



Management of Nuclear Related Training Records

TG17-1993

Nuclear Information and Records Management Assoc.

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.

NOTICE

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.

Table of Contents

1.0	Scope	1
2.0	Definitions	1
3.0	Text	2
3.1	Categories of Training Records.....	2
3.1.1	Individual Training Records.....	2
3.1.2	Training Program Records	3
3.2	Interim Protection	3
3.3	Design Control of Records	3
3.4	Confidentiality and Privacy	3
3.5	Indexing and Retrieval	4
4.0	Retention	4
4.1	Retention Period.....	4
4.2	Retention Methods.....	4
4.2.1	Defining Completed Records.....	5
4.2.2	Schedule Transfer.....	5
4.2.3	Protection of Records.....	5
5.0	References	5
	Appendix A	7
	Appendix B	8

FOREWORD

(This foreword is not a part of the Nuclear Information and Records Management Association Guideline for Management of Nuclear Related Training Records TG17-1993.)

After the 1987 NIRMA Symposium, members expressed concern over the lack of guidance on the management and retention methods for training records. Training conducted in the nuclear industry ranges from INPO accredited training to “need-to-know” training. Employees receiving the training range from clerical to plant operators. Training records are managed in a variety of ways, depending on the type facility and the requirements to which the organizations are committed. Some organizations have the latest in records and information technology including digital imaging and electronic record keeping. Others maintain records strictly in hard copy or microforms and rely on simple manual or computerized indexing for retrieval. Training programs are generally developed and presented by or sanctioned by the Training organization. The training records documenting training are usually maintained by the Records Management organization while the records supporting the development of the training program are maintained by the Training organization.

The NIRMA Training Committee determined that a guideline on the management of training records was needed by the membership to promote standardized identification, handling and storage of training records. Standardization will decrease cost burdens associated with the management of training records as only those records, which are necessary, and meaningful shall be maintained. Additionally, standardization will assure compliance with regulatory requirements and industry standards, as those records which are necessary to show compliance with site procedures and commitments will be available.

This document was prepared by the Training Committee of the Nuclear Information and Records Management Association (NIRMA) with inputs solicited from all committee members. Those individuals providing a significant contribution to this effort were as follows:

Carolyn B. Roberts
CRM, Chairperson
Millican and Associates

Vicky F. Rhodes
Vice-Chairperson
MACTECH

Gloria J. Byers
Secretary
Cleveland Electric Illuminating Company

Management of Nuclear Related Training Records
TG17-1993

Kathleen Alexejun
Michigan Indiana Power Corporation

Angela Fenwick
Duquesne Light Company

Alice Hotchkiss
Sandia National Laboratories

Jack McCaleb
Methods Consulting Corporation

Margit Triggs
Entergy Operations, Inc.

Scott E. Troy
Martin Marietta Energy Systems, Inc.

Larry A. Whittet
Stone & Webster Engineering Corporation