

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 N1-431-00-11	DATE RECEIVED 11-15-99
1. FROM (Agency or establishment) U.S. Nuclear Regulatory Commission		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Investigations		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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		DATE 6-6-01	
4. NAME OF PERSON WITH WHOM TO CONFER John Harris	5. TELEPHONE 301-415-5885	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>	

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 2 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 11/5/99	SIGNATURE OF AGENCY REPRESENTATIVE <i>Shirley J. Deller</i>	TITLE NRC Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>This schedule covers previously unscheduled text records of the Nuclear Regulatory Commission (NRC) that pertain to confidential source records within the Office of Investigations. NRC will maintain the records in paper form and not in the Agencywide Documents Access and Management System due to their sensitivity.</p> <p>Confidential Source Files</p> <p>Confidential source records located at headquarters and OI regional field offices used to control the limited access to the identity of confidential sources and secure documented information obtained from confidential sources that may be pertinent to OI investigations. Records include logs and confidential source files containing recruitment information, reports, debriefings, summaries, messages, and all other documentation pertaining to confidential sources.</p> <p>a. OI Master Confidential Source Log and Field Office Logs.</p> <p>Cut off logs when all related case files are closed. Retain in secured office files. Destroy 75 years after cutoff.</p> <p>b. Confidential Source Files.</p> <p>Cut off files upon termination of source's relationship with the NRC. Retain in secured office files. Destroy 75 years after cutoff.</p>		

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	<p>c. Electronic records created or received used as the source to create paper records that are filed in the confidential source files. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, E-mail, etc.), and electronic records received internally and from outside the agency.</p> <p>Create paper record of the electronic document on the day created or received or as soon as practical and file in appropriate official files. Destroy electronic version immediately after creating official record copy or when no longer needed as possible evidence or for reference or updating.</p>		