**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 else  available)   * Job position descriptions |
| Project Records (For Projects involving Radiation/Hazardous Materials) | |
| * Contracts * Project Reports * Hazard Assessments | * Monitoring Data * Project Close Out Records |
| 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 |
| Environmental Records | |
| * Site ASER/Annual Environmental Reports | * Environmental Monitoring Databases |
| 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 |
| 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 |
| Contractor Close-out Records | |
| * Due Diligence Reports/Records |  |
| 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. |