

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-220-05-2	
1. FROM (Agency or establishment) U.S. Nuclear Waste Technical Review Board		DATE RECEIVED 9/15/05	
2. MAJOR SUBDIVISION		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Victoria F. Reich	5. TELEPHONE 703-235-4486	DATE 7/28/06	ARCHIVIST OF THE UNITED STATES [Signature]

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached _____ page(s) are not 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 9/16/05	SIGNATURE OF AGENCY REPRESENTATIVE Victoria Reich	TITLE Librarian
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>The Nuclear Waste Technical Review Board is implementing an electronic recordkeeping system for the retention of its e-mail and other electronic documents. Therefore, we are seeking to revise our Records Dispositions Authority to include these records. This is a media neutral schedule.</p> <p>a. Board meeting records Board meeting transcriptions, handouts from presenters, agendas, business meeting minutes produced exclusively in electronic format. Arranged chronologically by meeting.</p> <p>PERMANENT. Cut off annually. transfer to the National Archives in 5 year blocks when the newest record is 5 years old. At the time of transfer, NARA and NWTRB will determine the medium and format in which records will be transferred as well as their arrangement. Every effort will be made to transfer records electronically in accordance with the standards for permanent electronic records contained in 36 CFR 1228.270 and other related NARA guidance. If transfer in electronic medium is not feasible, prior to transfer, with Nara concurrence, records will be converted to paper.</p> <p>b. Board meeting background Correspondence produced exclusively in electronic format, relating to the organization of the meeting, the development of the agenda, thank you letters retained for reference value only. Arranged chronologically by meeting.</p> <p>TEMPORARY. Destroy when no longer needed. Not to exceed the life of the Board.</p> <p>cc Agency NWMD NAWME NAWMW</p>	<p>per records officer, Victoria Reich, e-mail of 3/16/06</p> <p>Crossed off per e-mail of 3/15/06 concurrence of RO, Victoria Reich, with Mary Hayden.</p>	

REQUEST FOR RECORDS DISPOSITION AUTHORITY-CONTINUATION		JOB NUMBER	PAGE OF
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
2.	<p>a. Executive level correspondence Incoming and outgoing, correspondence, faxes and e-mails produced exclusively in electronic format, issued by or addressed to Board members, the Executive Director, or deemed to be executive level correspondence,</p> <p>(con't) Communications with Members of Congress, the Secretary of Energy, Director of OCRWM, or their representatives.</p> <p>PERMANENT. Cut off annually. transfer to the National Archives in 5 year blocks when the newest record is 5 years old. At the time of transfer, NARA and NWTRB will determine the medium and format in which records will be transferred as well as their arrangement. Every effort will be made to transfer</p> <p>(con't) records electronically in accordance with the standards for permanent electronic records contains in 36 CFR 1228.270 and other related NARA guidance. If transfer in electronic medium is not feasible, prior to transfer, with Nara concurrence, record will be converted to paper.</p> <p>b. General program correspondence Incoming and outgoing correspondence, non-Board meeting or Board trip reports, faxes and e-mails produced exclusively in electronic format, issued by or addressed to Board program staff deemed to have reference value.</p> <p>TEMPORARY. Destroy when no longer needed. Not to exceed the life of the Board.</p>		
3.	<p>Publications Reports to Congress, newsletters, press releases, or any other item prepared by the board for distribution to the public produced exclusively in electronic format.</p> <p>PERMANENT. Cut off annually. transfer to the National Archives in 5 year blocks when the newest record is 5 years old. At the time of transfer, NARA and NWTRB will determine the medium and format in which records will be transferred as well as their arrangement. Every effort will be made to transfer</p> <p>(con't) records electronically in accordance with the standards for permanent electronic records contains in 36 CFR 1228.270 and other related NARA guidance. If transfer in electronic medium is not feasible, prior to transfer, with Nara concurrence, record will be converted to paper.</p>		
4.	<p>Electronic mail and word processing system copies. Electronic copies of records created on e mail and wp systems and used solely to generate a record keeping copy of the records.</p> <p>Temporary. Destroy/delete after the record keeping copy has been produced and when no longer needed for reference, updating, revision, or dissemination.</p>		<p>Crossed off schedule per e mail, dtd 3/13/06 of RO, Victoria Reich, with Mary Haynes</p> <p>Added per e-mail concurrence of Records Manager, Victoria Reich, to Mary Haynes</p>