEPTIONS WILL BE NOTED ON SPECIFIC INDEXING OPTIONS. \*  
  
FOR HARD COPY ENTRIES OR RETAKE ENTRIES WITH THE RECORD NUMBER ENTRY  
IN A SPAN, THE RECORD NUMBER ENTRY WILL REMAIN IN A SPAN. \*  
  
WHEN ENTERING A RECORD NUMBER FROM A PREPRINTED FORM, ENTER ANY  
ALPHA CHARACTER FOLLOWING THE RECORD NUMBER TO PREVENT DUPLICATE  
NUMBERS. EXCEPTIONS WILL BE NOTED ON SPECIFIC INDEXING INSTRUCTIONS.
- 08) RETENTION PERIOD \*\*\*\*\*  
RETENTIONS WILL BE ENTERED AS FOLLOWS: \*
- EXAMPLE: Q-LP - ENTER AS LP  
C-LP - ENTER AS LP  
Q-05 - ENTER AS Q05  
C-LP10 - ENTER AS LP10  
QED05 - ENTER AS QED5

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16) PART/MARK NUMBER

\*\*\*\*\*

ENTER ANY OF THE APPLICABLE NUMBERS AS SHOWN WITHOUT DASHES OR SPACES.

EXAMPLE OF VENDOR TERMINOLOGY FOR HEAT/SERIAL NUMBERS

NOTE: THESE NAMES ARE NOT USED CONSISTENTLY FROM ONE DOCUMENT TO THE NEXT.

HEAT	SERIAL
HEAT NUMBERS	PART MARK
HEAT CODES	MODEL
MELT	# TAG
LADLE	PART NUMBER
RAW MATERIAL LOT	
LOT NUMBER	
TRACE	
ALLOY NUMBER	
TYPE	
STYLE	

NOTE: THESE NUMBERS SHOULD BE INDEXED WHEN THEY PROVIDE UNIQUE IDENTIFICATION OR WHEN USED IN CONJUNCTION WITH ANOTHER NUMBER TO PROVIDE UNIQUE IDENTIFICATION.

# ANY TAG NUMBERS NOT LISTED AS A LEGITIMATE COMPONENT IN THE GENERAL RULES APPENDIX I WILL BE ENTERED AS A SERIAL NUMBER.

12/13/88 DO NOT PICK UP:

WELD TEST NUMBERS  
## CONTROL NUMBERS

## QUESTION CONTROL NUMBERS. THEY MAY REALLY BE HEAT NUMBERS IN SOME CASES.

17) COMPONENT NUMBER

\*\*\*\*\*

ENTER THE COMPONENT NUMBERS AS SHOWN IN THE MASTER EQUIPMENT LIST, WITH NO DASHES OR SPACES.

IF THE EQUIPMENT NUMBER IS NOT SHOWN IN THE MASTER EQUIPMENT LIST, ENTER THE NUMBER AS SHOWN, WITH NO DASHES OR SPACES, IN THE FORMAT (IF IT CAN BE DETERMINED).

IF A FORMAT IS NOT FOUND IN THE MASTER EQUIPMENT LIST, ENTER AS SHOWN WITH NO DASHES OR SPACES.

OTHER FORMATS ENTERED IN COMPONENT FIELD

SO FAR THESE ARE THE ONLY OTHER FORMATS FOUND IN RECORDS RETRIEVAL

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ENTERED IN COMPONENT NUMBER FIELD. ONLY ONE SYSTEM IS COMPLETED AND  
A SECOND SYSTEM STARTED.

PER JIM MCLAUGHLIN THESE NUMBERS WILL REMAIN IN THE COMPONENT NUMBER  
FIELD AS COMPONENT NUMBERS:

DANIEL FIELD WELDS - AL04FW1001  
AL04FW12

BECHTEL FIELD WELDS - A104F010

SHOP WELD - AL04SW11

#FORMATION NUMBERS - AL01A51

#SPOOL NUMBERS - AL05SP001  
AE01S001

CABLE SCHEME NUMBERS - 5ANG01AB  
23ANG01AB

SNUPPS CABLE NUMBERS - CA0000  
C0000 - WE HAVEN'T FOUND ANY OF THESE  
YET, BUT WERE TOLD WE WOULD.

POUR NUMBER - 2CW165W01

PENETRATION NUMBERS - 2P331S0172

FLEX HOSE ASSEMBLIES - EGFH023

REEL NUMBERS - G5050826A  
G5050826

# NOTE: THE BEA MAY APPEAR AFTER THESE COMPONENT NUMBERS (EX.  
AL01A51/135)

THE FOLLOWING ARE NUMBERS ALSO FOUND IN COMPONENT FIELD FOR WHICH A  
DECISION HAS NOT BEEN MADE:

WINDOW NUMBERS - ANDA2101  
23  
DPD34  
DPD6

COMPUTER POINTS - ALF9  
ALF701  
ALF11  
ALZ6  
ALZ0007

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NSSSS COMPUTER CONSTANT #'S - K0551

18) REFERENCE DOCUMENT CODE

\*\*\*\*\*

TO AVOID ERROR IN DOCUMENT CROSS REFERENCE ENTRIES, A STATEMENT REFERRING THE ANALYST TO THE APPROPRIATE INDEXING OPTION WILL BE USED.

INCLUDE A STATEMENT IN THE INDEXING OPTION USING THE DOCUMENT CROSS REFERENCE FIELD THAT REFERENCES MAY BE ATTACHED THAT ARE NOT REFERENCED ON THE RECORD BEING ANALYZED.

19) DOCUMENT CROSS REFERENCE

\*\*\*\*\*

TO AVOID ERROR IN DOCUMENT CROSS REFERENCE ENTRIES, A STATEMENT REFERRING THE ANALYST TO THE APPROPRIATE INDEXING OPTION WILL BE USED.

INCLUDE A STATEMENT IN THE INDEXING OPTION USING THE DOCUMENT CROSS REFERENCE FIELD THAT REFERENCES MAY BE ATTACHED THAT ARE NOT REFERENCED ON THE RECORD BEING ANALYZED.

26) FROM RECORD DATE

\*\*\*\*\*

FOR RECORDS TO BE ENTERED AS A MONTHLY SPAN, ENTER THE FIRST DAY OF THE MONTH AND THE LAST DAY OF THE MONTH, E.G. 870101-870131.

FOR RECORDS TO BE ENTERED AS A QUARTERLY SPAN, ENTER THE FIRST DAY OF THE QUARTER AND THE LAST DAY OF THE QUARTER, E.C. 870101-870331, 870401-870630, 870701-870930, 871001-871231.

FOR RECORDS TO BE ENTERED AS A YEARLY SPAN, ENTER THE FIRST DAY OF THE YEAR AND THE LAST DAY OF THE YEAR, E.G. 870101-871231.

EXCEPTIONS WILL BE NOTED ON THE INDEXING INSTRUCTION.

FOR HARD COPY ENTRIES OR RETAKE ENTRIES WITH THE DATE ENTRY IN A SPAN, THE DATE ENTRY WILL REMAIN IN A SPAN.

WHEN A FROM AND TO DATE ENTRY ARE THE SAME DATE, MAKE AN ENTRY FOR THE FROM DATE AND BLANK THE TO DATE ENTRY.

IF THE ONLY DATE AVAILABLE IS THE YEAR AND MONTH, ENTER 01 FOR THE DAY. THE COMPUTER WILL NOT ACCEPT BLANK FOR THE DAY.

27) TO RECORD DATE

\*\*\*\*\*

FOR RECORDS TO BE ENTERED AS A MONTHLY SPAN, ENTER THE FIRST DAY OF THE MONTH AND THE LAST DAY OF THE MONTH, E.G. 870101-870131.

FOR RECORDS TO BE ENTERED AS A QUARTERLY SPAN, ENTER THE FIRST DAY

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OF THE QUARTER AND THE LAST DAY OF THE QUARTER, E.C. 870101-870331,  
870401-870630, 870701-870930, 871001-871231. \*

FOR RECORDS TO BE ENTERED AS A YEARLY SPAN, ENTER THE FIRST DAY OF  
THE YEAR AND THE LAST DAY OF THE YEAR, E.C. 870101-871231. \*

EXCEPTIONS WILL BE NOTED ON THE INDEXING INSTRUCTION. \*

FOR HARD COPY ENTRIES OR RETAKE ENTRIES WITH THE DATE ENTRY IN A  
SPAN, THE DATE ENTRY WILL REMAIN IN A SPAN. \*

WHEN A FROM AND A TO DATE ENTRY ARE THE SAME DATE, MAKE AN ENTRY FOR  
THE FROM DATE AND BLANK THE TO DATE ENTRY. \*

IF THE ONLY DATE AVAILABLE IS THE YEAR AND MONTH, ENTER 01 FOR THE  
DAY. THE COMPUTER WILL NOT ACCEPT BLANK FOR THE DAY. \*

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GREEK SYMBOL CHART

	1	2	3	4	5	6	7	8	9	0	-	=	Q	W	E	R	T	Y	U	I	O	P	-
UPPER	π	°	(	)	±		[	]	(	)	-	⊕	Γ	Δ	←	Θ	→	Τ	Ξ	↑	↓	ℓ	π
LOWER	ι	ζ	ν	α	σ	φ	τ	υ	ξ	ι	ω	ϙ	δ	ε	θ	τ	υ	ξ	ι	ο	ρ	π	
	A	S	D	F	G	H	J	K	L	:	"	>	Z	X	C	V	B	N	M	,	.	?	
UPPER	∇	Σ	Φ	<	Λ	¶	>	§	Ω	.	*	=	≡	Ψ	≈	~	∂	'	†	∫			
LOWER	α	σ	φ	□	λ	η	∅	κ	ω	~	+	√	ζ	χ	ψ	×	β	ν	μ	'	†	~	

SYMBOL	NAME	SYMBOL	NAME	SYMBOL	NAME	SYMBOL	NAME
π	PI (UC)	¹	Super 1	Γ	Gamma (UC)	γ	Gamma (LC)
°	Degree	²	Super 2	Δ	Delta(UC)	δ	Delta (LC)
(	Left Brace	³	Super 3	←	Left Arrow	ε	Epsilon (LC)
)	Right Brace	⁴	Super 4	Θ	Theta (UC)	θ	Theta (LC)
±	Plus or Minus	⁵	Super 5	→	Right Arrow	τ	Tau (LC)
		⁶	Super 6	Τ	Upsilon (UC)	υ	Upsilon (LC)
[	Left Bracket	⁷	Super 7	Ξ	Xi (UC)	ξ	Xi (LC)
]	Right Bracket	⁸	Super 8	↑	Up Arrow	ι	Iota (LC)
(	Left Paren	⁹	Super 9	↓	Down Arrow	ο	Omicron (LC)
)	Right Paren	⁰	Super 0	ℓ	Liter	ρ	RHO (LC)
~	Sing Undersc	̂	Dbl Undersc	π	Pi (LC)	Π	Pi (UC)
⊕	Copyright	®	Registered				

∇	Del or Nabla	α	Alpha (LC)	√	Square Root
Σ	Sigma (UC)	σ	Sigma (LC)	≈	Nearly Equals
Φ	Phi (UC)	φ	Phi (LC)	≡	Identity
<	Less than	□	Open Square	Ψ	Psi (UC)
Λ	Lambda (UC)	λ	Lambda (LC)	∞	Varies as
¶	Paragraph	η	Eta (LC)	∞	Infinity
>	Greater than	∅	Delete	~	Sine Wave
§	Section	κ	Kappa (LC)	∂	Partial Der.
Ω	Omega (UC)	ω	Omega (LC)	'	Acute Accent
ˆ	Circumflex	¨	Dieresis	†	Dagger
*	Multiplied By	÷	Division	∫	Integral
				~	Approx.

LC = Lower Case  
UC = Upper Case

