

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0431-2016-0002

Request for Records Disposition Authority

Records Schedule Number DAA-0431-2016-0002

Schedule Status Returned Without Action

Agency or Establishment Nuclear Regulatory Commission

Record Group / Scheduling Group Records of the Nuclear Regulatory Commission

Records Schedule applies to Agency-wide

Schedule Subject Input Source Records

Internal agency concurrences will be provided Yes

Background Information

One of the Nuclear Regulatory Commission's (NRC) missions is to administer the agency's Information and Records Management Program, including the management of all Agency information. This mission is implemented in accordance with the Presidential Memorandum on Managing Government Records, dated November 28, 2011, 36 CFR, Chapter XII, Subchapter B – Records Management and related statutes and regulations by requiring Agencies to manage their electronic records more effectively and to operate more efficiently. NRC supports this effort by developing new/updated policies, guidance, and procedures, especially in developing functional, rather than office-based, retention schedules. NRC is revising its comprehensive records schedule using a two-prong approach: 1 – records and information will be scheduled according to the Agency's lines of business; and 2 – records and information will be retained using "big buckets", large aggregates consisting of items covering multiple records series and/or records in electronic systems. To manage records and information according to the Agency's lines of business, NRC will arrange records by Information Business Categories, Information Business Functions and Information Business Activities.

For this schedule, Input Source Records, the Business Category is Organizational Support; the Business Function is Information Resource Management (IRM) and the Business Activity is Operations.

The Organizational Support Category consists of efforts performed by many NRC Offices that include NRC-unique administrative functions common to agencies of the Federal government.

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The Information Resource Management (IRM) Function efforts include managing records and information. This approach involves the management and coordination of information collection, storage, and dissemination, and destruction of records and information. The Operations Activity includes, but not limited to, records delivery and retrieval to/from off-site storage; maintenance of the micrographic equipment; updating living document files; coordinating electronic conversion and delivery of legacy paper records and handling paper source documents processed into NRC's official recordkeeping system, Agencywide Documents Access and Management System (ADAMS).

This schedule is to supersede citations in NRC's Comprehensive Records Schedule, NUREG-0910, Revision 4, for paper and electronic records used as the source to create ADAMS (or other RIM certified electronic recordkeeping system) electronic records.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	1

GAO Approval

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Records Schedule: DAA-0431-2016-0002

Outline of Records Schedule Items for DAA-0431-2016-0002

Sequence Number	
1	Input Source Records Disposition Authority Number: DAA-0431-2016-0002-0001

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Records Schedule: DAA-0431-2016-0002

Records Schedule Items

Sequence Number	
1	<p>Input Source Records</p> <p>Disposition Authority Number DAA-0431-2016-0002-0001</p> <p>Records include hardcopy, analog and digital input/source records used to create, update, or modify electronic records incorporated in their entirety into an electronic recordkeeping system (RIM certified).</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>GRS or Superseded Authority Citation DAA-GRS-2013-0001-0002</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off upon successful conversion of hardcopy, analog, or digital copies.</p> <p>Retention Period Destroy thirty (30) days after successful conversion and entry into a certified electronic recordkeeping system.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

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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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
10/03/2016	Certify	Deborah Armentrout	Records Officer	NRC - NRC
04/12/2017	Return Without Action	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services