

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-431-02-2</i>	
1. FROM (Agency or establishment) U.S. Nuclear Regulatory Commission		DATE RECEIVED <i>4-22-2002</i>	
2. MAJOR SUBDIVISION Office of the Commission		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4. NAME OF PERSON WITH WHOM TO CONFER John Harris	5. TELEPHONE 301-415-5885	DATE <i>2-10-03</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 3 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 <i>4/17/02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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) in the Office of the Commission. NRC will maintain the records in paper form and not in the Agencywide Documents Access and Management System (ADAMS). Items 1.a and 2.a supersede previous schedules as shown. The remaining items are unscheduled.</p> <p><u>Commissioners' Chronological Files</u></p> <p>a. Copies of all outgoing correspondence and reports prepared by the individual Commissioners, arranged chronologically.</p> <p><u>Permanent.</u> Transfer to NARA when 20 years old.</p> <p>b. Electronic records created or received used as the source to create paper records that are filed in the Commissioners' Chronological 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> <p><i>cc Agency, NWMD, NWMAW</i></p>	Supersedes NC1-431-81-5, Item 2.1.1 to lengthen retention by NRC.	

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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)
2.	<p><u>Office Files of the Chairman and Commissioners</u></p> <p>a. Notes, memoranda, correspondence, copies of e-mail, and other papers accumulated in the offices of the Chairman or the Commissioners that are written by or exchanged between a Commissioner and members of his/her personal staff or written by or exchanged between members of the Commissioner's staff, received by the Commissioner or his/her staff from another Commissioner or member of his/her staff that were not circulated to other Commissioner offices, received from any other NRC source, from Congress, from other government agencies, or from members of the public that were not circulated to other Commissioner offices, and transcripts of telephone conversations relating to agency business, and copies of agency records on which Commissioners make their own notations. Office files contain original documents received by the Commissioner, and may contain copies of records maintained by other NRC offices when germane to the Chairman's or Commissioners' subjects, projects or actions to which the files pertain. However, Office Files of the Chairman and Commissioners do not include extra unannotated copies of records maintained as part of the Commission's Official Files.</p> <p><u>Permanent.</u> Retire to Washington National Record Center through OCIO at end of Commissioners' term. Transfer to NARA when 20 years old</p> <p>b. Electronic records created or received used as the source to create paper records that are filed in the Office Files of the Chairman and Commissioners. 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>	Supersedes NC1-431-97-1 Item 1 to lengthen retention by NRC and to clarify contents of files.	
3.	<p><u>Schedules of Daily Activities</u></p> <p>a. Calendars, appointment books, schedules, logs, diaries, and similar records documenting meetings, appointments, telephone calls, trips, visits, and other activities by the Chairman and Commissioners while serving at NRC, excluding materials determined to be personal.</p> <p><u>Permanent.</u> Retire to Washington National Record Center through OCIO at end of Commissioners' term. Transfer to NARA when 20 years old.</p>		

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	<p>b. Electronic records created or received used as the source to create paper records that are filed in the Schedules of Daily Activities. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, E-mail, Electronic Calendaring, 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 upon a weekly, monthly, or other appropriate interval, and file in the official files. Destroy electronic version immediately after creating official record copy or when no longer needed for reference or updating, whichever is later.</p>		