REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA Use Only)
TO **NATIONAL ARCHIVES AND RECORDS ADMINISTRATION WASHINGTON, DC 20408**		JOB NUMBER N1-431-08-18
1 FROM (Agency or establishment) **U.S. Nuclear Regulatory Commission**		DATE RECEIVED 7/31/08
2 MAJOR SUBDIVISION or PROGRAM **Office of Nuclear Reactor Regulation**		**NOTIFICATION TO AGENCY** In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10
3 MINOR SUBDIVISION		
4 NAME OF PERSON WITH WHOM TO CONFER Deborah H Armentrout, CRM	5 TELEPHONE 301-415-7228	DATE 8/3/08 ARCHIVIST OF THE UNITED STATES Adrienne Thomas

6 **AGENCY CERTIFICATION**

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached_page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

☒ is not required, ☐ is attached, or ☐ has been requested

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
07/25/08	for Russell A. Nichols Margaret A Janney, CRM/NS	NRC Records Officer

7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS or Superseded Job Citation	10 Action Taken (NARA Use Only)
	Title **Reactor Programs System** (See Attached Schedule) Ben John Hughes 7/14/08 NRR PMDA Director Date N. Sanchez 7/22/08 Office of General Counsel Date		

REACTOR PROGRAMS SYSTEM (RPS)

RPS supports the NRC mission and strategic goals by providing the capability for planning, scheduling, conducting, reporting, and analyzing inspection activities at nuclear power reactors and other facilities handling radioactive materials in the United States It is used as a tool for implementing the policy and inspection guidance for Programs assigned to the NRC regional offices and assesses the effectiveness and uniformity of the Region's implementation of those programs It is used to plan and schedule licensing and other regulatory activities and provides information supporting the NRC's license fee collection process for the facilities

RPS provides a concise record of activities associated with the regulation of power reactors by the NRC RPS contains no unique records, and there is no public access to RPS.

1) **Inputs/Source Documents**
   a) **Licensee Identification Data**
   Information is obtained from reports and applications received from licensees.
   b) **Inspection and Inspection Planning Activities**
   Imported from standard plans for inspections and customized to meet the specific needs of the license or the inspection activity
   c) **Inspector Identity**
   NRR and regional staff enter data on schedules and work assignments NRC employees enter the number of regular and non-regular hours worked into the agency's time & labor system (HRMS). Actual labor hour data is copied to the RPS client server data base
   d) Additional RPS information is entered manually by responsible project managers and staff based on the scope of the inspection activities and completion of these activities

Approval by Archivist not needed.

Disposition: TEMPORARY. Information used to provide input to RPS is cut off after data has been entered and the information is verified to be correct The input and source documents are transferred to the NRC Document Processing Center for entry into Agencywide Documents Access and Management System (ADAMS) or other appropriate recordkeeping system after cut off. After entry into the recordkeeping system, the documents are destroyed in accordance with the appropriate approved records schedule Instruction

2) **Master Files**
   Information managed within RPS, includes
   a) **Licensee Identification Data**
      - General information (Docket Number, Site and Unit, Location, Owner, Contacts)
      - Facility characteristics (e g., Manufacturer, Licensee, Power Rating, Designer)
      - Licenses (Type, Expiration, Status)
   b) **Inspection Activities (Planning and Findings)**
      - Inspection Program Element (IPE)
      - Inspection Procedures
      - Inspection Documents (ML number references and dates)
      - Previous Findings Closeout
      - SALP and Performance Indicators Information
      - Construction Inspection Information Management
      - Safety Issues Management
   c) **Staff Identity** (Name, Organization, Actual Hour Data)

Disposition: TEMPORARY Maintain the information in the RPS tables for as long as the NRC administers the licensing and inspection of Nuclear Power Plant Facilities Cut off when the function is terminated or RPS is decommissioned Transfer the information to the successor system and delete or destroy the RPS tables 1 year after cut off

3) **Outputs**

Data can be retrieved using any of the fields in the database. No information in RPS is publically available

a) **System Reports**

Standard reports are identified in Attachment 4 Reports created from the information in RPS are used for the administration of the power reactor licensing programs

Disposition: TEMPORARY Cut off and destroy when no longer required for business purposes

b) **Electronic Information Transferred to FEES**

An electronic file is prepared from the RPS data and is submitted to FEES {OCFO] and used to compile quarterly contract costs as input to invoice Licensees

Disposition: TEMPORARY Cut off and destroy when no longer required for business purposes

4) **RPS System Documentation**

System Documentation has been developed for RPS in accordance with NUREG/BR-0167, "Software Quality Assurance Program & Guidelines " The following work products are typical of the documentation developed and which are stored in Rational ClearCase.

- Data Dictionary
- Build and Installation Instructions
- Logical Design
- Online Help
- Operational Support Guide
- Physical Design
- Project Action Plan
- Project Charter
- Tactical Integration Plan
- Test Plan
- Training Material
- User Guide

~~a) Current Versions of the Documentation~~

Retain current revisions of these records in a controlled repository (e g , Rational Suite or ADAMS) until development is complete and the software is operational Transfer the final approved versions and subsequent revisions of these documents to ADAMS or other approved record keeping system in a format acceptable to the ADAMS administrators and Records Officer.

Approval by Archivist not needed.

Disposition: TEMPORARY Cut off when the documents are superseded and destroy 1 year after cut off GRS 20/11a(1)

~~b) Final System Documentation~~

Disposition: TEMPORARY Cut off when RPS is decommissioned or superseded Destroy 1 year after cut off GRS 20/11a(1)

Approval by Archivist not needed.