NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-431-00-010

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 2/24/2021

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 1e. ADAMS document profiles and ADAMS document packages.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1a Superseded by DAA-GRS-2015-0001-0001 Items 1b-1c Superseded by DAA-GRS-2017-0003-0002 Item 1d Superseded by DAA-GRS-2015-0001-0001 Item 2a Superseded by DAA-GRS-2015-0001-0001 Items 2b-2c Superseded by DAA-GRS-2017-0003-0002 Item 2d Superseded by DAA-GRS-2015-0001-0001 Item 3a Superseded by DAA-GRS-2014-0005-0007 thru DAA-GRS-2014-0005-0016 and DAA-GRS-2015-0001-0005 Items 3b-3c Superseded by DAA-GRS-2017-0003-0002 Item 3d Superseded by DAA-GRS-2014-0005-0007 thru DAA-GRS-2014-0005-0016 and DAA-GRS-2015-0001-0005 Item 4a Superseded by DAA-GRS-2015-0001-0001

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Items 4b-4c Superseded by DAA-GRS-2017-0003-0002 Item 4d Superseded by DAA-GRS-2015-0001-0001 Item 4e Superseded by DAA-GRS-2013-0005-0002 Item 5a1 Superseded by DAA-GRS-2015-0001-0001 Item 5a2-5a3 Superseded by DAA-GRS-2017-0003-0002 Item 5a4 Superseded by DAA-GRS-2015-0001-0001 Item 5a5 Superseded by DAA-GRS-2013-0005-0002 Item 5b1 Superseded by DAA-GRS-2015-0001-0001 Items 5b2-5b3 Superseded by DAA-GRS-2017-0003-0002 Item 5b4 Superseded by DAA-GRS-2015-0001-0001 Item 5c1 Superseded by DAA-GRS-2015-0001-0001 Items 5c2-5c3 Superseded by DAA-GRS-2017-0003-0002 Item 5c4 Superseded by DAA-GRS-2015-0001-0001 Items 6a-6b Superseded by DAA-GRS-2015-0001-0001 Items 6c-6d Superseded by DAA-GRS-2017-0003-0002 Item 6e Superseded by DAA-GRS-2015-0001-0001 Item 6f Superseded by DAA-GRS-2013-0005-0002 Item 7a Superseded by DAA-GRS-2013-0003-0001 and DAA-GRS-2015-0001-0005 Item 7b-7c Superseded by DAA-GRS-2017-0003-0002 Item 7d Superseded by DAA-GRS-2013-0003-0001 and DAA-GRS-2015-0001-0005 Item 8a Superseded by DAA-GRS-2015-0001-0001 Items 8b-8c Superseded by DAA-GRS-2017-0003-0002 Item 8d Superseded by DAA-GRS-2015-0001-0001 Item 8e Superseded by DAA-GRS-2013-0005-0002 Item 9a

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Superseded by DAA-GRS-2015-0001-0001 Items 9b-9c Superseded by DAA-GRS-2017-0003-0002 Item 9d Superseded by DAA-GRS-2015-0001-0001 Item 9e Superseded by DAA-GRS-2013-0005-0002 Items 10b-10c Superseded by DAA-GRS-2017-0003-0002 Item 10d DAA-GRS-2015-0001-0001

REQUEST FOR RECORDISPOSITION AUTHORITY (See Instructions on reverse) 0 NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 0 NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 0 NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 0 NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 0 NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 0 NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 0 NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 0 NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 0 NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 0 NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 0 NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NIR) WASHINGTON 0 DATE MARCHIVES ADMINISTRATION (NIR) WASHINGTON 0 ADMINISTRATION (NIR) WASHINGTON 0 ADMINISTRATION (NIR) WASHINGTON 0 DATE MARCHIVES WASHINGTON ADMINISTRATION (NIR)		, ,
O NATIONAL ARCHVES and RECORDS ADMINISTRATION (NIR) DATE RECEIVED WASHINGTON, DC 20408 IIIIII - 1199 9 FROM (Agency or establishment) U.S. Nuclear Regulatory Commission Interpretation of 44 MAJOR SUBDIVISION Advisory Committee on Nuclear Waste Interpretation of 44 MINOR SUBDIVISION Interpretation of Advisory Committee on Nuclear Waste Interpretation of 44 MINOR SUBDIVISION Interpretation of Advisory Committee on Nuclear Waste Interpretation of Advisory Committee on Nuclear Waste John Harris 301-415-5685 Interpretation of THEURADOW IN CONFER Interpretation of THEURADOW IN CONFER John Harris 301-415-5685 Interpretation of THEURADOW IN CONFER Interpretation of THEURADOW IN CONFER John Harris 301-415-5685 Interpretation of THEURADOW IN CONFER Interpretation of THEURADOW IN CONFER John Harris 301-415-5685 Interpretation of THEURADOW IN CONFER Interpretation of THEURADOW IN CONFER John Harris 301-415-5685 Interpretation of THEURADOW IN CONFER Interpretation of THEURADOW IN CONFER John Harris John Harris SUBALTURE OF REPRESENTATIVE Interpretation of THEURADOW IN CONFER Jerreditation of THE AND PROPOSED DISPOSITION 9 OBS OR 10 ACTIO		JOB NUMBER
FROM (Agency or establishment) U.S. Nuclear Regulatory Commission In accordance with the provisions of 44 U.S. Nuclear Regulatory Commission In accordance with the provisions of 44 MINOR SUBDIVISION Advisory Committee on Nuclear Waste MINOR SUBDIVISION In accordance with the provisions of 44 U.S. C. 3308 the disposition of 44 U.S. C. 3308 the disposition of 44 MINOR SUBDIVISION In accordance with the provisions of 44 MINOR SUBDIVISION In accordance with the provisions of 44 NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE John Harris 301-415-5885 AGENCY CERTIFICATION DATE hereby certify that 1 am authorized to act for this agency in matters pertaining to the disposition of its records 1 finits agency or will not be needed after the retention periodStappecified; and that written concurrence from the disperiton of files, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, 1 is not required; is attached; or a DESCRIPTION OF ITEM AND PROPOSED DISPOSITION 9 GRS OR 10 ACTION SUBARUME CAdvisory Committee on Nuclear Waste ADAMS seen deterronic information system that maintains the Nuclear Regulatory Commission's (NRC's) unclassified official programmatic and administrative broods in a centralized celectronid documents for information dystem the an asso	 NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 	DATE RECEIVED
MADR SUBDIVISION U.S.C. 3303a the disposition request, including amendments, segred except for times that may be hands? "disposition not approved or "withdrawn" in column 10 NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE John Harris 301-415-5885 AGENCY CERTIFICATION 5. TELEPHONE hereby certify that 1 am authorized to act for this agency in matters pertaining to the disposition of its records of this agency or will not be needed after the retention periodsspecified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, Image State S		NOTIFICATION TO AGENCY
NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE DATE ARCBMSTOF THE UNDER STATES John Harris 301-415-5885 DATE ARCBMSTOF THE UNDER STATES AGENCY CERTIFICATION fish agency or will not be needed after the retention periodSappecified; and that written concurrence from the ideneral Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal 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. ATE SIGNATURE OF AGENCY REPRESENTATIVE TITLE Variable A DESCRIPTION OF ITEM AND PROPOSED DISPOSITION 9 ORS OR OR OR OT TAKEN (NARA JOB CITATION VAR A DESCRIPTION OF ITEM AND PROPOSED DISPOSITION 9 ORS OR OR OR OT TAKEN (NARA JOB CITATION VAR A DESCRIPTION OF ITEM AND PROPOSED DISPOSITION 9 ORS OR OR OT TAKEN (NARA JOB CITATION VAR A DESCRIPTION OF ITEM AND PROPOSED DISPOSITION 9 ORS OR OR OT TAKEN (NARA JOB CITATION VAR B DESCRIPTION OF ITEM AND PROPOSED DISPOSITION 9 ORS OR OR OT TAKEN (NARA JOB CITATION		U.S.C 3303a the disposition request, including amendments, is approved except for
John Harris 301-415-5885 1-7-02 Multical AGENCY CERTIFICATION hereby certify that 1 am authorized to act for this agency in matters pertaining to the disposition of its records of this agency or will not be needed after the retention periodsaspecified; and that written concurrence from the ieneral Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal genetics. Image: Signature of the provisions of Title 8 of the GAO Manual for Guidance of Federal genetics. Image: Signature of Federal genetics. Image: Signature of AGENCY REPRESENTATIVE Image: Signature of AGENCY REPRESENTATIVE Image: Signature of AGENCY REPRESENTATIVE Image: Signature of AGENCY REPRESENTATIVE Image: Signature of AGENCY REPRESENTATIVE Image: Signature of AGENCY REPRESENTATIVE Image: Signature of AGENCY REPRESENTATIVE Image: Signature of AGENCY REPRESENTATIVE Image: Signature of AGENCY REPRESENTATIVE Image: Signature of AGENCY REPRESENTATIVE Image: Signature of AGENCY REPRESENTATIVE Image: Signature of AGENCY REPRESENTATIVE Image: Signature of the NRC Advisory Committee on Nuclear Waste Agencywide Documents Access and Management System (ADAMS) Problemmatic Records of the NRC Advisory Committee on Nuclear Waste AdAMS Pan electronic information system that maintains the Nuclear Regulatory Commission's (NRC) on classified official programmatic and administration (NAR A) regulations to ensure NARA approval of ADAMS as an official electronic is documents in ADAMS is designed to meet all National Archives and Records Administration (NAR A) regulations to ensure NARA approval of ADAMS as an official e	MINOR SUBDIVISION	items that may be marked "disposition not approved" or "withdrawn" in column 10
AGENCY CERTIFICATION 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 disposition of Title 8 of the GAO Manual for Guidance of Federal Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Accounting Office, and that written concurrence from the beneral Accounting Office, and that written concurrence from the Counting Office, and that written concurrence from the Count of the Accounting Office and Accou		
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 attachedi page(s) are not now needed for the business for this agency or will not be needed after the retention periodsæpecified; and that written concurrence from the leneral Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Vencies, Image: the interval of the interval o		1-7-02 10th
8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION 9 GRS OR SUPERSEDED JOB CITATION 10 ACTION TAKEN (MARA USE ONLY) A bencywide Documents Access and Management System (ADAMS) Programmatic Records of the NRC Advisory Committee on Nuclear Waste. ADAMS is an electronic information system that maintains the Nuclear Regulatory Commission's (NRC's) unclassified official programmatic and administrative Accords in a centralized electronic document repository. ADAMS is designed to meet all National Archives and Records Administration (NARA) regulations to ensure NARA approval of ADAMS as an official electronic cordkeeping system. Beginning <i>dotter</i> , 1, 2000, NRC headquarters and regional offices will no longer create or maintain paper-based record collection because the electronic documents in ADAMS will become the "official records" of the agency. The "official record" of documents maintained in ADAMS is a Portable Document Format (PDF) file or a Tagged Image file Format (TIFF) file with an associated document profile containing fielded" data to describe the document and its attributes. In addition, aby electronic data related to a digital signature and/or electronic data that evidence final NRC management and staff concurrence in a document is linked to and considered part of the official record. Records disposition schedules for the NRC records maintained in ADAMS are divided into two broad groups: 1) Programmatic records created or received by each individual NRC office 2) Administrative records created or received by any NRC offices	General Accounting Office, under the provisions of Title 8 of the Agencies, variable of the second	e GAO Manual for Guidance of Federal as been requested.
EM B DESCRIPTION OF ITEM AND PROPOSED DISPOSITION SUPERSEDED TAKEN (NARA 0 Agencywide Documents Access and Management System (ADAMS) JOB CITATION USE ONLY) Agencywide Documents Access and Management System (ADAMS) Programmatic Records of the NRC Advisory Committee on Nuclear Waste. ADAMS is an electronic information system that maintains the Nuclear Waste. ADAMS is an electronic information system that maintains the Nuclear Regulatory Commission's (NRC's) unclassified official programmatic and administrative records in a centralized electronic document repository. ADAMS is designed to meet all National Archives and Records Administrative records in a centralized electronic document repository. ADAMS is designed to meet all National Archives and Records Administrative records in a centralized electronic document repository. ADAMS is designed to meet all National Archives and Records Administrative records in a centralized electronic document repository. ADAMS is a portable Document sintain paper-based record collections because the electronic documents in ADAMS is a Portable Document Format (PDF) file or a Tagged Image Sile Format (TIFF) file with an associated document profile containing 'fielded'' data to describe the document and its attributes. In addition, any electronic data related to a digital signature and/or electronic data that evidence final NRC management and staff concurrence in a document is linked to and considered part of the official record. Records disposition schedules for the NRC records maintained in ADAMS are divided into two broad groups:	121199 Junde Ja Jollon	
Asencywide Documents Access and Management System (ADAMS) Programmatic Records of the NRC Advisory Committee on Nuclear Waste. ADAMS is an electronic information system that maintains the Nuclear Regulatory Commission's (NRC's) unclassified official programmatic and administrative records in a centralized electronic document repository. ADAMS is designed to meet all National Archives and Records Administrative records reated or received by each individual NRC office 2) Administrative records created or received by any NRC offices 5-109 NRT 540-00-634-4064 StaNDARD FORM 115 (REV. 3-91)		SUPERSEDED TAKEN (NARA
1) Programmatic records created or received by each individual NRC office 2) Administrative records created or received by any NRC offices 15-109 NSN 7540-00-634-4064 STANDARD FORM 115 (REV. 3-91)	ADAMS is an electronic information system that maintains the Nuclear Regulatory Commission's (NRC's) unclassified official programmatic and administrative records in a centralized electronic document repository. ADAMS is designed to meet all National Archives and Records Administration (NARA) regulations to ensure NARA approval of ADAM as an official electronic recordkeeping system. Beginning January 1, 2000 NRC headquarters and regional offices will no longer create or maintain paper-based record collection: because the electronic documents in ADAMS will become the "official records" of the agency. The "official record" of documents maintained in ADAMS is a Portable Document Format (PDF) file or a Tagged Image File Format (TIFF) file with an associated document profile containing "fielded" data to describe the document and its attributes. In addition, any electronic data related to a digital signature and/or electronic data that evidence final NRC management and staff concurrence in a document is linked to and considered part of the official record. Records disposition schedules for the NRC records maintained in ADAM	S,
5-109 NSN 7540-00-634-4064 STANDARD FORM 115 (REV. 3-91)	office	
		STANDARD FORM 115 (REV. 3-91)

9

-

REQU	EST FOR RECORDS DI	SITION AUTHORITY CONTINUA	ATI JOB NUMBER	PAGE 2 OF 21
7. FEM NO	8 DESCRIPTION OF ITE	EM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NAR) USE ONLY)
Th	ne records disposition schedu ries of all NRC offices are un NARA.	ules for the administrative records nder development for later submittal \sim		
sei	ne records disposition schedu ries of each NRC office will 115 for each office.	ules for the programmatic records be submitted to NARA under separate		
	is SF 115 pertains to the pro lvisory Committee on Nucle	ogrammatic records of the NRC ar Waste.		
	X			
	,			
			-	
5-109	Two čopies, includ	ing original, to be submitted es and Records Administration	STANDARD FORM Pr	115-A (REV 3-9

.

REQUEST FOR RECORDS DISPOSITION AUTHORITY			E BLANK (NARA use only)		
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408			BER 00-10 ·		
1. FROM (Agency or establishment) U.S. Nuclear Regulatory Commission			ECEIVED		
2. MAJOR SUBDIVISION Advisory Committee on Nuclear Waste			NOTIFICATION TO AGENCY		
3. MINOR SUBDIVISION ,		In accordance with the provisions of 44 U S C 3303a the disposition request,			
4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE John Harris 301-415-5885		items that i	mendments, is approved except for may be marked "disposition not or "withdrawn" in column 10		
		DATE	ARCHIVIST OF THE UNITED STATES		

6. AGENCY CERTIFICATION

`.

ŗ,

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 **21** 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 Title8 of the GAO Manual for Guidance of Féderal Agencies,

🛛 is no	ot required;	□ is attached; or	\Box has been requested.	
DATE	SIGNATURE OF AG	ENCY REPRESENTATIVE	TITLE	····· ··
10/27/99	Brenda Jo. Shelt	on /S/ ; Revised 03/20/00	NRC Records Officer	

9.70 1	TEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDE D JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
		Agencywide Documents Access and Management System (ADAMS) Programmatic Records of the NRC Advisory Committee on Nuclear Waste.		
		ADAMS is an electronic information system that maintains the Nuclear Regulatory Commission's (NRC's) unclassified official programmatic and administrative records in a centralized electronic document repository. ADAMS is designed to meet all National Archives and Records Administration (NARA) regulations to ensure NARA approval of ADAMS as an official electronic recordkeeping system. Beginning April1, 2000, NRC headquarters and regional offices will no longer create or maintain paper-based record collections because the electronic documents in ADAMS will become the "official records" of the agency. The "official record" of documents maintained in ADAMS is a Portable Document Format (PDF) file or a Tagged Image File Format (TIFF) file with an associated document profile containing "fielded" data to describe the document and its attributes. In addition, any electronic data related to a digital signature and/or electronic data that evidence final NRC management and staff concurrence in a document is linked to and considered part of the official record.		ſ
		Records disposition schedules for the NRC records maintained in ADAMS are divided into two broad groups:		
		 Programmatic records created or received by each individual NRC office 		
		2) Administrative records created or received by any NRC offices		
		· · ·	' ' 'n	· · ·
-			 ba	1 . T. (()) () - ()

	EST FOR RECORDS DISPOSITION AUTHORITY CONTINUATION	JOB NUMBEŖ	PAGE 2 OF 21
7 TEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	The records disposition schedules for the administrative records series of all NRC offices are under development for later submittal to NARA.		
	The records disposition schedules for the programmatic records series of each NRC office will be submitted to NARA under separate SF 115 for each office.		
	This SF 115 pertains to the programmatic records of the NRC Advisory Committee on Nuclear Waste		
	١		
	-		
	, .		

RECORDS OF THE ADVISORY COMMITTEE ON NUCLEAR WASTE PROGRAMMATIC RECORDS

D

۰,

Ę

PAGE NO.

s,

¢

. .

Item 1	ACNW Meeting Files	4
Item 2	ACNW Members' General Files	5
Item 3	ACNW Members' Personnel Files	6
Item 4	ACNW Project Case Files	7
Item 5	Committee and Conference Records	9
Item 6	Consultants' General Files	14
Item 7	Consultants' Personnel Files	15
Item 8	General Program Correspondence Files	16
Item 9	Transcripts of ACNW Meetings	18
Item 10	Waste Management Licensing Files	20

ADAMS RECORDS SCHEDULES ADVISORÝ COMMITTEE ON NUCLEAR WASTE

.

!

4

۰۰

NARA-

ITEM <u>NO.</u>	D	ESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	APPROVED <u>CITATION</u>				
1.	<u>A</u>	ACNW Meeting Files						
	ce wo att dis	Master sets of notebooks, reports, certified minutes of general and working group meetings with all attachments, and other items distributed at ACNW meetings. Arranged chronologically.						
	a.	Paper records created before 04/01/2000.	<u>Permanent.</u> Maintain for life of Committee. Transfer to NARA 5 years after Committee ceases to exist.	TBD Supersedes: NC1-431-88.1 Item 4				
,		· ·		(NUREG-0910 NRCS 2-2.3)				
	b.	Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD				
	C.	Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD				
	d.	ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files at close of fiscal year.	TBD				

t

e 1

1

ITEM NO. DESCRIPTION OF RECORDS

¢

PERMANENT. Cut-off electronic files at close of fiscal year. when NRC involvement terminates. Transfer to the National Archives 2 years after cut-off. At the time of transfer, NARA and NRC will determine 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 or standards applicable at the time. If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform. Destroy NRC copy 5 years after Committee ceases to exist.

- e. ADAMS document profiles and ADAMS document packages created for the management,
- search, and retrieval of the PDF files and TIFF files, and ADAMS data related to digital signatures, and data that evidence final NRC management and staff concurrences in documents that are linked to and considered part of the official records.
- 2. <u>ACNW Members' General Files</u>

Correspondence, meeting summaries, trip reports, technical reports, and memoranda prepared by members.

- a. Paper records created before 04/01/2000.
- b. Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.

AUTHORIZED DISPOSITION

Convert image files to paper, microform, magnetic tape, 3480 class tape cartridge, or any other medium and format that meets NARA regulations found in Subchapter B of 36 CFR Chapter XII and transfer to NARA 2 years after cutoff. Prior to transfer, NARA and NRC will determine the medium and format in which the records will be transferred. Destroy NRC copy 5 years after Committee ceases to exist.

Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.188 when the PDF files and TIFF files are transferred. Destroy NRC copy 5 years after Committee ceases to exist. TBD

Cut off files when appointment expires or member resigns. Maintain for life of Committee.

Destroy paper documents 2 months after creation of ADAMS electronic record.

5

TBD

TBD

 NARA-APPROVED CITATION

ITEM . NO. DESCRIPTION OF RECORDS

- c. Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.
- ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.

3. <u>ACNW Members' Personnel Files</u>

Records pertaining to the background of individual members of the Committee, biographical, financial disclosure, and other personnel information pertaining to the qualifications and employment of members appointed to the Committee, and containing information on their activities during their membership.

a. Paper records created before . 04/01/2000.

AUTHORIZED DISPOSITION

Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later. NARA-APPROVED <u>CITATION</u>

TBD

۰.

Cut off electronic files when appointment expires or member resigns. Maintain for life of Committee. TBD

Maintain for life of Committee then destroy immediately.

TBD; Based on NC1-431-81-5 Item 3.2 with improved description.

			and the second se
	, , , , , , , , , , , , , , , , , , ,	, * •	,
ITEM <u>NO.</u>	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u> (NUREG-0910 NRCS 2-3.1)
	 b. Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files. 	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
	c. Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD
	d. ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic files when appointment expires or member resigns. Maintain for life of Committee.	TBD
4.	ACNW Project Case Files		
	Official project case files containing records generated or received by ACNW that reflect the committee's analyses and recommendations on specific activities relating to the regulation and licensing of high- level waste repositories and low- level waste disposal facilities. Such		

7

.

activities include handling, processing, transporting, storing and safeguarding nuclear waste, including but not limited to spent fuel, nuclear waste mixed with other hazardous substances, and uranium mill tailings.

DESCRIPTION OF RECORDS

ITEM

NO.

a. Paper records created before 04/01/2000.

b. Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.

c. Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.

d. ADAMS PDF files and TIFF files.

Т

Permanent.Cut off filesSupersedesannually and retire to OCION1-431-88-1when 2 years old.Transfer toNARA 5 years after CommitteeItem 1.a to reviseceases to exist.(NUREG-0910NRCS 2-2.1.a)TBDDestroy paper documentsTBD

Destroy after creation of TBD ADAMS electronic record or when no longer needed for reference or updating, whichever is later.

Permanent.Cut off electronicTfiles at close of fiscal year.TConvert image files to paper,microform, magnetic tape, 3480class tape cartridge, of any othermedium and format that meets

TBD

NARA-APPROVED CITATION

• •

AUTHORIZED DISPOSITION

ITEM

- NO PERMANENT, Cut-off electronic files at close of fiscal year. Transfer to the National Archives 2 years after cut-off. At the time of transfer, NARA and NRC will determine 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 or standards applicable at the time. If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform. Destroy NRC copy 5 years after Committee ceases to
 - exist e. ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files, and ADAMS data related to digital signatures, and data that evidence final NRC management and staff concurrences in documents that are linked to and considered part of the official records.
- 5. <u>Committee and Conference</u> Records
 - a. Records relating to establishment, organization, membership and policy of interagency, intra-agency and international committees and conferences, and agenda, minutes, final reports, and related records documenting accomplishments created by committees and conferences when NRC is the sponsoring agency. Excluding routine internet warither and conference keckeds evered by Gets 16.0.

AUTHORIZED DISPOSITION

NARA regulations found in Subshapter B of 36 CFR Chapter XII and transfer to NARA 2 years after cutoff. Prior to transfer, NARA and NRC will determine the medium and format in which the records will be transferred. Destroy NRC copy 5 years after Committee ceases to exist.

Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.188 when the PDF files and TIFF files are transferred. Destroy NRC copy 5 years after Committee ceases to exist.

NARA-APPROVED <u>CITATION</u>

TBD

ITEM

ι

NO. DESCRIPTION OF RECORDS

(1) Paper records created before 04/01/2000.

AUTHORIZED DISPOSITION

Permanent. Cut off when NRC involvement terminates. OCIO will transfer to NARA 20 years after cutoff.

NARA-APPROVED <u>CITATION</u>

ι.,

Supersedes NC1-431-81-5 Item 1.5.30.a.1

(NUREG-0910 NRCS 1-2.1.a.1)

Also Supersedes: NC1-431-81-5 Item 1.5.30.a.2

(NUREG-0910 NRCS 1-2.1.a.2)

and NC1-431-81-5 Item 1.5.30.b.1.a

(NUREG-0910 NRCS 1-2.1.b.1.a)

TBD

 (2) Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.

(3) Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.

1 1

Destroy paper documents 2 months after creation of ADAMS electronic record.

Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.

.

TBD

1

ITEM NO. DESCRIPTION OF RECORDS

(4) ADAMS PDF files and TIFF files.

PERMANENT. Cut-off electronic files when NRC involvement terminates. Transfer to the National Archives 2 years after cut-off. At the time of transfer, NARA and NRC will determine 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 or standards applicable at the time If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform. Destroy NRC copyl8 years after transferring records to NARA.

- (5) ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files, and ADAMS data related to digital signatures, and data that evidence final NRC management and staff concurrences in documents that are linked to and considered part of the official records.
- b. Agenda, minutes, final reports, and related records documenting accomplishments created by committees and for conferences when NRC is not the sponsoring agency.
 - (1) Paper records created before 04/01/2000.

AUTHORIZED DISPOSITION

Rermanent. Cut off electronic files wheneNRC involvement terminates. Convert image files to paper, microform, magnetic tape, 3480 class tape cartridge, or any other medium and format that meets. NARA regulations found in Subchapter B of 36 CFR Chapter XI and transfer to NARA 2 years after cutoff. Prior to transfer, N&RA and NRC will determine the medium and format in which the records will be transferred. Destroy NRC copy 18 years after transferring record to NARA

Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.188 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA. NARA-APPROVED <u>CITATION</u>

TBD

TBD

Destroy when 3 years old or earlier if no longer needed for reference. Supersedes NC1-431-81-5 Item 1.5.30.b.1.b

ITEM NO. DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u> (NUREG-0910 NRCS 1-2.1.b.1.b)
 (2) Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files. 	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
 (3) Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency. 	Destroy after creation of ADAMS electronic•record or when no longer needed for reference or updating, whichever is later.	TBD
(4) ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic files upon termination of committee. Destroy 3 years after cutoff.	TBD
c. All other records created by committees regardless of whether NRC is the sponsor agency, excluding the agenda,		

r #

· ,

r 👂

¢

• 1

•

. .

12

	• •		• •
ITEM <u>NO.</u>	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
	minutes, final reports and related records described in 5.a above.		
	(1) Paper records created before 04/01/2000.	Destroy when 3 years old or earlier if no longer needed for reference.	Supersedes NC1-431-81-5 Item 1.5.30.b.2
			(NUREG-0910 NRCS 1-2.1.b.2)
- -	 (2) Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files. 	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
	 (3) Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency. 	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD
	(4) ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic files upon termination of committee. Destroy 3 years after cutoff.	TBD

ſ

.

.

.

. •

4

i

.

,

,

ITEM <u>NO.</u>	DE	SCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
6.	<u>Co</u>	nsultants' General Files		
	sur rep	rrespondence, meeting nmaries, trip reports, technical orts, and memoranda prepared consultants.		
	a.	 Paper records created before 04/01/2000. 	Permanent. Cut off files annually and retire to OCIO when 2 years old. Transfer to NARA 5 years after Committee	Supersedes N1-431-88-1 Item 3
			ceases to exist.	(NUREG-0910 NRCS 2-2.2)
	b.	Silver master and one diazo copy for each formal report created before 04/01/2000.	<u>Permanent.</u> Transfer to NARA when 20 years old.	TBD; Based on NC1-431-81-5 Item 3-7
			,	(NUREG-0910 NRCS 2-3.11.a)
	c.	Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
	d.	Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD

۰ ا

•

.

ł.

•

٠

•

1

4

۰ ۱⁻

. .

.

.

.

4

ITEM NO. DESCRIPTION OF RECORDS

e. ADAMS PDF files and TIFF files.

PERMANENT. Cut-off electronic files at close of fiscal year. when NRC involvement terminates. Transfer to the National Archives 2 years after cut-off. At the time of transfer, NARA and NRC will determine 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 or standards applicable at the time. If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform. Destroy NRC copy 5 years after Committee ceases to exist.

> f. ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files, and ADAMS data related to digital signatures, and data that evidence final NRC management and staff concurrences in documents that are linked to and considered part of the official records.

7. Consultants' Personnel Files

Correspondence, biographical information, contract, financial disclosure, and other personnel information pertaining to the qualifications and employment of outside technical advisors or consultants under contract with ACNW.

a. Paper records created before 04/01/2000.

AUTHORIZED DISPOSITION

<u>Rermanent</u>. Cut off electronic files at close of fiscal year. Convert image files to paper, microform, magnetic tape, 3480 class tage cartridge, or any other medium and format that meets NARA regulations found in Subchapter R of 36 CFR Chapter XII and transfer to NARA 2 years after cutoff. Prior to transfer, NARA and NRC will determine the medium and format in which the records will be transferred. Destroy NRC copy 5 years after Committee ceases to exist

Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.188 when the PDF files and TIFF files are transferred. Destroy NRC copy 5 years after Committee ceases to exist. NARA-APPROVED <u>CITATION</u>

TBD

TBD

Destroy 10 years after termination of contract.

TBD; Based on NC1-431-81-5

- 44,2 '

ITEM <u>NO.</u>	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
			Item 3.6 with improved description.
			(NUREG-0910 NRCS 2-3.5)
	b. Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
-	c. Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD .
	d. ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic files upon termination of contract. Destroy 10 years after cutoff.	TBD
8.	Program Correspondence Files		
	Records generated or received by ACNW in the conduct of business that are used as bases for advising the Commission on all aspects of the		
		16	1.

• ,

• •

к I

`

. .

· ·

r 1

ITEM **APPROVED** <u>NO.</u> DESCRIPTION OF RECORDS AUTHORIZED DISPOSITION **CITATION** nuclear waste management program; e.g., its direction and implementation, and resulting documentation that reflects Commission policy making decisions. a. Paper records created before Permanent. Cut off files Supersedes 04/01/2000. annually and retire to OCIO N1-431-88-1 when 2 years old. Transfer to Item 2.a NARA 5 years after Committee ceases to exist. (NUREG-0910 NRCS 2-2.4.a) b. Paper records used as the source Destroy paper documents TBD 2 months after creation of to create ADAMS Tagged Image File Format (TIFF) files ADAMS electronic record. and ASCII files. c. Copies of electronic files stored Destroy after creation of TBD outside of ADAMS used to ADAMS electronic record or create ADAMS Portable when no longer needed for reference or updating, Document Format (PDF) files, whichever is later. TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency. d. ADAMS PDF files and TIFF <u>Rermanent</u>. Cut off electronic TBD files at close of fiscal year. files. Converteimage files to paper,

. .

NARA-

microform, magnetic tape, 3480 class tape cartridge, or any other medium and format that meets NARA regulations found in

PERMANENT. Cut-off electronic files at close d. of fiscal year. Transfer to the National Archives 2 years after cut-off. At the time of transfer, NARA and NRC will determine 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 or standards applicable at the time. If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform. Destroy NRC copy 5 years after Committee ceases to exist.

> e. ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files, and ADAMS data related to digital signatures, and data that evidence final NRC management and staff concurrences in documents that are linked to and considered part of the official records.

AUTHORIZED DISPOSITION

Subchapter B of 36 CFR Chapter XII and transfer to NARA 2 years after cutoff. Prior toetransfer, NARA and NRC will determine the medium and format in which the records will be transferred. Destroy NRC copy 5 years after Committee ceases to exist.

Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.188 when the PDF files and TIFF files are transferred. Destroy NRC copy 5 years after Committee ceases to exist.

NARA-APPROVED <u>CITATION</u>

.

•1

TBD

9. Transcripts of ACNW Meetings

Transcripts of verbatim accounts of all general and subcommittee meetings.

Image File Format (TIFF) files

and ASCII files.

а.	Silver master and one diazo duplicate of microfiche copies of transcripts created before 04/01/2000.	<u>Permanent.</u> Transfer to NARA when 2 years old.	TBD; Based on NC1-431-81-5 Item 3.4
	-		(NUREG-0910 NRCS 2-3.12.b)
b.	Paper records used as the source to create ADAMS Tagged	Destroy paper documents 2 months after creation of	TBD

ADAMS electronic record.

ITEM

NO. DESCRIPTION OF RECORDS

c. Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g.e WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.

d. ADAMS PDF files and TIFF files.

PERMANENT. Cut-off electronic files at close of fiscal year. Transfer to the National Archives 2 years after cut-off. At the time of transfer, NARA and NRC will determine 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 or standards applicable at the time. If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform. Destroy NRC copyl8 years after transferring records to NARA.

e. ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files, and ADAMS data related to digital signatures, and data that evidence final NRC management and staff concurrences in

AUTHORIZED DISPOSITION

Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.

NARA-APPROVED <u>CITATION</u>

TBD

TBD

2.

Rermanent. Cut off electronic files at close of fiscal year. Convert image files to paper, microform, magnetic tape, 3480 class tape cartridge, or any other medium and format that meets NARA regulations found in Subchapter B of 36 CFR Chapter XII and transfer to NARA 2 years after cutoff. Prior to transfer, NARA and NRC will determine the medium and format in which the records will be transferred. Destroy NRC copy 18 years after transferring record to NARA

<u>Permanent.</u> Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.188 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA. TBD

ITEM

NO. DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

NARA-APPROVED <u>CITATION</u>

1.

documents that are linked to and considered part of the official records.

10. Waste Management LicensingeFiles

¹ Copies of Waste Management Licensing Files maintained by ACNW and used for its review and analysis of waste management issues and the formulation of recommendations to the Commission on the licensing of waste management activities. These files reflect the issuance of construction permits and the licensing of the U.S. Department of Energy to receive and possess byproduct, source, and special nuclear material at a geologic repository and the licensing of companies, institutions, and facilities to receive, possess, and dispose of low-level radioactive wastes containing byproduct, source, and special nuclear material at a land disposal facility pursuant to Parts 60 and 61, Title 10, Code of Federal Regulations. Documents include applications, site characterizations, licenses, license amendments, and related documentation. The official record copy is Maintained in NRC's File Center and is scheduled under NRCS 2-19.2 and 2-19.3.

a.

Paper records created before 04/01/2000.	Maintain for life of Committee.	N1-431-88-1
04/01/2000.		Item 5
		(NUREG-0910
		NRCS 2-2.5)

ITEM NO. DESCRIPTION OF RECORDS

- b. Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.
- c. Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.
- d. ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.

1

AUTHORIZED DISPOSITION

Destroy paper documents 2 months after creation of ADAMS electronic record.

Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later. NARA-APPROVED <u>CITATION</u>

TBD

TBD

Cut off electronic files upon termination of license. Maintain for life of Committee. TBD

RECORDS OF THE ADVISORY COMMITTEE ON NUCLEAR WASTE PROGRAMMATIC RECORDS

· · · · ·

.

ı

n 1.

Item 2 ACNW Members' General Files Item 3 Item 3 ACNW Members' Personnel Files Item 4 Item 4 ACNW Project Case Files Item 5 Item 5 Committee and Conference Records Item 6 Item 6 Consultants' General Files Item 7 Item 7 Consultants' Personnel Files Item 14 Item 8 General Program Correspondence Files Item 16 Item 9 Transcripts of ACNW Meetings Item 16		
Item 3 ACNW Members' Personnel Files 6 Item 4 ACNW Project Case Files 6 Item 5 Committee and Conference Records 6 Item 6 Consultants' General Files 6 Item 7 Consultants' Personnel Files 16 Item 8 General Program Correspondence Files 16 Item 9 Transcripts of ACNW Meetings 18	Item 1 ACNW Meeting Files ee.	4
Item 4 ACNW Project Case Files 7 Item 5 Committee and Conference Records 9 Item 6 Consultants' General Files 14 Item 7 Consultants' Personnel Files 14 Item 8 General Program Correspondence Files 16 Item 9 Transcripts of ACNW Meetings 16	Item 2 ACNW Members' General Files	5
Item 5 Committee and Conference Records 14 Item 6 Consultants' General Files 14 Item 7 Consultants' Personnel Files 14 Item 8 General Program Correspondence Files 16 Item 9 Transcripts of ACNW Meetings 18	Item 3 ACNW Members' Personnel Files	6
Item 6 Consultants' General Files 14 Item 7 Consultants' Personnel Files 15 Item 8 General Program Correspondence Files 16 Item 9 Transcripts of ACNW Meetings 18	Item 4 ACNW Project Case Files	7
Item 7 Consultants' Personnel Files 15 Item 8 General Program Correspondence Files 16 Item 9 Transcripts of ACNW Meetings 18	Item 5 Committee and Conference Records	9
Item 8 General Program Correspondence Files 16 Item 9 Transcripts of ACNW Meetings 18	Item 6 Consultants' General Files	14
Item 9 Transcripts of ACNW Meetings	Item 7 Consultants' Personnel Files	15
	Item 8 General Program Correspondence Files	16
Item 10 Waste Management Licensing Files	Item 9 Transcripts of ACNW Meetings	18
	Item 10 Waste Management Licensing Files	20

4

ADAMS RECORDS SCHEDULES ADVISORY COMMITTEE ON NUCLEAR WASTE

1.

.

4

•

.

NTEM NO 1.	、	ESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
	cer wo atta dis	aster sets of notebooks, reports, etified minutes of general and orking group meetings with all achments, and other items tributed at ACNW meetings. ranged chronologically.	Ŷ	
	a.	Paper records created before 01/01/2000.	Permanent. Maintain for life of Committee. Transfer to NARA 5 years after Committee ceases to exist.	TBD Supersedes: NC1-431-88.1 Item 4
				(NUREG-0910 NRCS 2-2.3)
	b.	Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
	c .	Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD
	d.	ADAMS PDF files and TIFF files.	<u>Permanent</u> . Cut off electronic files at close of fiscal year.	TBD

.

• ,

ITEM NO. DESCRIPTION OF RECORDS

> e. ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files, and ADAMS data related to digital signatures, and data that evidence final NRC management and staff concurrences in documents that are linked to and considered part of the official records.

2. <u>ACNW Members' General Files</u>

Correspondence, meeting summaries, trip reports, technical reports, and memoranda prepared by members.

- a. Paper records created before 01/01/2000.
- b. Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.

AUTHORIZED DISPOSITION

Convert image files to paper, microform, magnetic tape, 3480 class tape cartridge, or any other medium and format that meets NARA regulations found in Subchapter B of 36 CFR Chapter XII and transfer to NARA 2 years after cutoff. Prior to transfer, NARA and NRC will determine the medium and format in which the records will be transferred. Destroy NRC copy 5 years after Committee ceases to exist.

<u>Permanent.</u> Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.188 when the PDF files and TIFF files are transferred. TBD

Cut off files when appointment expires or member resigns. Maintain for life of Committee.

Destroy paper documents 2 months after creation of ADAMS electronic record. TBD

NBD

NARA-APPROVED CITATION

2.

5

ÌTEM NO

DESCRIPTION OF RECORDS

Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g.e, WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.

ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.

3. ACNW Members' Personnel Files

Records pertaining to the background of individual members of the Committee, biographical, financial disclosure, and other personnel information pertaining to the qualifications and employment of members appointed to the Committee, and containing information on their activities during their membership.

a. Paper records created before 01/01/2000.

AUTHORIZED DISPOSITION

Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later. NARA² APPROVED <u>CITATION</u>

TBD

ì.

Cut off electronic files when appointment expires or member resigns. Maintain for life of Committee. TBD

Maintain for life of Committee then destroy immediately.

TBD, Based on NC1-431-81-5 Item 3.2 with improved description.

	. · · · ·		
NTEM <u>NO</u> .	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
	\backslash		(NUREG-0910 NRCS 2-3.d)
	 b. Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files. 	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
	c. Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD
	d. ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic files when appointment expires or member resigns. Maintain for life of Committee.	TBD
4.	ACNW Project Case Files		\backslash
	Official project case files containing records generated or received by ACNW that reflect the committee's analyses and recommendations on specific activities relating to the regulation and licensing of high- level waste repositories and low- level waste disposal facilities. Such		
		7	

, s

• 1

ntem <u>No</u>		SCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
	saf inc fue haz	cessing, transporting, storing and eguarding nuclear waste, luding but not limited to spent I, nuclear waste mixed with other eardous substances, and uranium I tailings		
	а.	Paper records created before 01/01/2000.	Permanent. Cut off files annually and retire to OCIO when 2 years old. Transfer to NARA 5 years after Committee ceases to exist.	Supersedes N1-431-88-1 Item 1.a to revise disposition. (NUREG-0910 NRCS 2-2.1.a)
	b.	Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
	c.	Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD
	d.	ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files at close of fiscal year. Convert image files to paper, microform, magnetic tape, 3480 class tape cartridge, or any other medium and format that meets	TBD
			0	

· · ·

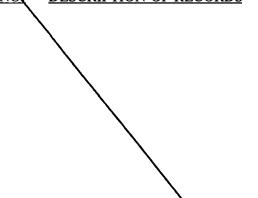
X

.. °

· ·

• i

• Jr • NTEM NO. DESCRIPTION OF RECORDS



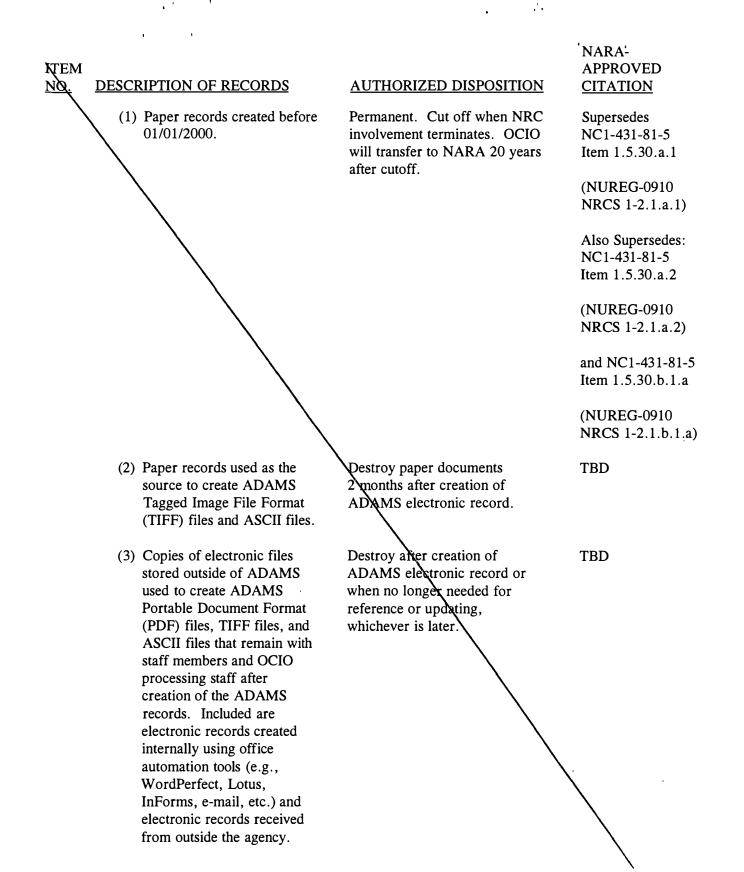
- e. ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files, and ADAMS data related to digital signatures, and data that evidence final NRC management and staff concurrences in documents that are linked to and considered part of the official records.
- 5. <u>Committee and Conference</u> <u>Records</u>
 - a. Records relating to establishment, organization, membership and policy of interagency, intra-agency and international committees and conferences, and agenda, minutes, final reports, and related records documenting accomplishments created by committees and conferences when NRC is the sponsoring agency.

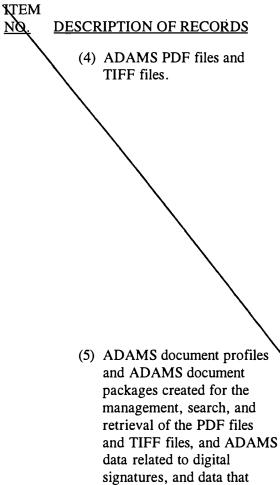
AUTHORIZED DISPOSITION

NARA regulations found in Subchapter B of 36 CFR Chapter XII and transfer to NARA 2 years after cutoff. Prior to transfer, NARA and NRC will determine the medium and format in which the records will be transferred. Destroy NRC copy 5 years after Committee ceases to exist.

<u>Permanent.</u> Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.188 when the PDF files and TIFF files are transferred. NARA^L APPROVED <u>CITATION</u>

TBD





- signatures, and data that evidence final NRC management and staff concurrences in documents that are linked to and considered part of the official records.
- b. Agenda, minutes, final reports, and related records documenting accomplishments created by committees and for conferences when NRC is not the sponsoring agency.
 - (1) Paper records created before 01/01/2000.

AUTHORIZED DISPOSITION

Permanent. Cut off electronic files wheneNRC involvement terminates. Convert image files to paper, microform, magnetic tape, 3480 class tape cartridge, or any other medium and format that meets NARA regulations found in Subchapter B of 36 CFR Chapter XII and transfer to NARA 2 years after cutoff. Prior to transfer,"NARA and NRC will determine the medium and format in which the records will be transferred. Destroy NRC copy 18 years after transferring record to NARA.

<u>Permanent.</u> Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 30 CFR § 1228.188 when the PDF filescand TIFF files are transferred.

Destroy when 3 years old or earlier if no longer needed for reference. Supersedes NC1-431-81-5 Item 1.5.30.b.1.b

NARA-APPROVED <u>CITATION</u>

TBD

TBD

2.

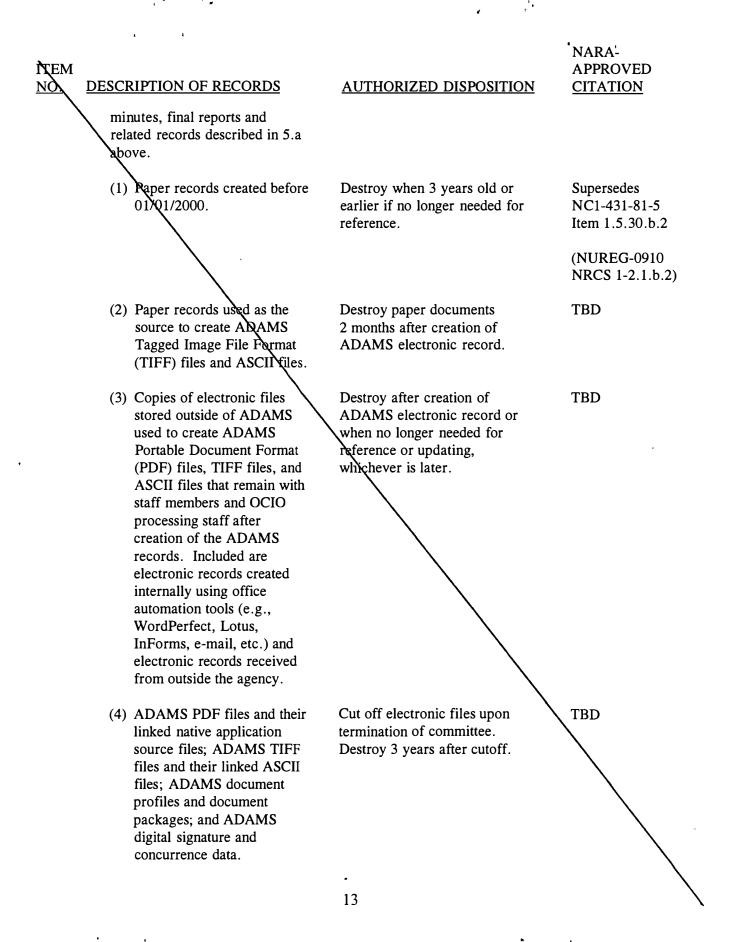
11

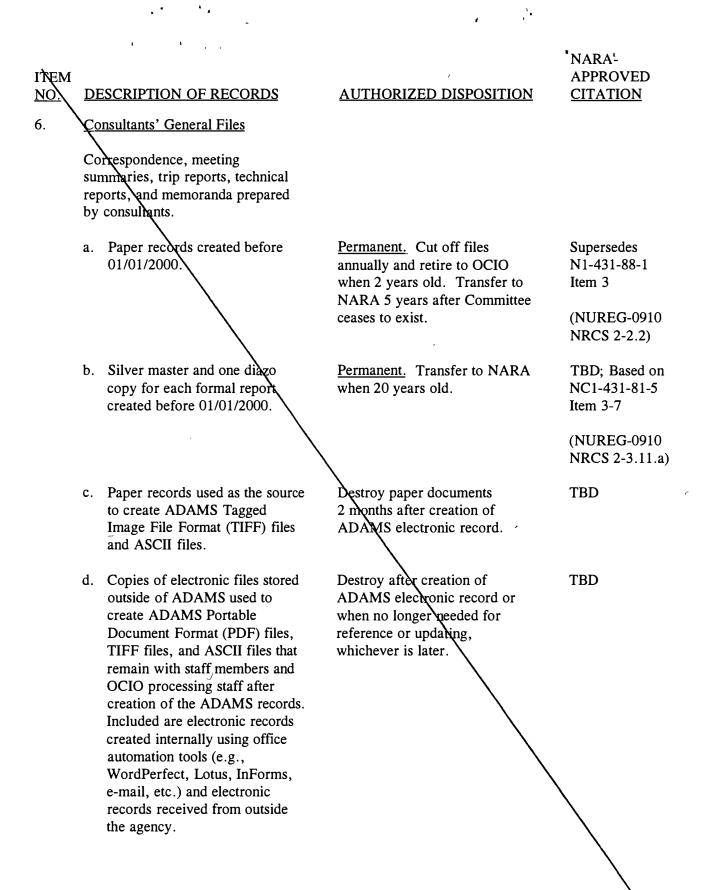
)

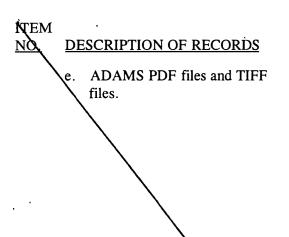
'NARA'-XTEM. APPROVED DESCRIPTION OF RECORDS AUTHORIZED DISPOSITION **CITATION** (NUREG-0910 NRCS 1-2.1.b.1.b) Destroy paper documents **TBD** source to create ADAMS 2 months after creation of Tagged Image File Format ADAMS electronic record. (TIPF) files and ASCII files. (3) Copies of electronic files Destroy after creation of TBD stored outside of ADAMS ADAMS electronic record or used to create ADAMS when no longer needed for Portable Document Format reference or updating, (PDF) files, TIFF files, and whichever is later. ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency. (4) ADAMS PDF files and their Cut off electronic files upon TBD linked native application termination of committee. source files; ADAMS TIFF Destroy 3 years after cutoff. files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data. c. All other records created by committees regardless of whether NRC is the sponsor agency, excluding the agenda,

<u>,</u>`.

12







f. ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files, and ADAMS data related to digital signatures, and data that evidence final NRC management and staff concurrences in documents that are linked to and considered part of the official records.

7. <u>Consultants' Personnel Files</u>

Correspondence, biographical information, contract, financial disclosure, and other personnel information pertaining to the qualifications and employment of outside technical advisors or consultants under contract with ACNW.

a. Paper records created before 01/01/2000.

AUTHORIZED DISPOSITION

Permanent. Cut off electronic files at close of fiscal year. Convert image files to paper, microform, magnetic tape, 3480 class tape cartridge, or any other medium and format that meets NARA regulations found in Subchapter B of 36 CFR Chapter XII and transfer to NARA 2 years after cutoff. Prior to transfer, NARA and NRC will determine the medium and format in which the records will be transferred. Destroy NRC copy 5 years after Committee ceases to exist.

<u>Permanent.</u> Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.188 when the PDF files and TIFF files are transferred. 'NARA-' APPROVED <u>CITATION</u>

TBD

TBD

Destroy 10 years after termination of contract.

TBD; Based on NC1-431-81-5

'NARA-**ITEM** APPROVED ŇQ. **DESCRIPTION OF RECORDS** AUTHORIZED DISPOSITION CITATION Item 3.6 with improved description. (NUREG-0910 NRCS 2-3.5) b. Paper records used as the source Destroy paper documents TBD to create AQAMS Tagged 2 months after creation of Image File Format (TIFF) files ADAMS electronic record. and ASCII files? c. Copies of electronic files stored Destroy after creation of TBD outside of ADAMS used to ADAMS electronic record or create ADAMS Portable when no longer needed for Document Format (PDF) Mes, reference or updating, TIFF files, and ASCII files that whichever is later. remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency. d. ADAMS PDF files and their Cut off electronic files upon TBD termination of contract. Destroy linked native application source files; ADAMS TIFF files and 10 years after cutoff. their linked ASCII files: ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data. 8. Program Correspondence Files Records generated or received by ACNW in the conduct of business that are used as bases for advising the Commission on all aspects of the

ITEM <u>NO</u>	nuc im doc Co	ESCRIPTION OF RECORDS clear waste management program; s., its direction and plementation, and resulting cumentation that reflects mmission policy making cisions.	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
	а.	Paper records created before 01/01/2000.	<u>Permanent.</u> Cut off files annually and retire to OCIO when 2 years old. Transfer to NARA 5 years after Committee ceases to exist.	Supersedes N1-431-88-1 Item 2.a (NUREG-0910 NRCS 2-2.4.a)
	b.	Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
	c.	Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD
	d.	ADAMS PDF files and TIFF files.	<u>Permanent</u> . Cut off electronic files at close of fiscal year. Convert image files to paper, microform, magnetic tape, 3480 class tape cartridge, or any other medium and format that meets NARA regulations found in	TBD
			17	\

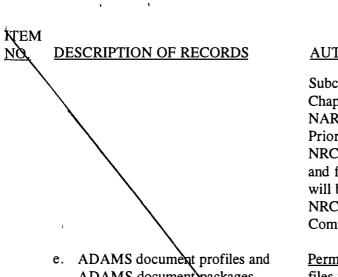
۲. ۲.

.

.

. .

(_ _ _



e. ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files, and ADAMS data related to digital signatures, and data that evidence final NRC management and staff concurrences in documents that are linked to and considered part of the official records.

9. <u>Transcripts of ACNW Meetings</u>

Transcripts of verbatim accounts of all general and subcommittee meetings.

- a. Silver master and one diazo duplicate of microfiche copies of transcripts created before 01/01/2000.
- b. Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.

AUTHORIZED DISPOSITION

Subchapter B of 36 CFR Chapter XII and transfer to NARA 2 years after cutoff. Prior to transfer, NARA and NRC will determine the medium and format in which the records will be transferred. Destroy NRC copy 5 years after Committee ceases to exist.

Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.188 when the PDF files and TIFF files are transferred.

<u>Permanent.</u> Transfer to NARA when 2 years old.

TBD; Based on NC1-431-81-5 Item 3.4

(NUREG-0910 NRCS 2-3.12.b)

Destroy paper documents 2 months after creation of ADAMS electronic record. TBD

'NARA'-APPROVED <u>CITATION</u>

TBD

NQ.

DESCRIPTION OF RECORDS

Copies of electronic files stored c. outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIPE files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.

- d. ADAMS PDF files and TIFF files.
- .g., InForms
 - files at close of fiscal year. Convert image files to paper, microform, magnetic tape, 3480 class tape cartridge, or any other medium and format that meets NARA regulations found in Subchapter B of 36 CFR Chapter XII and transfer to NARA 2 years after cutoff. Prior to transfer, NARA and NRC will determine the medium and format in which the records will be transferred. Destroy NRC copy 18 years after transferring record to NARA

Permanent. Cut off electronic

AUTHORIZED DISPOSITION

ADAMS electronic record or

when no longer needed for

reference or updating,

whichever is later.

Destroy after creation of

e. ADAMS document profiles and ADAMS document packages creatéd for the management, search, and retrieval of the PDF files and TIFF files, and ADAMS data related to digital signatures, and data that evidence final NRC management and staff concurrences in <u>Permanent.</u> Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.188 when the PDF files and TIFF files are transferred. NARA-APPROVED <u>CITATION</u>

TBD

<u>.</u>

TBD

TBD

ITEM <u>DESCRIPTION OF RECORDS</u>

documents that are linked to and considered part of the official records.

10. Waste Management Licensing Files

Copies of Waste Management Licensing Files maintained by ACNW and used for its review and analysis of waste management issues and the formulation of recommendations to the Commission on the licensing of waste management activities. These files reflect the issuance of construction permits and the licensing of the U.S. Department of Energy to receive and possess byproduct, source, and special nuclear material at a geologic repository and the licensing of companies, institutions, and facilities to receive, possess, and dispose of low-level radioactive wastes containing byproduct, source, and special nuclear material at a land disposal facility pursuant to Parts 60 and 61, Title 10, Code of Federal Regulations. Documents include applications, site characterizations, licenses, license amendments, and related documentation. The official record copy is Maintained in NRC's File Center and is scheduled under NRCS 2-19.2 and 2-19.3.

ć.

a. Paper records created before 01/01/2000.

AUTHORIZED DISPOSITION

NARA[']-APPROVED <u>CITATION</u>

Maintain for life of Committee.

N1-431-88-1 Item 5

(NUREG-0910 NRCS 2-2.5)

È,

NO.

DESCRIPTION OF RECORDS

- b. Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.
- c. Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.
- ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.

AUTHORIZED DISPOSITION

Destroy paper documents 2 months after creation of ADAMS electronic record.

Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later. NARA⁻ APPROVED <u>CITATION</u>

TBD

TBD

Cut off electronic files upon termination of license. Maintain for life of Committee. TBD

;•