

Interoffice Communication

To R. Bryan
From M. W. Cheesman
Date April 17, 1984
Subject MICROFILMING OF PLANT RECORDS

The microfilming of the VCM Plant's records was recently continued by Bob Wilburn from the initial filming by Gary Gray. Bob was available due to being on restricted work days because of a foot injury. Progress was made in the microfilming of various safety files and VCM Plant AFE's and the complete filming of the fixed point monitor environmental records (through 1982) and the results of plant laboratory analyses (through 1982). The attached index includes further details of the progress that has been made. However, there is a significant amount of material that is presently stored in the warehouse which remains to be microfilmed.

In order to provide a basis for future microfilming of stored records and any new material, an indexing system has been devised. A description of the system is attached along with an index of microfilming that has been completed to date. The index should be updated by the Process Engineer assigned to this area after the remaining items have been filmed and in the future after the scheduled filming of the appropriate records from the previous year. All film will be stored in the new fire-proof filing cabinet which is being purchased for the Safety and Process Engineering Departments. The cabinet will initially be located in the Safety Director's office and then moved to the office equipment room after completion of the office expansion.

The most important environmental and safety records have been filmed at this time. However, a general survey of the material presently stored in the warehouse indicated 52 file boxes of records that could be microfilmed and thus eliminated from storage. The total of 52 file boxes is broken down into the following categories:

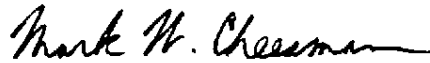
<u>Contents</u>	<u>#File Boxes</u>
Traffic Files	17
Lab & Environmental Data	12
AFE's	8
Operations Records	7
Safety Files (Holdover from W. Henry)	3
Miscellaneous	5

Microfilming of these records could be accomplished by any plant personnel who might be available. Due to the boring nature of microfilming and the need to complete the work it would be beneficial to investigate into the possibility of hiring out the work to an outside firm (a representative of Southwest Microfilm has indicated that they provide this service). Another option for consideration would be to hire an individual on a temporary basis

in order to complete the filming. If filming is to be started again, priority should be placed on filming the most important and beneficial records first. This includes in order the Safety Files, Lab and Environmental Data and the Plant AFE's.

Following the completion of the microfilming of the existing records a time should be established for microfilming the appropriate information from the previous year. Beginning the filming around April 1 would allow a sufficient amount of time for the past year's records to be compiled and boxed. Table I contains a general list of those items under each category that should be microfilmed and the time in which the originals would be stored before disposal.

If you have any questions or problems, please contact me at ext. 5060.



Mark W. Cheesman
Process Engineer

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cc: RAC-JWW-RB-JHB-MLA-PLF-SRA-DLD-JGC-VMF-PDD-MJA-SJR-SWS-SCR

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TABLE I
APPROPRIATE ITEMS TO BE MICROFILMED

<u>CATEGORY</u>	<u>DESCRIPTION OF ITEMS</u>	<u>RECOMMENDED STORAGE TIME FOR ORIGINALS</u>
AFE's	Plant AFE's and CWO's	3 Years
Environmental Records	Fixed Point Monitor Reports, Secondary Results	2 Years
Lab Records	Plant Stream Analyses	3 Years
Miscellaneous	Whse. issues and any other appropriate items	3 Years
Operations Data	Daily Plant Operating Sheets and Reports	3 Years
Safety Files	Exposure Records and Letters and other appropriate files	2 Years
Traffic Files	Bills of Lading, Daily Inventories and Log Sheets, Shipping Orders, Manifests	3 Years

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Microfilm Index

Description

Each roll of microfilm has on its outside edge two different identification codes. The code stamped on red tape is a number that corresponds to a sequential roll number that is on the first filmed record. The second code was stamped on blue tape and is used to identify the general type of records that the roll of microfilm contains. The code consists of a letter-number combination. The following lists the letters that will be used and the general category each represents.

<u>LETTER</u>	<u>CATEGORY</u>
A	AFE's
E	Environmental Records
L	Laboratory Records of Plant Process Data
M	Miscellaneous-Includes Retakes
O	Operations Data
S	Safety Files
T	Traffic Files

The number portion of the second code will provide the means to distinguish between various film cartridges of the same category. Attached is an index of the micro-filming that has been completed to date. Included is a general description of the contents of each roll of film.

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AFE's

<u>CATEGORY CODE</u>	<u>ROLL NO.</u>	<u>DESCRIPTION OF CONTENTS</u>
A-1	16	CWO #0033-0035 and AFE #872-1017
A-2	22	AFE #8185, 8287, 8337, 8347 and 8144 through 8254
A-3	5	AFE \$8005 through #8225
A-4	6	AFE #8225 through #8255
A-5	7	AFE #8265 and \$8016 through #8257
A-6	10	AFE #8196
A-7	18	AFE #8196, #8217, and #8257
A-8	19	AFE #8217 and #8257
A-9	20	AFE #8257 and AFE #8217 through 8247
A-10	17	AFE #1027 through 8133 and AFE #8217, #8257, #8327, #8287, #8337, and #8347
A-11	21	AFE #8217 through #8327, Half of Const. Files
A-12	8	AFE #8267 through #8088
A-13	9	AFE #8098 and half of AFE #8196
M-1	23	AFE #8004 through #8134

ENVIRONMENTAL

E-1	4A	Fixed Point Monitor Sheets 1975 - 1982 (VCM)
E-2	4B	Retake of Fixed Point Monitor Sheets Plus EDC Monitor Sheets From 1981 and 1982

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LABORATORY

<u>CATEGORY CODE</u>	<u>ROLL NO.</u>	<u>DESCRIPTION OF CONTENTS</u>
L-1	11	EDC Analysis 1968 - 1973 VCM Spec. Analysis 1968 - 1973
L-2	12	EDC Analysis 1974 - 1981 VCM Spec. Analysis 1974 - 1980
L-3	13	EDC Analysis 1982 VCM Spec. Analysis 1981 - 1982 Vent Gases 1969 - 1971 PRC-309, S-309 Gas Analysis 1969 - 1982 C-202 OH and R-300 1970 - 1982 Log Sheets 1 and 2 1970 - 1972
L-4	14	Wet Chemical Log Sheets 1970 - 1977
L-5	15	Wet Chemical Log Sheets 1978 - 1981
S-3	3	Wet Chemical Log Sheets 1968 - 1969

MISCELLANEOUS

M-1	23	Retakes of records from previous rolls of film that were not readable. Includes rolls 1-22.
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SAFETY

S-1	1	Personnel Dosimeter Records A through T
S-2	2	Personnel Dosimeter Records T through Z, Former Plant Employees
S-3	3	Personnel Dosimeter Records of Temporary Employees Over Exposure Letters
S-4	4C	Miscellaneous Safety Files

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