

METROPOLITAN EDISON COMPANY Subsidiary of General Public Utilities Corporation

Subject Data Reduction and Management Group

Location TMI

To TMI Recovery Task Force

Date April 9, 1979

A Data Reduction and Management Group has been established. The objectives of the Group are:

1. To collect and file in a single location all plant data, documents, procedures, analyses, etc. relative to the TMI #2 incident.
2. To provide reduction of this data into convenient summary formats for use in plant analyses, procedure preparation, design of plant modifications, etc.
3. To distribute periodic reports listing the information available and updating plant parameter histories.
4. To serve as a distribution center to all on-site and off-site users of information from the TMI #2 incident.

Effective immediately it will be the responsibility of the document originator to provide a copy of each document generated, along with the following information for each document, to the Data Reduction & Management Group (DRMG):

- Originator's name or Group identification.
- Document type.
- Date of document.
- 1 or 2 keywords identifying the document.

This information should be annotated on the document or on an attached cover sheet, as appropriate. A preliminary list of the types of information to be collected is included as Attachment A. Initially, copies of all documents and information generated since the incident should be submitted. Then submittals should continue on a daily basis.

Document collection baskets will be located in each trailer. A messenger will pick up documents from the collection points 4 times a day for delivery to the DRMG.

After reduction of the data has been completed, 1 copy of the documentation will be filed in the DRMG, Trailer #26. Anyone requiring information from these files may visit the trailer or call 233-9045, ext. 170 or 171.

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April 9, 1979

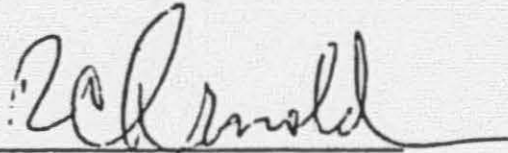
A report of file contents will be published on a regular basis. A copy of the report will be distributed and will be available in Trailer #26.

If you have questions or need assistance, please call R. Long or J. Weiser on 233-9045, ext. 170 or 171 or on 367-3676.



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128 260