

# OAK RIDGE, TENNESSEE THE MANHATTAN PROJECT

## WHERE IT BEGAN

**[The Secret City]**

*Energy Employees Records – The Ones Who Made it  
Happen*



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# **Manhattan Project**

## **Atomic Energy Commission**

### **Energy Research and Development Administration**

### **Department of Energy**

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- The Secret City, as Oak Ridge was called when the Manhattan Project began, is located in the pristine East Tennessee Valley because....well, it's a valley surrounded by lush foliage and hills. What a perfect place!
- There were three valleys, one for X-10, one for Y-12, and one for K-25 where the thick foliage masked their construction. Yes, and they were all covered by trees.
- From 1938-1945, the Manhattan Project would be active until its amazing future work became the Atomic Energy Commission (AEC) until 1974.
- In October 1975, AEC became the Energy Research and Development Administration (ERDA) for a short time until October 1977, when it assumed the functions of the AEC that were not aligned to the Nuclear Regulatory Commission.
- ERDA then became the Department of Energy in 1977 because its mission was expanded to include national energy policy and production, research and development of the nuclear power, energy-related research, and energy conservation.
- You probably know all this already, so why do I tell you again?

# What is My Rationale?

- Through all those agencies, all those projects, all those efforts, and all that work, the employment records of the employees who worked at all of them became a part of the CSC Records Management Library (RML)! WHAT? How can that be?



- Employee records from the Manhattan Project, AEC, ERDA, DOE, and all their contractors have been sent to RML because until 2005 when Y-12 became autonomous, the Oak Ridge Operations Office (now CSC) had oversight for all three Oak Ridge Plants and had the major records center in the area.

# **The Science Records Community Built Strong with Broad Outreach**

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## **SCIENCE FEDERAL SITES OFFICES**

Ames Site Office  
Argonne Site Office  
Berkeley Site Office  
Brookhaven Site Office  
Consolidated Service Center  
Fermi Site Office  
ORNL Site Office  
Pacific Northwest Site Office  
Princeton Site Office  
SLAC Site Office  
Thomas Jefferson Site Office

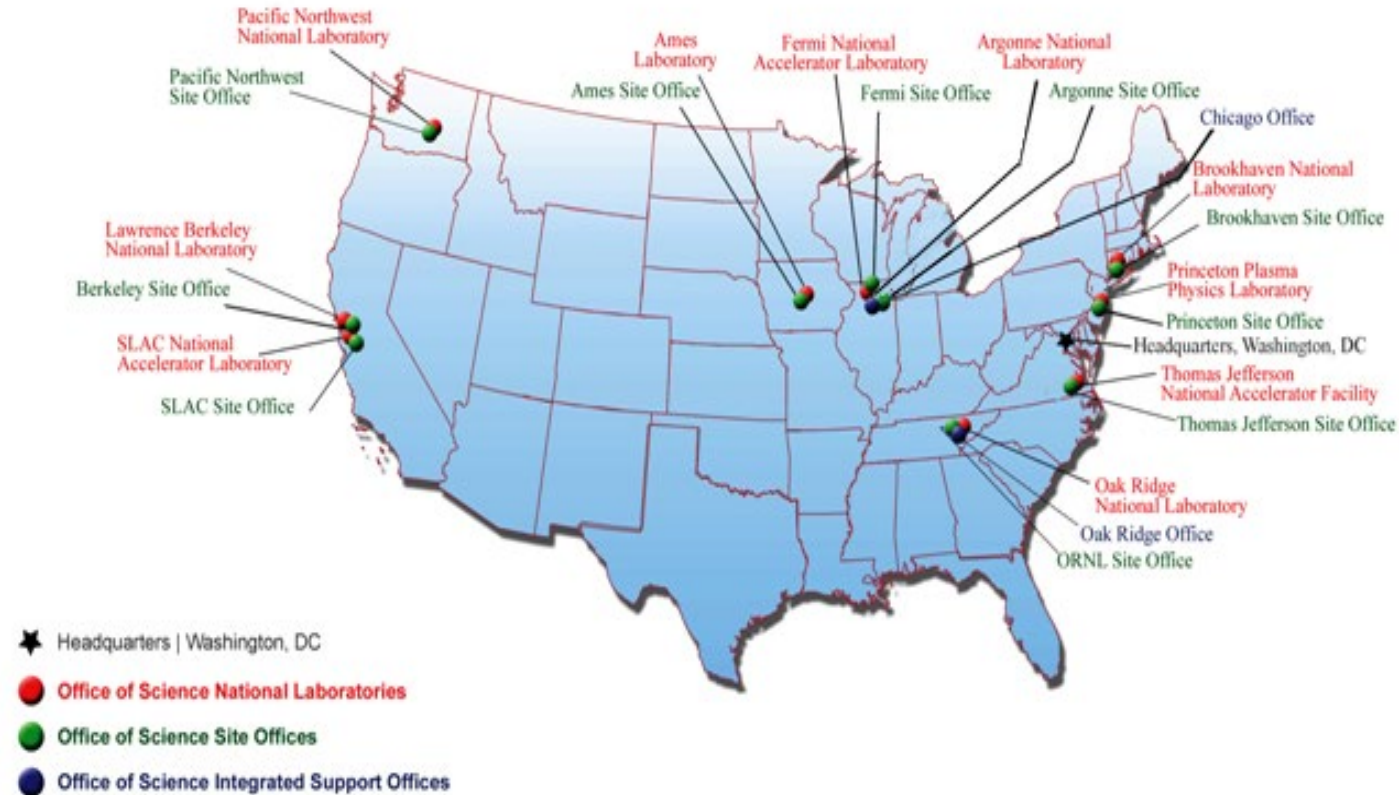
## **SCIENCE NATIONAL LABS**

Ames National Lab  
Argonne National Lab  
Brookhaven National Lab  
Fermi National Accelerator Lab  
Lawrence Berkeley National Lab  
Oak Ridge National Lab  
Pacific Northwest National Lab  
Princeton Plasma Physics Lab  
SLAC National Accelerator Lab  
Thomas Jefferson Accelerator Lab

The Office of Scientific and Technical Information (Federal) and the Oak Ridge Associated Universities/Oak Ridge Institute of Science and Education (Contractor) are also members of the SC RM Community along with 19 Headquarters Organizations.



# Office of Science Organization Locations





# Oak Ridge Operations Office and the Records Management Library

During AEC and through ERDA and DOE, the Records Management Library began to grow into one of the largest DOE Records Center within the Department.

Over the course of 2009 to 2019, OROO became the Integrated Support Center in 2009, then the Consolidated Service Center in 2019, when it was combined with the Chicago Office under the Office of Science.

In 2020, all Chicago Office records were transferred to RML, expanding its bandwidth and research capabilities even more for DOE and SC.

In 2023, RML processed over 50% of all the DOE EEOICPA claims.

**The types of records RML has will amaze you.....so our journey through them begins.**

NAME [REDACTED]		VISITOR BADGE NO. [REDACTED]		EMPLOYER Food Service Inc.		CUI//PRVCY	
ATTENDER [REDACTED]		FOREMAN [REDACTED]		DATE OF INJURY [REDACTED]		TIME OF INJURY [REDACTED]	
JOB TITLE Cafeteria Manager.				TIME OF R. [REDACTED]			
INJURY [REDACTED]							
ACCLIDENT [REDACTED]							
TREATMENT [REDACTED]							
DISPOSITION <input checked="" type="checkbox"/> WORK		<input type="checkbox"/> DOCTOR		<input type="checkbox"/> HOSPITAL		SAFETY NOTIFIED BY [REDACTED]	
REMARKS [REDACTED]						TIME [REDACTED]	
FOREMAN'S SIGNATURE [REDACTED]		INJURED SIGNATURE [REDACTED]		DATE OF R. [REDACTED]			
NON-EMPLOYEE DISPENSARY RECORD - FORM 7148				DISPENSARY COPY			

Middle Sex Company

Accident Cards 1959-  
1966

CUI redacted and determined to be UNCLASSIFIED.

Reviewing Official: Justin Hill, Classification Analyst, DOE CSC

Date: 5/1/2024

~~CUI//PRVCY~~

NAME [REDACTED]	RADGE NO. [REDACTED]	EMPLOYER Cafeteria
ADDRESS [REDACTED]	[REDACTED]	
JOB TITLE [REDACTED]	DATE OF INJURY [REDACTED]	TIME OF INJURY [REDACTED]
INJURY [REDACTED]	[REDACTED]	
ACCIDENT [REDACTED]	[REDACTED]	
TREATMENT [REDACTED]	[REDACTED]	
DISPOSITION <input checked="" type="checkbox"/> WORK <input type="checkbox"/> DOCTOR <input type="checkbox"/> HOSPITAL	SAFETY NOTIFIED BY [REDACTED]	TIME [REDACTED]
REMARKS [REDACTED]	[REDACTED]	
FOREMAN'S SIGNATURE [REDACTED]	NURSE'S SIGNATURE [REDACTED]	DATE OF R. [REDACTED]

NON-EMPLOYEE DISPENSARY RECORD - FORM 7148 DISPENSARY COPY

## Middle Sex Company

### Accident Cards 1959-1966



~~CONFIDENTIAL~~

NAME [REDACTED] BADGE NO. [REDACTED] EMPLOYER *Industrial Foods*

FOREMAN *W. Hickey*

JOB TITLE *Cafeteria Worker*

DATE OF INJURY [REDACTED] TIME OF INJURY [REDACTED] TIME OF R. [REDACTED]

INJURY [REDACTED]

ACCIDENT [REDACTED]

THE ABOVE [REDACTED]

DISPOSITION ☒ WORK ☒ DOCTOR ☐ HOSPITAL

SAFETY NOTIFIED BY [REDACTED] TIME [REDACTED]

REMARKS [REDACTED]

FOREMAN'S SIGNATURE [REDACTED] NURSE'S SIGNATURE [REDACTED] DATE OF R. [REDACTED]

NON-EMPLOYEE DISPENSARY RECORD - FORM 7148 8C 6-59

Middle Sex Company

Accident Cards 1959-  
1966

~~CONFIDENTIAL~~

NAME, LAST
FIRST
MIDDLE
AEC NO.

DATE AND PLACE OF BIRTH
SS NO.
GENERAL JOB CLASSIFICATION

REQUESTING OFFICE	TYPE CLEAR. REQUESTED	DATE RECEIVED	DATE PROCESSED	P	DATE NOTIFIED QE	Q	DATE TERMINATED AND REASON

PROCESSING ACTION	DATE	PLACE	CLEARANCE GRANTED	DATE
CFC REQUESTED			QE	
FINGERPRINT CHECK RECEIVED			Q	
NAME CHECK RECEIVED			Q (INVITE)	
SUPPLEMENTAL INV. REQUESTED			P	
SUPPLEMENTAL INV. RECEIVED			REINSTATEMENT	
201 FILE REQUESTED			EXTENSION	
201 FILE RECEIVED				
201 FILE FWD. OTHER OFFICE				
201 FILE FWD. OTHER OFFICE				

FORM OR-4 (JULY 1952)
PERSONNEL CLEARANCE MASTER CARD
16-67290-1 U. S. GOVERNMENT PRINTING OFFICE

Tennessee Eastman

## Personnel Clearance Cards

~~CONFIDENTIAL~~

ORIGINAL COMPANY  
EMPLOYMENT DATE

TRANSFERRED FROM

**TERMINATED**

EMPLOYEE RECORD *8-15-45*

DEPARTMENT	RATE	ROLL	JOB CODE	EFFECTIVE DATE

REMARKS

DIEBOLD 2105-2258

Tennessee Eastman

Employee  
Termination Cards

## Tennessee Eastman

## Employee Data Cards

DATA CARD ~~CONFIDENTIAL~~

Name. [REDACTED] Address [REDACTED]  
Unit [REDACTED] Location of Unit [REDACTED]  
Employer [REDACTED] Contracting Agency [REDACTED]  
Date Employed [REDACTED] Date Fingerprinted [REDACTED]  
P.S.Q. Completed [REDACTED] Espionage Act Signed [REDACTED]

Citizenship Status [REDACTED]  
Date of Birth [REDACTED] Place of Birth [REDACTED]  
H. S. [REDACTED] From [REDACTED] To [REDACTED] Grad. [REDACTED]  
College [REDACTED] From [REDACTED] To [REDACTED] Degree [REDACTED]  
College [REDACTED] From [REDACTED] To [REDACTED] Degree [REDACTED]

DO NOT USE THESE SPACES

Submitted to S. C. [REDACTED] Released [REDACTED]  
Date Reemployed [REDACTED] Where [REDACTED]  
Preliminary Check by [REDACTED] Date [REDACTED]  
Formal Clearance by [REDACTED] Date [REDACTED]

[REDACTED] (over)

~~CONFIDENTIAL~~

Previous Employer \_\_\_\_\_ Address \_\_\_\_\_  
Position Held \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_  
Age \_\_\_\_\_ Ht \_\_\_\_\_ Wt \_\_\_\_\_ Hair \_\_\_\_\_ Eyes \_\_\_\_\_  
Build \_\_\_\_\_ Complexion \_\_\_\_\_ Special \_\_\_\_\_  
Nationality of Father \_\_\_\_\_ of Mother \_\_\_\_\_  
Citizenship of Father \_\_\_\_\_ of Mother \_\_\_\_\_  
Relatives outside U. S. \_\_\_\_\_ Country \_\_\_\_\_  
Payroll Classification \_\_\_\_\_  
Title of Position \_\_\_\_\_  
Type of Duties \_\_\_\_\_  
Category \_\_\_\_\_  
Remarks \_\_\_\_\_

Tennessee Eastman

Employee Data Cards



NAME [REDACTED]		[REDACTED]	
DEPT. [REDACTED]		DR. [REDACTED]	[REDACTED]
DUE	SCHEDULED	TAKEN	RESULTS
[REDACTED]			

## Tennessee Eastman

### Blood Count Cards



## Contractor Cards

### Workman's Compensation Case Cards 1944-1948

**Kaighin & Hughes, Inc.** ~~CU//PRVCY~~  
 Sub-Contracter for

Name [REDACTED] Badge No. [REDACTED]  
 Address Route # [REDACTED] Job Title [REDACTED]  
 [REDACTED]  
 Clearance  
 "P" Requested  
 "P" Granted  
 S. S. No. [REDACTED] *Reis "Q"* Requested [REDACTED]  
 Birth Date [REDACTED] "Q" Granted [REDACTED]  
 Hiring Date [REDACTED] Required: [REDACTED]  
 [REDACTED] Terminated: [REDACTED] Reduction In Force  
 Rate: [REDACTED]  
 [REDACTED]

**Mason** *S.Y.V.* ~~CU//PRVCY~~  
 [REDACTED] Badge No. [REDACTED]  
 Clearance:  
 Granted:  
 [REDACTED]  
 S. S. [REDACTED]  
 B. D. [REDACTED]  
 H. D. [REDACTED]  
 [REDACTED]  
**Kaighin & Hughes, Inc.** ~~CU//PRVCY~~  
 [REDACTED] Badge [REDACTED]  
 Sheet Metal Worker  
 [REDACTED]  
 Granted  
 [REDACTED]  
 S.S. [REDACTED]  
 B.D. [REDACTED]  
 H.D. [REDACTED]  
 [REDACTED]  
 [REDACTED]

**Various Contractor Cards  
 Workman's Compensation Cases  
 Record Cards 1944-1948**

~~CUI//PRVCY~~

THERMORETEC  
BRITISH NUCLEAR FUELS  
METHOD BLANK

Method Blank

SDG		Client	
Contact		Contract	
Lab sample id		Client sample id	
Dept sample id		Material/Matrix	

ANALYTE	CAS NO	RESULT ug/l	2σ ERR (TOTAL)	MDA ug/l	RDL ug/l	QUALI- FIERS	TEST
Total U							

RECORD COPY

METHOD BLANKS  
Page 1  
SUMMARY DATA SECTION  
Page 9

Thermoretec

British Nuclear Fuel  
Laboratory

Lab Reports

~~FORM NO. 1598~~  
CARD SUBSTITUTE

No. [REDACTED] Week Ending [REDACTED]

Name [REDACTED]

Report to Dispensary for your time card

All three shifts clock in on reverse of  
this card

8-4 & 4-12 Shifts report to dispensary  
before going to work

12-8 Shift report to dispensary before  
leaving plant at end of shift.

## Mallinckrodt Chemical Works

**Report to Dispensary for  
Exams  
Arriving and Leaving Work  
Time Cards**

FORM NO. 1598





~~CUI//PRVCY~~

FILM BADGE DATA SUMMARY

NAME [REDACTED] S.S. No. [REDACTED] File Nos. [REDACTED]

DATES: Birth [REDACTED]; U.D. Med. Exam. - First [REDACTED] Last [REDACTED]

YEARS IN MCW U.D. [REDACTED] First Film Badge Record Year [REDACTED] (1)

TERMINATED FROM ☐ Destrehan, ☐ W.S. To Parent Co. ☐ , Approx. Date [REDACTED]

PERIOD	RECORDED FILM BADGE RESULTS			COMMENTS
	GAMMA RAD	BETA REP	G + B RAD	
Cum. thru 12/52	[REDACTED]			
(2) CY 1953				
1954				
1955				
1956				
1957				
(3) 1958				
1959				
1960				
1961				
1962				
1963				
1964				
1965				
1966				
TOTALS				

For [REDACTED] years

Average per year [REDACTED]

LIFETIME DOSE STATUS

On [REDACTED], N-18 = [REDACTED] yrs. X 5 = [REDACTED] Rad. Gamma for AEC Guide

Percent of Guide = [REDACTED] Total Gamma ÷ [REDACTED] Guide Gamma X 100 = [REDACTED] %

- (1) Prior to 5/31/48, film badge program by University of Rochester.
- (2) For period prior to 1/53, data are summarized on single file card. Subsequent period summarized annually on individual card, or, on IBM printouts.
- (3) During start-up at Weldon Spring in 1958 and later, some persons were not badged because not involved in radiation work.

NAME [REDACTED] File Nos. [REDACTED] AEC [REDACTED]

Mallinckrodt Chemical  
Works

Film Badge Data Summary

~~CUI//PRVCY~~ **ENTERED**  
TOTAL DUST EXPOSURE  
WORK SHEET  
**VERIFIED**

NAME [REDACTED] CLOSING DATE [REDACTED]  
PLANT [REDACTED]

1 JOB	2 DATES JOB WORKED	3 TOTAL TIME WEEKS	4 DUST CONCENTRATION	5 COL. 3 x COL. 4
<div style="background-color: black; width: 100%; height: 100%;"></div>				

TOTAL WEEKS [REDACTED] COL. 5 \_\_\_\_\_

TOTAL COL. 3 = [REDACTED] YEARS  
52

TOTAL COL. 5 = \_\_\_\_\_ AVG/DUST CONC. (J)  
TOTAL COL. 3

in URINE

Mg/Liter	Date
<div style="background-color: black; width: 100%; height: 100%;"></div>	<div style="background-color: black; width: 100%; height: 100%;"></div>

Total Indicated Avg. Dust Conc. [REDACTED] (U)  $C_T =$  \_\_\_\_\_  $\mu\text{g}/\text{m}^3$

RAND TOTAL  $\frac{J + U}{2} =$  \_\_\_\_\_ for [REDACTED] Years

AME \_\_\_\_\_ I = \_\_\_\_\_

## Mallinckrodt Chemical Works

## Total Dust Exposure Work Sheets





## **K-25 – The World’s Largest Building**

K-25 was built in 1944 during the Manhattan Project as a Gaseous Diffusion Plant to enrich uranium. The four-story K-25 gaseous diffusion plant was the world's largest building, comprising over 5,264,000 square feet of floor space and a volume of 97,500,000 cubic feet, and was the world’s largest building under one roof. The mile-long, U-shaped building displaced the Pentagon as the world’s largest building when it was completed in the 1940s. It covered 44 acres and employed over 12,000 people.

The K-25/UCOR Records Center, while once having oversight from the Oak Ridge Operations Office, it is now part of DOE Office of Environmental Management, holds the following types of records to respond to EEO/CPA claims, as well, and is co-located with the CSC Records Management Library.

- **Medical Records (Some AEC and Fercleve Personnel)**
- **X-rays**
- **Personnel Records (of actual site staff)**
- **Payroll Records (of actual site staff)**
- **Accident/Injury Records**
- **We would not have RadCon data in that time frame**

## **K-25/UCOR Records Center**



# Any Questions?

*I am here to answer any  
questions you have and help you  
at any time.*

*Take care,  
Jenni*

**Jennifer (Jenni) G. Hamilton, NC-RM**  
**Senior Program Analyst**

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Management Field Official*

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Oak Ridge, Tennessee 37831*

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# Records Management Library Claims Search List Attachment 1

# Records Management Library Claims Search List

## Attachment 1

NAME: <input type="text"/>		SS#: <input type="text"/>	DOB: <input type="text"/>
<b>Computer Under Images</b>			
<a href="#">98-217 Film Badges Multiple Locations Boxes 1 &amp; 2</a>	<a href="#">98-225 NYOO Film Badge Reports (1952-1954)</a>	<a href="#">222 Multiple Contractors Film Badge Reports</a>	
<a href="#">98-224 TEC Injury/Illness Cases (6/44-11/44) Boxes 5,6,8 (Visually Search Forms)</a>	<a href="#">National Lead Cards</a>	<a href="#">Simmonds Saw and Steel Cards</a>	
<a href="#">185 Accident Cards</a>	<a href="#">06-013 BNFL Box 31</a>	<a href="#">06-013 BNFL Box 32</a>	
<a href="#">Middlesex Cards</a>			
<b>Front Area</b>			
<a href="#">Mallinckrodt Chemical Co. Urine Sample Cards</a>	<a href="#">Mallinckrodt Chemical Co Breath Sample Cards</a>	<a href="#">Maxon Subcontractor Employee Active Cards</a>	
<a href="#">Vitro Manufacturing Cards</a>	<a href="#">Hershaw Chemical Co Cards</a>	<a href="#">Linde Air Cards</a>	
<a href="#">12-121-Accident Cards (GI-Z only)</a>	<a href="#">ORAU Cabinets 1-104 and Search Boxes 1-30 located on Row A</a>	<a href="#">Mallinckrodt Chemical Co. Blood Count Cards</a>	
<a href="#">Mallinckrodt Chemical Co Physical Examinations</a>	<a href="#">Multiple Contractors Terminated Cards</a>	<a href="#">Lindsay Chemical Co. Cards</a>	
<a href="#">University of California Co. Cards</a>	<a href="#">Middlesex Co. Cards</a>	<a href="#">Rust Big Sheet</a>	
<a href="#">Kellex Company Cards</a>	<a href="#">TEC Personnel Index Cards</a>	<a href="#">New York Operations Cards</a>	
<a href="#">TEC Data Cards</a>			
<b>Row C</b>			
<a href="#">13-100 WSI Psychological Records</a>	<a href="#">98-217 Film Badges Multiple Locations (1947-1952) Box 3 (Bx's 1 &amp; 2 under Computer Images)</a>	<a href="#">14-021 WSI Personnel and Medical Records</a>	
<b>Row D</b>			
<a href="#">98-224 TEC Blood, Urine, Vision Test Boxes 1,3 and 5-17</a>	<a href="#">18-004 NSPS Personnel Medical Files &amp; Personnel Psychological Records</a>	<a href="#">Indexing All</a>	<a href="#">Print</a>

# Records Management Library Claims Search List

## Attachment 1

Row E			
98-220 Houdaille & Hershey First Aid	18-094 Isotek Medical Files 2008-2018	22-041 Isotek Medical Records	
1161 Rochester Univ, Univ of Cal., Iowa State, Mansanto Chem, Medal Hydrides Inc, Mallinckrodt	23-093 Radiation Exposure	Master List	
Row G			
97-241 Clearance Cards			
Row H			
97-242 TEC Personnel File			
97-243 TEC Medical File			
Row I			
01-012 Mallinckrodt Chem Co Personnel Salary Files	01-013 Mallinckrodt Chem Co PSQ's	01-014 Mallinckrodt Chem Co Personnel Wage Files	
01-015 Mallinckrodt Chem Co Terminated Clearance Cards	06-013 BNFL Co Files	98-229 Linde Air X-RAYS	
98-223 Houdaille & Hershey Medical/Accident Files	98-218 Lab Exams	98-226 Rust Engineering Files	
98-215 Linde Ceramic Files	12-131 Rochester Univ Files	20-021 X-Rays DOE Federal Employees	
98-216 Mancuso Study Carbide Boxes 6 & 12 only	12-184 AEC Security Box	20-006 X-Rays DOE Federal Employees	
Row 1		Row 7	
Shipment 03-267 Health Records		797 ORAU Boxes	
Row 39			
01-040 (1945-1963) Contractor Correspondence Records			
Other Systems			
DATS	RHTG	Other SF-135	

# Records Management Library Search Procedures Attachment 2



# Records Management Library Search Procedures

## Attachment 2

### SEARCH PROCEDURES FOR RECORDS REQUESTS TO THE RECORDS MANAGEMENT LIBRARY, BUILDING 1916T-2, OAK RIDGE, TENNESSEE

#### **I Request Information.**

All formal requests for information are coordinated through the local Federal Records Manager to the Records Management Library (RML). Requests include Freedom of Information Act (FOIA), Privacy Act, and Request for Information from stakeholders, Discovery Requests, Court Order/Subpoenas and Energy Employment Occupational Illness Compensation Program Act (EEOICPA). Requests may be received from the Chief Counsel, FOIA/Public Affairs (PA) Officer, or other Department of Energy (DOE) and Federal Offices.

#### **II Search Process**

Upon receipt of the request, RML personnel perform the following actions:

##### **A. General Information:**

1. Requests for records are received at RML and logged by RML staff personnel who then complete the appropriate request forms. See examples attached.
2. Requests are processed by searching files based on keywords provided by the requestor. Record searches are performed in collections and databases listed on records requests form. Local searches take place at the RML. Additional searches are performed when appropriate on records that have been transferred to offsite storage. The date range of the collections is from the mid 1940's to the present. However, not all collections span that time frame.
3. Refile all retrieved information in the original locations.
4. Copies of All documents found in response to the FOIA/EEOICPA searches are sent to the Classification Office for review to determine if any classified or sensitive information is present which may require redaction. Any documents that have been determined to be classified will be processed in accordance with existing procedures. After the documents have been reviewed by the Classification Office, they are returned to RML for records processing.

##### **B. FOIA Request/Privacy Act/Discovery**

1. When FOIA request searches are completed by RML, the staff scans copies and sends via Encrypted Entrusted email to the FOIA officer. RML will retain a complete electronic image of the package including the requests, forms, memo, and all attachments.
2. The following notebooks are listed in alphabetical order and should be searched for information pertaining to FOIA and Discovery requests:
  - a. **Retirement Contracts Notebook** consists of an alphabetical listing of contractors who have done business with DOE. The date range of the collection is from the mid 1940's to the mid 1980's. Records referring to retirement contracts should be cross-referenced by company names and projects to ensure all information is obtained. The Records Disposition Control Data Cards should be searched for this information which consist of contract information that includes contract name, number, office, retiring retention data, disposal authority and any information documented regarding the contract; the cards are filed by numeric or contract number.

# Records Management Library Search Procedures

## Attachment 2

- a. **RHA Historical Information Reference Book** consists of bibliographic and related materials regarding *The Manhattan Project and the History of the Atomic Energy Commission*, which was compiled by Roger Anders, DOE-HQ and Alice L. Buck. The documentation provides historical information for some of the documents retained in the Records Management Library.
- b. **Roger Anders (A HQ employee who created the finding aid) HQ Finding Aid**, consists of five finding aids packages of inactive ORO records, which are listed by section, series, and shipment numbers. The date range of the collection is from the mid 1940's to the late 1970's.

### **B. EEOICPA Request**

1. When EEOICPA search requests are completed by RML, they are forwarded to the EEOICPA group. RML also keeps a complete electronic image of these files for future reference.

**Note:** RML may receive requests that could be duplicates or like requests already completed. RML pulls the EEOICPA/FOIA Category Shipments to check names, social security numbers, birthdates etc. to determine if any material has already been pulled prior to this request. Previous FOIA Paperwork is also checked for information.

### **C. Databases at RML**

1. Document Management System (DM)/Share Point for SF-135 records retirement forms. If information is identified in this database, pull the SF-135's (retirement form) and retrieve the information that is responsive to the request.
2. Document Accountability Tracking System (DATS) database is used to track all secret and some unclassified documents that are housed in ORO. It tracks documents in/out that are transferred through the facility from Control Point to Control Point. (DOE Organizations)
3. Records Holding Task Group (RHTG) classified database.
4. Excel is used for documents that have been created and maintained by RML. The system is commercial and locally produced and contains finding aids that have been compiled historically to assist in records searches.

**Note:** If responsive documents are identified in the RHTG database, print history, and send the requested documents to the Classification Review office located in the FOB for review. Upon completion of a classification review, the documents are sent back to RML, marked appropriately or sanitized and the RML forwards the appropriate number of copies to the FOIA Officer. The FOIA Officer reviews the listing prior to pulling the documents to ensure that only responsive documents are pulled. The request is now closed unless the RML is notified by the FOIA office that the case needs to be reopened.

# Records Management Library Search Procedures

## Attachment 2

**B. Collections**

**Oak Ridge Operations Office Records Holding Task Group (RHTG)**

Series Title:	Records Holding Task Group (RHTG) Files	
Inclusive Dates:	1942 – 1980	
Arrangements:	Sequential by assigned documents number	
Volume:	355 cubic feet	(321 cubic feet classified) (34 cubic feet unclassified)
Description:	The series consists primarily of classified documents removed from other files. This is an artificial collection created for classified document accountability purposes. The documents were produced by many parents Oak Ridge Offices. The files cover a variety of subjects. The file contents were assembled with classified documents removed from Oak Ridge records collections, some of which are now in the custody of the National Archives. An item index, which is itself classified, has been prepared as a listing of the documents in the collection.	
Restrictions:	This series contains classified information	
Locations of Records:	Oak Ridge Operations Office Records Management Library, 230 Warehouse Road Building 1916T-2, Oak Ridge, Tennessee 37830	

# Records Management Library Search Procedures

## Attachment 2

### Oak Ridge Operations Office Request for Information for FOIA/EEOICPA/Discovery

Series Title:	Contracts, Contractors, Personnel Cards, Medical Cards, and Databases
Inclusive Dates:	1942 – 1980 (all files consist of these date ranges)
Arrangements:	Files are in alphabetical order by last name, first name, social security numbers, and document number
Volume:	25 Cabinets 455 Boxes 46 File Drawers
Description:	<p>The series consists of the following:</p> <p><b>Oak Ridge Associated Universities (ORAU) cabinets</b> consists of Medical Reports, Radiological Report, Industrial Hygiene, Dust Reports, Doctor's Notes, Cardiogram Reports, Radiation Counts, Dosimeter, Time cards, Urinalysis Reports, Exposure Reports, Breathe Radon Analysis, Occupational Summary, Physical Exam, Case Records, Dispensary Exam Records, Site Screener, Audio Gram, Judgment Letters, Workman's Compensation Letters, Surgeon Reports, Medical Expense, Safety Investigations, Loss Time Records, Progress Notes, Accident Reports, Optical Prescriptions, Clinical Microscopic Test, and Film Badge Data.</p> <p><b>Linde Air cards</b> consist of Film Badge Results, Radon Information, Hire Dates, Termination Dates, Job Titles, Shift Information, Social Numbers, and Birth Dates.</p> <p><b>Lindsay Chemical Co. cards</b> consist of Film Badge Results, Radon Information, Hire Dates, Termination Dates, Job Titles, Shift Information, Social Numbers, and Birth Dates.</p> <p><b>Vitro Manufacturing Co. cards</b> consist of Film Badge Results, Radon Information, Hire Dates, Termination Dates, Job Titles, Shift Information, Social Numbers, and Birth Dates.</p> <p><b>Simond Saw &amp; Steel Co. cards</b> consist of Film Badge Results, Radon Information, Hire Dates, Termination Dates, Job Titles, Shift Information, Social Numbers, and Birth Dates.</p> <p><b>Middlesex Co. cards</b> consist of Film Badge Results, Radon Information, Hire Dates, Termination Dates, Job Titles, Shift Information, Social Numbers, and Birth Dates.</p> <p><b>University of California cards</b> consist of Film Badge Results, Radon Information, Hire Dates, Termination Dates, Job Titles, Shift Information, Social Numbers, and Birth Dates.</p> <p><b>National Lead of Ohio cards</b> consist of Shifts Worked, Title, And Sites Worked.</p> <p><b>HarShaw Chemical Co. cards</b> consist of Social Number, Start Date, Date of Birth, Race, Urine Information, and Company Employer.</p> <p><b>Linde Ceramic's shipment 98-215</b> consists of Medical Folders, Clinical Chronology Files, Physical Examinations, Laboratory Examinations, Termination Date, and Employee Information.</p> <p><b>Tennessee Eastman Co. (TEC) Personnel index cards</b> consist of Social Numbers, Department Numbers, Pay Rate Information, Job Codes, Effective Employment Dates, Pager Numbers, Termination Dates, and Reason for Termination.</p>

# Records Management Library Search Procedures

## Attachment 2

**Tennessee Eastman Co. (TEC) data cards** consist of Employer Information, Termination Dates, Job Titles, Duty Description, and Fingerprint Dates.

**New York Operations cards** consist of Employee Information, Job Site, Job Titles, Access Information, and Site Duties.

**Kellex Co. cards** consist of Employee Information, Job Site Duties, and Clearance Level.

**Linde Air Products X-Rays shipment 98-229** consists of employee film X-Rays.

**Tennessee Eastman Co. (TEC) shipment 97-241** consists of Personnel Security Cards, Clearance Granted Information, Subcontract Relationships, Start Dates and Termination Date.

**Tennessee Eastman Co. (TEC) shipment 97-242** consists of Employee Records, Occupational History, Employee Status Change, Pay Rate Change, and Termination Date.

**Tennessee Eastman Co. (TEC) shipment 97-243** consists of Physical Examination, History Information, Treatment Reports, Diagnosis, Medical Termination, Laboratory Examinations, Clinical Records, Serological Test, and Doctor Notes.

**Mallinckrodt Chemical Co. terminated clearances. shipment 01-015** consists of Employee Information, Clearance Type, Received Date, Job Classification, Terminated Date, and Employer Requesting Clearance information.

**Mallinckrodt Chemical Co. personnel wage folders – (Destrehan Lab & Weldon Springs Lab shipment 01-014)** consist of Change of Status, Termination Clearance Sheet, Salary and Job Title Change, Employee Personnel Records, Termination Evaluation, Late and Absentee Records, Personnel Security Questionnaire, Address Change, Personnel, Requisition, Transfers, Employee Record Card, Cashier Record Cards, and Application Records.

**Mallinckrodt Chemical Co. personnel salary folders - (Destrehan Lab & Weldon Springs Lab shipment 01-012)** consist of Application for Employment, actual photos inserted in each folder, Salary, Job titles, Security Termination, Change of Status, Trip Reports, Personnel Security Questionnaires, Security Acknowledgement, Expense Report, Security Infraction, Progress Reports, Accounts Payable Information, Salary Upgrades, Development Reviews, Tuition Aid Record, Data Report for Spouses, Foreign Travel Report, Employment Transfer Requests, MCW Employee Relief Association Forms, Late and Absentee Records, and Overtime Status Records.

**Mallinckrodt Chemical Co. urine sample cards** consist of Employee Information, Urine Results, Date Processed, Clock Number, and Department Number.

**Mallinckrodt Chemical Co. blood count cards** consist of Employee Information, Doctors Name, Clock Number, Scheduled Times, and Test results.

**Mallinckrodt Chemical Co. Breathe sample cards** consist of Employee Information, Clock Number, Doctors Notes, and test results.

**Mallinckrodt Chemical Co. Physical Examinations** consist of Employee Information, Clock Number, Results, and Dates Processed.

**Terminated cards contain a variety of contractors (see attached contractor list)** which consist of Badge Numbers, Job Titles, Clearance Information, Salary Information, Termination Dates, Start Dates, and Employers Name.

# Records Management Library Search Procedures

## Attachment 2

**Maxon Construction Co./Maxon Subcontractor Employees active cards** consist of Employee Information, Hire Dates, Social Security Numbers, Company Employed, Clearance Level, Dates Clearance Granted and Termination Dates.

**East Tennessee Technology Park (ETTP) formerly K-25 Gaseous Diffusion Plant cards** consist of Employer Information, Termination Dates, Job Titles, and Duty Descriptions.

**RUST Engineering shipment 98-226** consists of Work History, Abstract Form, Hire Date Information, and Termination Date.

**British Nuclear Fuel, LTD (BNFL)** consists of Certificate of Analysis, Occupational Exposure Records; Request for Reports of Radiation Activity, Sensitive Personal Information is the social security numbers and badge information, and Dose Reports.

**Isotek Medical Records Shipment 22-041** consist of individual healthcare files dates 2007-2022. Medical history, occupational injury reports, physical examinations, exposure to toxic substances, treatment received.

**Isotek Medical Records Shipment 18-094** consist of individual healthcare files dates 2008-2018 Medical history, occupational injury reports, physical examinations, exposure to toxic substances, treatment received.

**National Strategic Protective Services (NSPS) Shipment 18-004** consist of former employees terminated from July 28, 2013, to October 20, 2017.

**Human Resource Employee Health Station DOE Shipment 20-006.** Consist of U.S. Department of Energy Employee Radiographs dated up to 2018

**DOE Retirement Form SF-135's on Document Management (DM)/SharePoint-** The Official DOE retirement form for all records retired to RML. These forms and shipment information are entered on the DM/SharePoint Database by Records Management Library. This form is completed by the organization retiring the files. RML then inputs the information into database for future access for RML usage.

**Document Accountability Tracking System (DATS) database-** is used to track all secret and some unclassified documents that are housed in ORO. It tracks documents in/out that are transferred through the facility from Control Point to Control Point.

**Records Holding Task Group Database (RHTG)** Classified Database that stores classified information retired to RML.

**Restrictions:** This series contains classified information, and restrictions are in place for access to this information.

**Locations of Records:** Oak Ridge Operations Office  
Records Management Library  
230 Warehouse Road  
Building 1916T-2  
Oak Ridge, Tennessee 37830

# Records Management Library Search Procedures

## Attachment 2

182 Companies/Contractors

### IV: RECORDS MANAGEMENT LIBRARY LISTING OF COMPANIES/CONTRACTORS

AERO PROJECTS, INC.  
ALBANY RESEARCH CENTER  
ALIQUPPA FORGE  
ALLEGHENY-LAND AND MINERAL COMPANY  
ALLIED CHEMICAL & DYE CORPORATION  
ALLIED CHEMICAL CORPORATION PLANT  
ALLIS-CHALMERS COMPANY  
ALUMNM COMPANY OF AMERICA (ALCOA) NEW KENSINGTON PA  
AMCHITKA ISLAND NUCLEAR EXPLOSION SITE  
AMERICAN BEARING CORPORATION  
AMERICAN CHAIN AND CABLE COMPANY  
AMERICAN MACHINE AND FOUNDRY  
AMES INTERNATIONAL, INC.  
ANACONDA COMPANY  
ARGONNE NATIONAL LABORATORY-EAST  
ARGONNE NATIONAL LABORATORY-WEST  
ARMCO-RUSTLESS IRON & STEEL  
ARMOUR RESEARCH FOUNDATION  
ASHLAND OIL AND REFINING COMPANY  
BABCOCK & WILCOX COMPANY  
BAKER-PERKINS COMPANY  
BATTELLE COLUMBUS LABORATORUES  
BATTELLE MEMMORIAL INSTITUTE  
BENDIX AVIATION CORPORATION  
BERYLLIUM CORPORATION OF AMERICA - HALETON PA  
BERYLLIUM CORPORATION OF AMERICA - READING PA  
BERYLLIUM METALS AND CHEMICAL CORPORATION  
BERYLLIUM PRODUCTION PLANT – OHIO  
BETHLEHEM STEEL COMPANY  
BIRDSBORO STEEL & FOUNDRY  
BLISS EXTERMINATOR COMPANY  
BLOCKSON CHEMICAL COMPANY  
BONUS REACTOR PLANT  
BRIDGEPORT BRASS COMPANY  
BRIDGEPORT BRASS COMPANY HAVENS LAB  
BRITISH NUCLEAR FUEL LABORATORY (BNFL)  
BROOKHAVEN NATIONAL LABORATORY  
BRUSH BERYLLIUM COMPANY CLEVELAND OH  
BRUSH BERYLLIUM COMPANY DETROIT MI  
BRUSH BERYLLIUM COMPANY ELMORE OH  
BRUSH BERYLLIUM COMPANY LORAIN OH  
BURNS & ROE, INC.



# Records Management Library Search Procedures

## Attachment 2

C H SCHNOOR  
CALIFORNIA RESEARCH CORPORATION  
CARPENTER STEEL COMPANY  
CHAPMAN VALVE MANUFACTURING COMPANY  
CINCINNATI MILLING MACHINE COMPANY  
CLARKSVILLE FACILITY  
COLONIAL IRON WORKERS COMPANY  
NATIONAL LEAD COMPANY OF OHIO (NLO INC.)  
COMBUSTION ENGINEERING COMPANY INC.  
CONNECTICUT AIRCRAFT NUCLEAR ENGINE LAB, CANEL  
COORS PORCELAIN COMPANY  
COPPERWELD STEEL  
CRANE COMPANY  
CRUCIBLE STEEL COMPANY  
DANA HEAVY WATER PLANT  
DOW CHEMICAL COMPANY  
DU PONT, DE NEMOURS & COMPANY  
EDGERTON GERMESHAUSEN & GRIER, INC.  
ELECTRO METALLURGICAL  
ENERGY TECH ENGR'G CTR/ATOMICS INTL/ROCKETDYNE  
EXTRUSION PLANT, REACTIVE METALS INC.  
FANSTEEL METALLURGICAL CORPORATION  
FEED MATERIALS CENTER CORPORATION (FMC)  
FENN MACHINERY COMPANY  
FENWAL, INC.  
FERMI NATIONAL ACCELERATOR LABORATORY  
GENERAL ATOMICS COMPANY  
GENERAL ELECTRIC COMPANY  
GENERAL ELECTRIC PLANT  
GENERAL ELECTRIC VALLECITOS  
GERITY-MICHIGAN CORPORATION  
GRANITE CITY STEEL  
HALLAM SODIUM GRAPHITE REACTOR  
HANFORD SITE  
HARSHAW CHEMICAL COMPANY  
HEALD MACHINE COMPANY  
HEPPENSTALL COMPANY  
HERRING-HALL MARVIN SAFE COMPANY  
HOOKER ELECTROCHEMICAL COMPANY  
HORIZONS, INC.  
HUNTINGTON PILOT PLANT

# Records Management Library Search Procedures

## Attachment 2

IDAHO NATIONAL ENGINEERING LABORATORY  
INTERNATIONAL NICKEL COMPANY BAYONNE LABORATORIES  
ISOTECK  
IOWA ORDNANCE PLANT  
JESSOP STEEL COMPANY  
JOSLYN MANUFACTURING AND SUPPLY COMPANY  
KANSAS CITY PLANT  
KELLEX CORPORATION  
KERR-MCGEE OIL INDUSTRIES INC.  
LA POINTE MACHINE AND TOOL COMPANY  
LADISH COMPANY  
LAKE ONTARIO ORDNANCE WORKS COMPANY  
LANDIS MACHINE TOOL COMPANY  
LAWRENCE BERKELEY NATIONAL LABORATORY  
LAWRENCE LIVERMORE NATIONAL LABORATORY  
LINDE AIR PRODUCTS COMPANY  
LINDE CERAMICS PLANT  
LOS ALAMOS MEDICAL CENTER  
LOS ALAMOS NATIONAL LABORATORY  
MADISON SITE (SPECULITE)  
MALLINCKRODT CHEMICAL COMPANY DESTREHAN ST. PLANT  
MASSACHUSETTS INSTITUTE OF TECHNOLOGY  
MATHIESON CHEMICAL COMPANY  
MEDINA & GIL MAINTENANCE COMPANY INC.  
METALS AND CONTROLS CORPORATION  
MIDDLESEX SAMPLING PLANT  
MITTS & MERREL COMPANY  
MONSANTO CHEMICAL COMPANY  
MOUND PLANT  
NATIONAL BERYLLIA  
NATIONAL BUREAU OF STANDARDS  
NATIONAL STRATEGIC PROTECTIVE SERVICES (NSPS)  
NAVAL RESEARCH LABORATORY  
NETGAIN  
NEVADA TEST SITE  
NEW BRUNSWICK LABORATORY  
NEW ENGLAND LIME COMPANY  
NORTON COMPANY  
NUCLEAR MATL & EQUIP CORPORATION (NUMEC) APOLLO, PA  
NUCLEAR MATL & EQUIP CORPORATION (NUMEC) PARKS TOWNSHIP  
NUCLEAR METALS, INC.

# Records Management Library Search Procedures

## Attachment 2

OAK RIDGE GASEOUS DIFFUSION PLANT (K-25) (ETTP)  
OAK RIDGE HOSPITAL (METHODIST MEDICAL CENTER)  
OAK RIDGE INSTITUTE FOR SCIENCE EDUCATION  
OAK RIDGE NATIONAL LABORATORY (ORNL) (X-10)  
OLIVER CORPORATION  
PACIFIC NORTHWEST NATIONAL LABORATORY  
PACIFIC PROVING GROUND  
PADUCAH GASEOUS DIFFUSION PLANT  
PANTEX PLANT  
PEEK STREET FACILITY 1  
PICATINNY ARSENAL  
PINELLAS PLANT  
PORTSMOUTH GASEOUS DIFFUSION PLANT (PGDP)  
PRECISION EXTRUSION COMPANY  
REED ROLLED THREAD COMPANY  
ROCKY FLATS PLANT  
SANDIA LABORATORY, SALTON SEA BASE  
SANDIA NATIONAL LABORATORIES  
SANDIA NATIONAL LABS - LIVERMORE  
SAVANNAH RIVER SITE  
SCIAKY BROTHERS, INC.  
SENECA ARMY DEPOT  
SEPARATIONS PROCESS RESEARCH UNIT (AT KNOLLS LAB)  
SEYMOUR SPECIALTY WIRE  
SHATTUCK CHEMICAL  
SHIPPINGPORT ATOMIC POWER PLANT  
SIMONDS SAW AND STEEL COMPANY  
SOUTH ALBUQUERQUE WORKS  
SPENCER CHEMICAL COMPANY  
SPENCER CHEMICAL COMPANY JAYHAWKS WORKS  
STANFORD LINEAR ACCELERATOR CENTER  
SUPERIOR STEEL COMPANY  
SYLVANIA CORNING NUCLEAR CORPORATION-HICKSVILLE PLANT  
TENNESSEE VALLEY AUTHORITY (TVA)  
TEXAS CITY CHEMICALS, INC.  
TITANIUM ALLOYS MANUFACTURING  
TORRINGTON COMPANY  
U S STEEL COMPANY NATIONAL TUBE DIVISION  
UNITED NUCLEAR CORPORATION  
UNIVERSITY OF CALIFORNIA  
UNIVERSITY OF CHICAGO  
UNIVERSITY OF ROCHESTER MEDICAL LABORATORY  
VENTRON CORPORATION  
VITRO MANUFACTURING  
VULCAN TOOL COMPANY  
WACKENHUT  
W. R. GRACE  
W. E. PRATT MANUFACTURING COMPANY  
W. R. GRACE AND COMPANY  
W. R. GRACE COMPANY AGRICULTURAL CHEMICAL DIV.  
WATERTOWN ARSENAL  
WELDON SPRING PLANT

# Records Management Library Search Procedures

## Attachment 2

75 Other Companies

### **Other Companies/Corporations Identified for which We Have Verified Employment:**

**Morrison's Company  
Charles Hobson Company, Inc.  
Hickman Brothers Inc.  
Eagle Construction Company  
Atlantic Industries, Inc.  
John Curze Inc.  
Tri-State Roofing Company of Tennessee  
Goodyear Atomic Corporation and Oil, Chemical and Atomic Workers International Union  
Grinnell Company  
Microcard Foundation  
Holston Oxygen Corporation, Inc.  
John A. Johnson Contracting Company  
EG&G Corporation  
Albott, Lester & Company  
Paul Chemical Company  
British Nuclear Fuel, LTD (BNFL)  
Pinkerton Security, Inc.  
Colt Industries  
AirResearch  
Boeing  
Continental Production Corporation  
Roane Anderson, Company  
Dames & Moore, Inc.  
Temperature Control Inc.  
Rentenbach Engineering Company  
Peter Kiewit Son's Company  
University of Tennessee  
Williams Construction Company  
Ralph Roger's Company  
M.K. Ferguson Company  
Eastman Kodak Company  
Hartman Brothers  
Hanley Corporation**

# Records Management Library Search Procedures

## Attachment 2

Southern Long & Haggerty  
JA Jones Construction Company  
Dykes & Gerhardt Construction Company  
Edenfield Electric Company  
Harlan  
Clinton Engineer Works  
Maxon Construction Company Inc.  
Rust Engineering Corporation  
Union Carbide Chemical Company  
F.H. McGraw  
Kaigh & Hughes  
Morrison Knudsen Corporation  
Fairchild Engine & Airplane Corporation  
Johnson & Johnson Company  
White Laboratories  
Atomic Energy Commission (AEC)  
Loest End Electric  
Ford Bacon and Davis  
Treco Construction  
Powell Erection Services  
Melter's Crane & Erection Service  
C. Reed Davis  
ATI  
Bechtel Jacobs Corporation (BJC)  
Carrier Corporation  
Martin Marietta Energy Systems (MMES)  
Tennessee Roofing  
Fercleve Corporation  
Manhattan Project  
Powers Regulator Controls  
Karl Koch Erecting Service  
Stewart Mechanical  
M.W. Kellog  
Tibbetts Construction  
Ben Burnette Company  
Midwest Piping Company  
Reynolds - Newberry Company  
V.L. Nicholson  
Cleveland Electric  
GAT Local #575  
Pittsburgh Steel  
Ralph Rogers Company