



Records Management and Document Control for the Technical Support Center/Emergency Operations Facility

Technical Guideline - TG09

**NUCLEAR INFORMATION AND RECORDS MANAGEMENT ASSOCIATION
10 Almas Road, Windham, NH 03087**

Technical Guidelines developed by a committee, subcommittee, or ad hoc committee of the Nuclear Information and Records Management Association (NIRMA) represent a consensus of the members of the committee, subcommittee, or ad hoc committee with the concurrence of the NIRMA membership and Board of Directors. Guidelines are recommended procedures for establishment of a program or performance of a task related to the interests of NIRMA members. Guidelines represent the consensus of the sponsoring committee on the best information and method of the subject based upon applicable regulatory requirements, industry standards and practical experience. A lesser amount of detail may be used to identify the areas of interface outside the scope of the document. Guidelines are not intended to be interpreted as industry standards but as suggested guidance with the understanding that companies are not obligated to use the suggested guidance.

This document was prepared by a committee of the Nuclear Information and Records Management Association (NIRMA). Neither this committee, NIRMA, members of NIRMA, other persons contributing to or assisting in the preparation of the document, nor any person acting on behalf of these parties (A) makes any warranty or representation, expressed or implied, with respect to the accuracy, completeness, or usefulness of the information contained in this document, or that the use of any information, apparatus, method, or process disclosed in this document may not infringe on privately owned rights, or (b) assumes liabilities with respect to the use of any information, apparatus, method, or process disclosed in this document.

©2001 Nuclear Information and Records Management Association, Inc. All rights reserved.

Rev	Description	Author	Date
0	Original	NIRMA	1985
1	Reaffirmed	NIRMA- Adams	2001
2	Review	RIMBU-	2010

CONTENTS

Forward	iv
1 Scope	1
2 Definitions	1
3 Responsibilities	2
3.1 Operation of the TSC and the EOF	2
4 Implementation Considerations	2
4.1 TSC/EOF – Records Proximity	2
4.2 TSC/EOF – Physical Proximity	2
5 References	2
5.1 Drawing Categories	2
5.2 Design Changes	2
5.3 Other Documents	3
6 Equipment and Supplies	5
6.1 Equipment to Support Record/Document Related Functions	5
6.2 Supplies	5
6.3 Check List	6
7 Records Management Staffing and Training	6
7.1 Staffing and Training Objectives	6
7.2 Staffing of the TSC/EOF	6
7.3 Personnel Training	6
8 Implementation Planning	6
8.1 Lessons Learned	6
9 References	7

FOREWORD

[This foreword is not part of the Nuclear Information and Records Management Association Guideline for Records Management and Document Control for the TSC/EOF, NRMA TG09-1985]

This document was prepared by the Technical Support Center/Emergency Operations Facility (TSC/EOF) Committee of the Nuclear Records Management Association (NMRA) based upon existing regulatory requirements and input from selected utilities having operating TSC/EOF facilities.

The NRMA Board of Directors had the following members at the time it prepared and approved this document.

Dennis F. Morgan
President/Director
Florida Power & Light Company

Bonnie A. Gordon
Vice-President/Director
Boston Edison Company

Thomas C. Lancaster
Treasurer/Director
General Electric Company

Mary B. Holland
Secretary/Director/Board Liaison
Tennessee Valley Authority

Richard M. Davenport
Director
Northwest Utilities

Gerald F. Fitzpatrick
Director
Nuclear Startup Services, Inc

John R. Frey
Director
Consumers Power Company

Ruth P. Kurisu
Director
Southern California Edison

Dana M. Oman
Director
Stone & Webster Engineering Corporation

The TSC/EOF Committee had the following members at the time it prepared this document for approval by the NIRMA Board of Directors.

Scott A. Jordan
Chairperson
Burns and Roe, Inc.

Betty M. Prather
Vice Chairperson
Gilbert/Commonwealth, Inc.

Frederick L. Lamphere
Secretary
Southern California Electric & Gas

Fritzie Flentje
Committee Member
Wisconsin Electric Power Company

Howard D. Howarth
Committee Member
New York Power Authority

Roger L. Johnson
Committee Member
Northern States Power Company

Ina LeBlanc
Committee Member
Public Service Company of Colorado

Blaine Rieck
Committee Member
Carolina Power and Light Company