

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 N11-431-00-21	DATE RECEIVED 3-31-00
1 FROM (Agency or establishment) U.S. Nuclear Regulatory Commission		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Regional Offices		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 2-6-02	
4. NAME OF PERSON WITH WHOM TO CONFER John Harris	5. TELEPHONE 301-415-5885	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 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 Title 8 of the GAO Manual for Guidance of Federal Agencies,
 is not required; is attached; or has been requested.

DATE 3/24/2002	SIGNATURE OF AGENCY REPRESENTATIVE <i>Brenda Jo. Shelton</i> Brenda Jo. Shelton	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 GRS OR SUPERSEDED JOB CITATION	10.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 text records of the Nuclear Regulatory Commission (NRC) within the regional offices. NRC will maintain the records in paper form and not in the Agencywide Documents Access and Management System due to their sensitivity and restricted access.</p> <p>Improper Action Files</p> <p>a. Case files located in regional offices documenting the receipt, review, and resolution of allegations of improper actions by NRC staff members or contractors. Case files include description of allegation and circumstances under which it was received, memos to and from the OIG, letters to the allegor, letters to file, employee's written version of issue and events, recommendations, plans for implementation, status reports, notifications of substantiation, conclusions, follow-up reports, documents showing resolution and related material. Case files are arranged numerically by year and sequential case file number within that year.</p> <p>Cut off files upon final resolution or referral to the OIG. Retain in office for two years or until no longer needed for current activities, then retire to the NRC Archival Facility through the OCIO. Destroy 10 years after cutoff. <i>Washington National Records Center</i></p> <p><i>Changed per telecon w/ NRC (John Harris) on 9/6/01 tee</i></p>		

7. ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>b. Electronic records created or received used as the source to create paper records that are filed in the Improper Action 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 for reference or updating, whichever is later.</p>		