

APPENDIX G
PHASE II RECORDS REVIEW

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INTRODUCTION

This appendix is a report on the methods and results of review of records routinely received by Savannah River Site Document Control during Phase II of the SRS dose reconstruction study. It covers efforts extended from the end of Phase I to the end of April, 1997, when the backlog of boxes had been evaluated.

A large number of records boxes of unclassified material had accumulated at the SRS Document Control vaults since the completion of the Phase I records review in June, 1995. Site visits in the months following Phase I completion indicated that few of the records accumulated since that time were likely to be valuable to the dose reconstruction project, and that the cost and time needed for total box review would be extremely high.

Radiological Assessments Corporation (RAC), with the assistance of the CDC and the Citizens' Health Effects Subcommittee, developed a methodology to quickly and efficiently review these records. This process involved the use of detailed printouts describing records box contents, along with a program of onsite random checks of the accuracy of the printouts. The methodology and its application are described below. Also during the Phase II work, RAC personnel examined accumulated boxes of classified records in their entirety.

INITIAL EFFORTS AT BOX REVIEW USING ACCEPTED PROTOCOL

Radiological Assessments Corporation received from SRS staff extensive computer printouts of 8,698 unclassified boxes (some were microfilmed, these were also examined) held under the authority of Document Control at SRS. On the basis of box content descriptions, RAC initially assigned category values to the contents; annotations were made on the printouts as to category assigned. In July, 1996 a RAC team member traveled to SRS with the main purpose to begin the work to clarify the contents of 363 boxes which RAC could not categorize based on the printouts. This effort was valuable in that, of the 363 boxes, all were given *RAC* classifications. Only three were deemed to be category 2 records of high potential value to the Project, the rest were category 0 or 1.

During that trip, we also began looking at samples of boxes that had been initially labeled as category 0 or 1, for the purpose of checking our ability to judge box content value via printout examination. This latter work gave us confidence that box content descriptions were generally adequate.

During November, 1996 a second trip to SRS allowed RAC to complete work with some 8,698 backlogged records boxes. As the result of the two visits, 93 of the 133 boxes that had been labeled via the printouts as potentially category 2 were downgraded upon physical examination of box contents. All of the initial group of 18 category 3 boxes were downgraded to 1 or 0. No boxes were upgraded.

RESULTS OF CONSIDERATION OF THE NEXT GROUP OF BOXES

After finishing inspection of boxes from the printout of 8,698 backlogged records boxes, RAC was provided with a computerized listing of about 2,000 additional boxes that had been received by SRS records staff more recently. Prescreening of the computer printout was done before travel to SRS in February and March, 1997. A random number table was employed for selection of boxes to be physically inspected. The results of examination indicated that no boxes fell into the category of 2 or higher. Thirty boxes were identified as category 1, and the remaining as category 0. Also, during this trip, examination of classified materials began, as described below.

APRIL 1997 BOX EVALUATION AT SRS

Three analysts from RAC made a box evaluation trip to SRS in April 1997. This work also allowed RAC to bring up to date the review of unclassified SRS records boxes. No computer printout was provided prior to the Site visit, but one was made available upon arrival. This listing of boxes of paper or microfilm indicated 3,325 additional boxes in storage. Again, a random number table was used to select over 220 boxes of microfilm for examination. Results revealed no material of high potential value to the study. Thirty-four items were considered to be of category 1 status, the rest were category 0.

CLASSIFIED MATERIALS

During February and April 1997, it was also necessary to examine the contents of 458 boxes of classified materials stored in the 773A vault. These efforts required that all boxes be opened, and all contents scanned. These were largely recent materials, and of little value to Dose Reconstruction. Of this group, 55 were labeled as category 1 and the rest were category 0. At that time, RAC had completed review of all classified materials in the 773A vault. This work concluded the process of additional SRS Phase II document review at the site.