**RECORDS FOR EEOICPA CLAIMS**

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| Employment Records |
| * Employment Personnel Files
* Personnel Action Forms
* Employee Position Descriptions
* Job Assignment Outlines
* Performance Appraisals / Annual Reviews
* Job Acceptance Notices
* Termination Notices
 | * Human Resources Personnel Databases
* Personnel Security Badges
* Personnel Security Badging Databases
* Training Records / Training Records

Database (rare use…if nothing elseavailable)* Job position descriptions
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| Project Records (For Projects involving Radiation/Hazardous Materials) |
| * Contracts
* Project Reports
* Hazard Assessments
 | * Monitoring Data
* Project Close Out Records
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| Dose Exposure Records |
| * Annual Summary Dose Reports
* Locator Cards (indicating dates, location and contractor/subcontractor of dosimeter assigned)
* Daily Area Exposure Reports
* Quarterly Area Exposure Reports Whole Body Reports
* Urinalysis Reports
 | * Bioassay Results
* Radiological & Environmental Sciences Lab Reports (by month)
* Visitor Dosimetry Badging Reports
* Incident / Accident Reports
* Various Radiological Control Databases
* Various Indexed Details Databases
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| Environmental Records |
| * Site ASER/Annual Environmental Reports
 | * Environmental Monitoring Databases
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| Medical Records |
| * Occupational Medical Files
* Incident / Accident Reports
* X-Ray Reports
* General Physicals
* Various Lab Work Results
 | * Notice of Injuries
* Notice of Return to Work
* Letters to/from Physicians
* Occupational Medical Databases
* Worker’s Comp Files / Database
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| Toxic Exposure Records |
| * Industrial Hygiene Sampling Data
* Industrial Hygiene Hazard Assessments
* Industrial Hygiene Databases
* Safety Reports
 | * Site-Developed Area Descriptions and Associated Hazards
* Site-Developed Job Descriptions and Associated Hazards
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| Contractor Close-out Records |
| * Due Diligence Reports/Records
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| Facility Records |
| * Facility Maps, Building Maps/Floor Plans/drawings
* Facility Descriptions
* Facility Based Hazard Assessment/Inventory Records/Databases
* Facility Monitoring Records/Databases
 | * Facility Safety Analysis Reports
* Facility/Building Close Out Records
* Annual and/or monthly summary reports of production, safety, operation events, incidents, accomplishments relevant to exposures for a period of time.
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