NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-431-00-019

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: <u>1/31/2024</u>

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These items, unless subsequently superseded, may be used by the agency to disposition records.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.

All items except those listed below are active.

SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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.

Items 1/B, 1/C, 1/E, 2/B, 2/C and 2/E were superseded by N1-431-08-015 / 1.

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

As of 1/31/2024 N1-431-00-019

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REQ	UEST FOR RECORLED DISPOSITION	AUTHOR	NTY	ر الم	BLANK (NAR	A use only)
	NATIONAL ARCHIVES and RECORDS ADMIN WASHINGTON, DC 20408	IISTRATION	(NIR)	JOB NUMB	er 431-00	1.19
1 F	ROM (Agency or establishment) ^	ssion		DATE RE	,	9
2 M	AJOR SUBDIVISION Office of Nuclear Regulatory Res	search		NOT	IFICATION TO	AGENCY
3 M	INOR SUBDIVISION				ce with the provision	
4 N	AME OF PERSON WITH WHOM TO CONFER	5 TELEPH	 ONE	including an items that m	Ba the disposition re mendments, is appro may be marked "disp or "withdrawn" in coli	oved except for osition not
	Jeff Bartlett	301-415-64	166	DATE		UNITED STATES
				12-28-0	you.w.	an
of this Gene Agend	nat the records proposed for disposal on the attended agency or will not be needed after the retention ral Accounting Office, under the provisions of Tocies, is not required,	n periods sp Title8 of the G	ecified; a	and that wri	itten concurren	ce from the
DATE 12/9/9	SIGNATURE OF AGENCY REPRESENTED AND SIGNATURE OF AGENCY AND SIGNAT	VIATIVE	TITLE	C Records	Officer	
	Bieliua 30. Sileitaii	٧.	INIT	C Records	Officer	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSIT	ПОМ			9 GRS OR SUPERSEDE D JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Agencywide Documents Access and Manage Programmatic Records of the NRC Office of ADAMS is an electronic information system to Regulatory Commission's (NRC's) unclassific administrative records in a centralized electronic ADAMS is designed to meet all National Archadministration (NARA) regulations to ensure as an official electronic recordkeeping system NRC headquarters and regional offices will in paper-based record collections because the ADAMS will become the "official records" of the record of documents maintained in ADAMS Format (PDF) file or a Tagged Image File Format (PDF) file or a Tagged Image Fi	hat maintain ed official proportion docume nives and Re NARA approm. Beginning to longer crealectronic dothe agency is a Portable rmat (TIFF) is electronic dividence final unent is linking the second of the secon	s the Nucleoframmant repositions of A January ate or manuary at the or m	Research clear dic and ditory. DAMS 1, 2000, aintain s in cial ent an the ed to a		,

REQU	SITION AUTHORITY CONTINUATION	7 .	JOB NUMBER	PAGE 2 OF 45
7 [EM	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS SUPEI CITAT	RSEDED JOB	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 Office of Nuclear Regulatory Research.			
			T.	

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REQUEST FOR RECORDS DISPOSITION AUTHORITY			LEAVE BLANK (NARA use only)			
	NAL ARCHIVES and RECORDS ADMININGTON, DC 20408	NISTRATION	(NIR)	JOB NUME N1-431-0		
1. FROM	(Agency or establishment) U.S. Nuclear Regulatory Commi	ssion		DATE R	ECEIVED	
2. MAJOR	SUBDIVISION Office of Nuclear Regulatory Re	search		NOI	TIFICATION TO	AGENCY
3. MINOR	SUBDIVISION			In accordance with the provisions of 44 U.S.C. 3303a the disposition request,		
4 NAME C	F PERSON WITH WHOM TO CONFER	5 TELEPH	ONE	including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10		osition not
Jeff Bartlett 301-415-6466		166	DATE	ARCHIVIST OF THE UNITED STATES		
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its recor and that the records proposed for disposal on the attached 45 page(s) are not now needed for the busine of this agency or will not be needed after the retention periods specified; and that written concurrence from General Accounting Office, under the provisions of Title8 of the GAO Manual for Guidance of Federal Agencies, Solution I has been requested.					business ce from the	
DATE	SIGNATURE OF AGENCY REPRESE	NTATIVE	TITLE			
12/09/99	Brenda Jo Shelton /S/, Revised	d 03 /24/ 00	NR	RC Records Officer		
7 8 D	ESCRIPTION OF ITEM AND PROPOSED DISPOSI	TION			9 GRS OR SUPERSEDE D JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
Age	encywide Documents Access and Manag					

7 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 Office of Nuclear Regulatory Research 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 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.	CHATION	
		175 2 34	

7-55-1

REQU	EST FOR RECORDS, DISPOSITION AUTHORITY CONTINUATION	, JOB NUMBER	PAGE 2 OF 45
7 TEM IO.	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 Office of Nuclear Regulatory Research.		
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RECORDS OF THE OFFICE OF NUCLEAR REGULATORY RESEARCH PROGRAMMATIC RECORDS

PAGE NO.

Item 1	Abnormal Occurrence Case Files	2
Item 2	Case Study Report Files	4
Item 3	Committee and Conference Records	7
Item 4	Committee to Review Generic Requirements (CRGR) Files	11
Item 5	Formal Arrangement and Agreement Files	13
Item 6	General Program Correspondence Files (Subject Files)	15
Item 7	Grants Files	19
Item 8	Nuclear Safety Standards Program Files	24
Item 9	Personnel Monitoring Report Files	28
Item 10	Regulatory History Files for Proposed and Final Rulemaking	33
Item 11	Rejected Research Project Proposalsaa	35
Item 12	Research Program Files	36
Item 13	Research Project Case Files	38
Item 14	Scientific and Technical Reports a	42

ADAMS RECORDS SCHEDULES OFFICE OF NUCLEAR REGULATORY RESEARCH

ITEM NO.	All det rela	arterly to Congress.	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
	a.	Paper records created before 04/01/2000.	Permanent. Cut off files every 3 years and retire to Washington National RecordCenter. Transfer to NARA when 20 years old.	NI-431-87-1 Item 1 (NUREG-0910 NRCS 2-4-1)
	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 TIFF files.	Permanent. Cut off electronic files when 3 years old. Convert image files to paper, microform, magnetic tape, 3480 class tape cartridge, or any other medium	TBD

AUTHORIZED DISPOSITION

NARA-APPROVED <u>CITATION</u>

ITEM NO. DESCRIPTION OF RECORDS

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.

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>Case Study Report Files</u>

Copies of reports with all background documentation providing detailed information on formal evaluations of events with the highest potential risk to the public as identified by prior screening of Licensee Event Reports (LERs) by Office of Nuclear Regulatory Research (RES) engineers.

Arranged numerically by case study number.

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 15 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 15 years after transferring record to NARA.

TBD

ITEM NO.	DE	ESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
	а.	Papen records created before 04/01/2000.	Permanent. Transfer to NARA when 20 years old.	NC1-431-81-5 Item 4.1.2
				(NUREG-0910 NRCS 2-4.4)
	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
of fis years NAF form well mad acco elect or st an elect trans	MAN MAN Scally s after A area at in as the e to to rdan anda lectronic sfer, vertec vertec	ADAMS PDF files and TIFF files. NENT. Cut-off electronic files at close year. Transfer to the National Archives 2 er cut-off. At the time of transfer, and NRC will determine medium and which records will be transferred as a teir arrangement. Every effort will be transfer records electronically in ce with the standards for permanent corecords contained in 36 CFR 1228.270 and applicable at the time. If transfer in onic medium is not feasible, prior to with NARA concurrence, records will be determined to the paper or to microform. Destroy NRC years after transferring records to	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 18 years after transferring record to NARA	TBD

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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.

3. <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.

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

AUTHORIZED DISPOSITION

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 CITATION

TBD

<u>Permanent</u>. Cut off when NRC involvement terminates. OCIO will transfer to NARA 10 years after cutoff.

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

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

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

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

AUTHORIZED DISPOSITION

NARA-APPROVED <u>CITATION</u>

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

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

(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 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.

Rermanent. Cut off electronic files when NRC 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 cut off. Prior to transfer, NARA and

ITEM NO. DESCRIPTION OF RECORDS 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 8 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.

- 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.

(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

AUTHORIZED DISPOSITION

NRC will determine the medium and format in which records will be transferred. Destroy NRC copy 8 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 8 years after transferring record to NARA.

NARA-APPROVED CITATION

TBD

Destroy when 3 years old or earlier if no longer needed for reference.

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

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

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

TBD

Destroy after creation of ADAMS electronic record or when no longer needed for

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

related records described in Item

agency, excluding the agenda, minutes, final reports and

a. above.

Destroy when 3 years old or earlier if no longer needed for reference.

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.

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ITEMa NO. DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

NARA-APPROVED <u>CITATION</u>

(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 area 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 TIFFa files and their linked ASCII files; ADAMS document profiles and document packagesa and ADAMS digital signature and concurrence data.

Cut off electronic files upon termination of committee. Destroy 3 years after cutoff.

TBD

4. <u>Committee to Review Generic</u> Requirements (CRGR) Files

Case files documenting CRGR reviews of proposed rulemakings and other generic NRC regulatory requirements. Records include requests for reviews, meeting agendas, issue sheets and other background information, meeting minutes, member comments, recommendations, documentation of final actions, bulletins to licensees, and related correspondence. Case files are arranged by meeting date.

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NO. DESCRIPTION OF RECORDS

<u>AUTHORIZED DISPOSITION</u>

NARA-APPROVED <u>CITATION</u>

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

Permanent. Cut off meeting case files at the close of the fiscal year in which meeting occurred. Retire to the Washington National Record Center 5 years after cutoff. Transfer to NARA 20 years after cutoff.

TBD (Unscheduled)

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. 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 8 years after transferring records to NARA.

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

NARA- CITATION	AUTHORIZED DISPOSITION	DESCRIPTION OF RECORDS	ILEM
	will be transferred. Destroy NRC copy 8 years after transferring record to NARA.		
TBD	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 8 years after transferring record 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 signatures, and data that signatures, and data that evidence final NRC Management and staff concurrences in documents that are linked to and considered part of the official records. Formal Arrangement and Agreement files Grouments and original or certified of the original or certified of the original or certified. Files Grouments and original or certified of the original or certified or the original or other original or other original original original original original original or other original ori	·ç
TBD (Unscheduled) (Reference (Reference Item 4.5.15)	Permanent. Cut off file when arrangement expires. Offer to MARA 10 years after expiration of arrangement.	alphabetically by name of foreign country. a. Paper records created prior to 04/01/2000, and signed bilateral arrangement documents and research agreements in paper format created after that date.	
TBD	Return to Official File Station for maintenance and disposition in accordance with item 5.1, above after ADAMS processing.	b. Paper records used as the source to create ADAMS electronic bit- mapped image files and ASCII files.	
TBD	Destroy after creation of ADAMS electronic record or when no longer needed for	c. Copies of electronic files stored outside of ADAMS used to create ADAMS PDF files, bit-	

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AUTHORIZED DISPOSITION

reference or updating, whichever is later.

mapped image 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.

PERMANENT. Cut-off electronic files upon revocation or termination of agreement. 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 8 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 documents that are linked to and considered part of the official records.

Rermanent. Cut off electronic files upon revocation or termination of agreement. 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 8 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 8 years after transferring record to NARAa

TBD

6. <u>General Program Correspondence</u> Files (Subject Files)

DESCRIPTION OF RECORDS

Letters, memoranda, messages, studies, reports, forms, and other data documenting and/or implementing plansa policies, procedures, accomplishments, opinions, and decisions pertaining to Office of Nuclear Regulatory Research (RES) program and staff activities.

a. <u>Program Correspondence Files</u> at the Office Director Level.

Files that document policy-making decisions or significant RES program management functions that are signed by or addressed to the RES Director or Deputy Director. Excluded is program correspondence that documents routine transactions for which the record content is summarized or duplicated in higher level documents. (See item c. below.)

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

Permanent. Cut off at close of fiscal year. Hold 2 years and retire to the Washington

retire to the Washington

National Record Center through (NUREG-0910

OCIO. OCIO will transfer to NRCS 1-2.2.a)

(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.

NARA when 20 years old.

TBD

NC₄-431-81-5

Item 1.2.15.a

ITEM

NO. DESCRIPTION OF RECORDS

(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.

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

(4) 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 8 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

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 8 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 transferreda Destroy NRC copy

TBD

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evidence final NRC Management and staff concurrences in documents that are linked to and considered part of the 8 years after transferring record to NARA.

b. <u>Program Correspondence Files</u> <u>Created or Received Below the</u> Office Director Level.

official records.

Files that document policy making decisions, significant RES program management functions and program operations. They are signed by or addressed to RES management and staff below the Office Director level. Excluded is program correspondence that documents routine transactions for which the record content is summarized or duplicated in higher level documents. (See item c. below.)

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

Cut off at close of fiscal year. Hold 2 years and retire to the Washington National Record Center through OCIO. Destroy 10 years after cutoff.

NC1-431-81-5 Item 1.2.15.b

10 years after cuto

(NUREG-0910 NRCS 1-2.2.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 Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.

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NARA-APPROVED CITATION

staff members and OCIO processing staff after creation of the ADAMS records. Included area 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 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 at close of fiscal year. Destroy 10 years after cutoff.

TBD

c. Routine Program
Correspondence Files Created
or Received at All
Organizational Levels.

Files documenting program transactions of a routine or recurring nature, the record content of which is summarized or duplicated in Item a. orab. above.

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

Destroy when 2 years old, or sooner if purpose has been served.

NC1-431-81-5 Item 1.2.15.c

(NUREG-0910 NRCS 1-2.2.c)

ITEM NO. DESCRIPTI	ON OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
sour Tagg	er records used as the ce to create ADAMS ged Image File Format FF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
store used Ports (PDI ASC staff proc crea reco elect inter auto Wor InFo	ies of electronic files ed outside of ADAMS I to create ADAMS able Document Format F) files, TIFF files, and CII files that remain with members and OCIO ressing staff after tion of the ADAMS ords. Included are tronic records created really using office mation tools (e.g., rdPerfect, Lotus, orms, e-mail, etc.) and tronic records received in outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD
linke sour files files prof pack digit	AMS PDF files and their ed native application ce files; ADAMS TIFF and their linked ASCII; ADAMS document files and document cages; and ADAMS cal signature and currence data.	Cut off electronic files at close of fiscal year. Destroy 2 years after cutoff.	TBD
7. Grants Files			
studies, correspo records	es of contracts, reports, agreements, ondence, and other relating to receipt, and monitoring of		

ITEM NO. DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
(1) Paper records created before 04/01/2000.	Destroy 6 years and three months after case is closed.	NC 1 -431-81-5 Item 1.5.33.a
		(NUREG-0910 NRCS 2-21.3.a)
(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 when case is closed. Destroy 6 years and three months after cutoff.	TBD
 Reports, books, studies, or any other final grant product and related records. 		-

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ITEM NO. DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
(1) Paper records created before 04/01/2000.	Permanent. Transfer to NARA when 10 years old.	NC å -431-81-5 Item 1.5.33.b
		(NUREG-0910 NRCS 2-21.3.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 TIFF files. PERMANENT. Cut-off electronic files at close of fiscal year. when NRC involvement. 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 8 years after transferring records to NARA.	Rermanent. Cut off electronic file 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	TBD
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ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
		NRC will determine the medium and format in which the records will be transferred. Destroy NRC copy 8 years after transferring record 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. c. Unsuccessful grant application files consisting of applications, correspondence, and other records relating to unsuccessful (rejected or withdrawn) applications. 	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 8 years after transferring record to NARA.	TBD
	(1) Paper records created before 04/01/2000.	Destroy 3 years after rejection or withdrawal.	GRS 3-13
		,	(NUREG-0910 NRCS 2-21.3.c)
	(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 A DAMS electronic record.	TBD
	(3) Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updatinga whichever is later.	TBD

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
	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 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 at close of fiscal year. Destroy 3 years after cutoff.	TBD
(d. Grant administrative files consisting of correspondence and/or subject files relating to routine operations and daily activities in administration of the grant program.		
	(1) Paper records created before 04/01/2000.	Destroy when 2 years old.	GRS 3-14
			(NUREG-0910 NRCS 2-21.3.d)

Destroy paper documents

2 months after creation of

ADAMS electronic record.

TBD

(2) Paper records used as the

source to create ADAMS

Tagged Image File Format (TIFF) files and ASCII files.

ITEM NO. DESCRIPTION OF RECORDS

(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

AUTHORIZED DISPOSITION

NARA-APPROVED <u>CITATION</u>

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.

electronic records received from outside the agency.

Cut off electronic files at end of fiscal year. Destroy 2 years after cutoff.

TBD

8. <u>Nuclear Safety Standards Program</u> <u>Files</u>

a. Records accumulated in connection with the development of nuclear safety standards and guides pertaining to the siting of suitable location, design of nuclear power plants, etc. Included are draft standards and guides, comments from staff offices and the public, and related records. Standards are

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
	formally published as NRC Regulations, NUREGS, Guides, or Technical Specifications, which are retained permanently in microfiche form. See NRCS 2, Part 14, Item 8.a.(2).		
	(1) Paper records created before 04/01/2000.	Destroy when 20 years old.	NC1-431-81-5 Item 4.9.37
			(NUREG-0910 NRCS 2-21.7)
	(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	Cut off electronic files at end of fiscal year. Destroy when 20 years old.	TBD

files and their linked ASCII

NARA-APPROVED <u>CITATION</u>

files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.

- b. Record copy of nuclear safety standards and guides pertaining to the siting of suitable location, design of nuclear power plants, etc. Standards are formally published as NRC Regulations, NUREGS, Guides, or Technical Specifications.
 - (1) Paper records created before 04/01/2000.

Permanent. Transfer to NARA when 20 years old.

Supercedes NC1-431-81-5 Item 1.5.36.a.(1)

(NUREG-0910 NRCS 2-14-8-a.(1))

- (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

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

NO. DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

NARA-APPROVED CITATION

automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.

(4) 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 copy 18 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.

Rermanent. Cut off electronic files at end 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 Bof 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 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

9. Personnel Monitoring Report Files

DESCRIPTION OF RECORDS

Personnel monitoring reports and related information consisting of reports of individual monitoring from licensees required under 10 CFR Part 20. Documents consist of annual personnel monitoring reports and periodic reports of overexposures including NRC Form 5, the information from which is maintained on magnetic tapes accessed using the Radiation Exposure Information Reporting System (REIRS) at Oak Ridge National Lab.

- a. Personnel monitoring reports and personnel overexposure reports submitted by licensees, from which all data are entered into the Radiation Exposure Information System (REIRS).
 - (1) Paper records created before 04/01/2000.

Destroy 2 years after data are input into REIRS.

NC1-431-89-6 Item 1.a

(NUREG-0910 NRCS 2-21-8-a)

(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

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

ITEM NO.	DESCI	PRIPTION OF RECORDS processing staff after creation of the ADAMS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
		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 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 at end of fiscal year. Destroy 2 years after cutoff.	TBD
	and rep RE	rsonnel monitoring reports d personnel overexposure corts that are not placed in the EIRS or of which only selected a are entered into REIRS.		
	(1)	Paper records created before 04/01/2000.	Permanent. Cut off at end of fiscal year. Retire to Washington National Record Center in 5 year blocks. Transfer to NARA when 20 years old.	NC1-431-89-6 Item 1.b (NUREG-0910 NRCS 2-21.8.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	Destroy after creation of ADAMS electronic record or when no longer needed for	TBD

NARA-APPROVED CITATION

(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.

reference or updating, whichever is later.

(4) 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 copy 18 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

Cut off electronic files at end 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 files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.488 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA.

TBD

ITEM NO. DI	ESCRIPTION OF RECORDS Management and staff concurrences in documents that are linked to and considered part of the official records.	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
	Electronic records of personnel monitoring report data, 1978- present (maintained at Oak Ridge National Laboratory). (Reference NRCS 2-21.12 "REIRS System." REIRS system programming and documentationa	Permanent. Transfer data copy immediately on magnetic tape according to NARA technical requirements. Transfer revised data copies to the NARA every 5 years.	N1-431-89-6 Item 1.c (NUREG-0910 NRCS 2-21-8-c)
	(1) Paper records created before 04/01/2000.	Permanent. Transfer to NARA on an ongoing basis in conjunction with item 9ca	NC1-431-89-6 Item 1.d (NUREG-0910 NRCS 2-21.8.d)
	(2) Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII filesa	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 filesa 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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is latera	TBD

AUTHORIZED DISPOSITION

automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.

(4) 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 copy 18 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.

Rermanent. Cut off electronic files at end of fiscal year. Convert image files to paper, microforma 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 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>
10.	Regulatory History Files for Proposed and Final Rulemaking		

Case files documenting proposed and final rulemakings. Contents include interoffice correspondence, all source documents relied upon to prepare proposed and final rules, public comments, Committee to Review Generic Requirements (CRGR) minutes and recommendations, Advisory Committee on Reactor Safeguards comments, Commission papers, transcripts, indexes, and Federal Register Notices.

a. Official case files created by the RES.

(1) Paper records created before	Permanent. Cut off when	NC1-431-85-1
04/01/2000.	regulation is issued through	Item 1.a
	notice in the Federal Register.	
	OCIO will transfer to NARA in	(NUREG-0910
	5-year blocks when the earliest	NRCS 1-2.3.a)
	closed case file is 25 years old	
	and the most recent case file is	
	20 years old.	•
(2) Paper records used as the	Destroy paper documents	TBD
source to create ADAMS	2 months after creation of	
Tagged Image File Format	ADAMS electronic record.	
(TIFF) 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		

NO.

AUTHORIZED DISPOSITION

NARA-APPROVED CITATION

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.

DESCRIPTION OF RECORDS

(4) ADAMS PDF files and TIFF files.

PERMANENT. Cut-off electronic files when final regulation is issued through notice in the Federal Register. 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 18 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.

Rermanent. Cut off electronic files when regulation is issued through notice in the Federal Register. Convert image files to paper, hicroform, 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, NARA and NRC will determine the medium and format in which the records will be transferred. Destroy NRC copy 8 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 8 years after transferring record to NARA.

TBD

ITEM <u>NO.</u> 11.	DESCRIPTION OF RECORDS Rejected Research Project Proposals All proposals for research projects consisting of unsolicited contract proposals from individuals and organizations which were not funded by NRC.	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
	a. Paper records created before 04/01/2000.	Destroy 2 years after disapproval of funding.	N1-43a-89-5 Item 2 (NUREG-0910 NRCS 2-21:11)
	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 disapproval of funding. Destroy 2 years after cutoff.	TBD

			NAKA-
ITEM			APPROVED
NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	CITATION

12. Research Program Files

Records consisting of documents, data, and correspondence relating to the formulation, planning, direction, review, and evaluation of research in major program areas.

- a. Documents generated, received, signed, or maintained at the Office Director level.
 - (1) Paper records created before 04/01/2000. Permanent. Cut off files annually and retire to OCIO when 2 years old. Transfer to NARA when 20 years old.

N1-43&-89-5 Item 3.a

(NUREG-0910 NRCS 2-21.12.a)

(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.

ITEM

NO. DESCRIPTION OF RECORDS

(4) ADAMS PDF files and TIFF files.

PERMANENT. Cut-off electronic files annually. 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 18 years after transferring records to NARA.

AUTHORIZED DISPOSITION

Rermanent. Cut off electronic files annually. 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.

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TBD

(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.

Permanenta 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

b. Documentation at the division level and below.

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

Cut off files annually. Destroy 10 years after cutoff.

N1-431-89-5 Item 3.b

(NUREG-0910 NRCS 2-21 12:b)-

ITEM NO., DESCRIPTION OF REC	CORDS AUTHO	RIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
(2) Paper records use source to create A Tagged Image Fi (TIFF) files and A	ADAMS 2 months le Format ADAMS	paper documents after creation of electronic record.	TBD
(3) Copies of electro stored outside of used to create AI Portable Docume (PDF) files, TIFI ASCII files that restaff members an processing staff a creation of the A records. Include electronic record internally using automation tools WordPerfect, Lo InFormsa e-mail, electronic record from outside the	ADAMS DAMS DAMS When no reference whichever the semain with do OCIO offer DAMS do are so created office (e.g., tus, etc.) and so received	after creation of electronic record or longer needed for or updating, r is later.	TBD
(4) ADAMS PDF fill linked native appropriate source files; ADA files and their linguistance and documents packages; and Aldigital signature concurrence data	lication of fiscal y AMS TIFF after cuto ked ASCII ocument ment DAMS and	lectronic files at close year. Destroy 10 years iff.	TBD
13. Research Project Case Fi	<u>les</u>		
Technical documents, me monthly or quarterly high reports, program reports reports, management lett of tracings of drawings,	nlight , status		

NARA-APPROVED CITATION

specifications, and duplicate photographs of completed products, or apparatus, and references pertinent to a project maintained by

the project manager.

DESCRIPTION OF RECORDS

a. Case files deemed by the NRC or NARA to have exceptional value because of the highly significant nature of the research involved or uniqueness of the case file. Included are files that (1) show development of new and significant techniques, (2) relate to new and significant methodology and materials, (3) were the subject of Congressional investigation or came under intensive public scrutiny, (4) result injudicial decisions or legislative activities affecting the functions and activities of the NRC, or (5) result in significant changes in regulatory activities and

functions of the NRC.

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

Permanent. Cut off files after completion or termination of the project and retire to OCIO when 2 years old. Transfer to NARA in annual blocks when 20 years old.

N1-431-89-5 Item 4.a

(NUREG-0910 NRCS 2-21.13.a)

(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

Destroy after creation of ADAMS electronic record or when no longer needed for

NO. DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION CI

reference or updating, whichever is later.

NARA-APPROVED <u>CITATION</u>

(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.

(4) ADAMS PDF files and TIFF files.

PERMANENT. Cut-off electronic files upon completion or termination of the project.

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 18 years after transferring records to

(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

<u>Permanent</u>. Cut off electronic files upon completion or termination of the project. 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 & 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 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.	DESC	RIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED CITATION
		Management and staff concurrences in documents that are linked to and considered part of the official records.	,	
	b. Al	l other case files.		
	(1)	Paper records created before 04/01/2000.	Destroy when 20 years old.	N1-431-89-5 Item 4.b
				(NUREG-0910 NRCS 2-21.13.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	Cut off electronic files upon	TRD

(4) ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII

Cut off electronic files upon completion or termination of the project. Destroy when 20 years old.

NAR A-APPROVED CITATION

filesa ADAMS document profiles and document

DESCRIPTION OF RECORDS

packages; and ADAMS digital signature and concurrence data.

14. <u>Scientific and Technical Reports</u>

These are published and unpublished scientific and technical reports, as defined in NRC Management Directive 3.8.

- a. Record copy officially designated by the originating NRC office or contractor.
 - (1) Published reports.

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

<u>Permanent.</u> Transfer to NARA when 10 years old.

NC4-431-81-5 Item 4.8.28.a.1

(NUREG-0910 NRCS 2-21.14.a.1)

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

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

AUTHORIZED DISPOSITION

NARA-**APPROVED** CITATION

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.

PERMANENT. Cut-off electronic files at close of fiscal year. Transfer to the National Archives 2 microform, magnetic tape, 3480 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 8 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 documents that are linked to and considered part of the official records.

Rermanent. Cut off electronic files at close of fiscal year. Convert image files to paper, 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. Desiroy NRC copy 8 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 8 years after transferring record to NARA.

TBD

ITEM NO.		TION OF RECORDS published reports.	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
	(a)	Paper records created before 04/01/2000.	Permanent. Cut off files at close of fiscal year. Transfer to NARA in annual blocks when 20 years old.	N1-431-81-5 Item 4.8.28.a.2 (NUREG-0910 NRCS 2-21.14.a.2)
	(b)	Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) 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
N/ for	T years after cut ARA and NRC	ADAMS PDF files and TIFF files. ransfer to the National Archives off At the time of transfer, will determine medium and records will be transferred as angement.	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	TBD

NO. DESCRIPTION OF RECORDS

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.

(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

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 files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFRa§ 1228.188 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA.

NARA-APPROVED CITATION