

REQUEST FOR RECORDS DISPOSITION AUTHORITY		DO NOT WRITE IN THESE SPACES (NARA use only)
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER: <i>71-431-03-1</i>
1. FROM (Agency or establishment) U.S. Nuclear Regulatory Commission		DATE RECEIVED <i>5-9-2003</i>
2. MAJOR SUBDIVISION Office of Nuclear Security and Incident Response		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 301-415-7228	
		DATE <i>2-3-04</i>
		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 37 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>4/22/03</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE NRC Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDE D JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>The Office of Nuclear Security and Incident Response (NSIR) was created at the Nuclear Regulatory Commission (NRC) on April 7, 2002, to consolidate certain NRC safeguards, security, and incident response functions. This SF 115 pertains to the NSIR programmatic records that will be maintained in electronic form in the Agencywide Documents Access and Management System (ADAMS), and the classified and safeguards unclassified material that will be maintained in paper format. References are made to the previous schedule numbers in the NARA Approved Citation column where appropriate.</p> <p>ADAMS is an electronic information system that maintains the unclassified official programmatic and administrative records in a centralized electronic document repository designed to meet all National Archives and Records Administration (NARA) electronic recordkeeping system regulations and began official recordkeeping of documents on April 1, 2000. 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.</p> <p><i>cc Agency, NRC, NRC, NRC</i></p>		

RECORDS OF THE OFFICE OF NUCLEAR SECURITY AND INCIDENT RESPONSE
PROGRAMMATIC RECORDS

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ADAMS RECORDS SCHEDULES
OFFICE OF NUCLEAR SECURITY AND INCIDENT RESPONSE

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	NARA- APPROVED <u>CITATION</u>
1.	<u>Committee and Conference 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. Excluding routine committee and conference records covered by GRS 16-8.		
	(1) Paper records created before 04/01/2000, and classified and safeguards unclassified material maintained in paper form.	<u>Permanent.</u> Cut off when NRC involvement terminates. OCIO will transfer to NARA 10 years after cutoff.	TBD
	(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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD

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	<p>automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.</p>		
(4)	<p>ADAMS PDF files and TIFF files.</p>	<p><u>Permanent</u>. 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 copy 8 years after transferring records to NARA.</p>	TBD
(5)	<p>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.</p>	<p><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 270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.</p>	TBD

TBD

TBD

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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, and classified and safeguards unclassified material maintained in paper form.	Destroy when 3 years old or earlier if no longer needed for reference.	TBD
(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	Cut off electronic files upon termination of committee. Destroy 3 years after cutoff.	TBD

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	digital signature and concurrence data.		
	c. All other records created by committees regardless of whether NRC is the sponsor agency, excluding the agenda, minutes, final reports and related records described in Item a, above.		
	(1) Paper records created before 04/01/2000, and classified and safeguards unclassified material maintained in paper form.	Destroy when 3 years old or earlier if no longer needed for reference.	TBD
	(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	Cut off electronic files upon termination of committee. Destroy 3 years after cutoff.	TBD

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	files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.		
2.	<u>Emergency Planning Files</u>		
a.	Case Files accumulated in NSIR, consisting of a record copy of each plan or directive issued, with related background papers.		
	(1) Paper records created before 04/01/2000, and classified and safeguards unclassified material maintained in paper form.	<u>Permanent.</u> Cut off at close of fiscal year. Hold 2 years and retire to the Washington National Record Center through OCIO. OCIO will transfer to NARA when 20 years old.	NC1-431-81-1 Item 3.a (NUREG-0910 NRCS 2-4.5.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.	Supersedes: N1-431-00-3 Item 2.a(2)
	(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.	Supersedes: N1-431-00-3 Item 2.a(3)

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(4)	ADAMS PDF files and TIFF files.	<p><u>Permanent</u>. 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 record to NARA.</p>	Supersedes: N1-431-00-3 Item 2.a(4)
(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.	<p><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.</p>	Supersedes: N1-431-00-3 Item 2.a(5)
b.	Record set of NRC reports of operation tests accumulated in NSIR, consisting of consolidated or comprehensive reports reflecting NRC-wide results of tests conducted under emergency plans.		

TBD

TBD

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(1)	Paper records created before 04/01/2000, and classified and safeguards unclassified material maintained in paper form.	<u>Permanent</u>. Cut off at close of fiscal year. Hold 2 years and retire to the Washington National Record Center through OCIO. OCIO will transfer to NARA when 20 years old.	NC1-431-81-1 Item 3.b (NUREG-0910 NRCS 2-4.5.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.	Supersedes: N1-431-00-3 Item 2.b(2)
(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.	Supersedes: N1-431-00-3 Item 2.b(3)
(4)	ADAMS PDF files and TIFF files.	<u>Permanent</u> . 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	Supersedes: N1-431-00-3 Item 2.b(4)

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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 record to NARA.

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.

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.

Supersedes:
N1-431-00-3
Item 2.b(5)

TBD

3. General Program Correspondence Files (Subject Files)

Letters, memoranda, messages, studies, reports, forms, and other data documenting and/or implementing plans, policies, procedures, accomplishments, opinions, and decisions pertaining to Office of Nuclear Security and Incident Response (NSIR) program and staff activities.

a. Program Correspondence Files at the Office Director Level.

Files that document policy-making decisions or significant NSIR program management functions that are signed by or addressed to the NSIR Director

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	and 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, and classified and safeguards unclassified material maintained in paper form.	Permanent. Cut off at close of fiscal year. Hold 2 years and retire to the Washington National Record Center through OCIO. OCIO will transfer to NARA when 20 years old.	NC1-431-81-5 Item 1.2.15.a (NUREG-0910 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.	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.	<u>Permanent.</u> 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	TBD	

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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 record to NARA.

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.

Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring records to NARA.

TBD

TBD

b. Program Correspondence Files Created or Received Below the Office Director Level.

Files that document policy making decisions, significant or NSIR program management functions and program operations. They are signed by or addressed to NSIR management and staff below the NSIR Director and Deputy Director level. Excluded is

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	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, and classified and safeguards unclassified material maintained in paper form.	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 (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 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	Cut off electronic files at close of fiscal year. Destroy 10 years after cutoff.	TBD

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digital signature and concurrence data.

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. or b. above.

(1) Paper records created before 04/01/2000, and classified and safeguards unclassified material maintained in paper form.	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.e)
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(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
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(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
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ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	NARA- APPROVED <u>CITATION</u>
	(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 2 years after cutoff.	TBD
4.	<u>International Safeguards Program Office (ISPO) Files</u>		
	<p>The ISPO is a part of the Brookhaven National Laboratory and is responsible for coordinating the comments and development process or the POTAS reports. ISPO files include copies of reports developed by U.S. contractors under the Program for Technical Assistance to the International Atomic Energy Agency (IAEA) Safeguards (POTAS); reviews of the international safeguards and physical protection technical aspects of export and import licencing and retransfer requests (some are classified); the technical evaluations of the safeguards provisions of agreements for cooperation (some are classified); the evaluations of efforts to support the strengthening of IAEA safeguards (some are classified); the onsite reviews of foreign physical programs (classified); reports of efforts to enhance safeguards programs in other countries including the republics of the former Soviet Union (some are classified); and reports of activities in support of implementation of IAEA safeguards agreement (company proprietary). Also included in the files are</p>		

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	correspondence between ISPO and NRC, DOE, and DOJ and NRC response to ISPO requests for comments on draft reports and copies of final reports.		
a.	Paper records created before 04/01/2000, and classified and safeguards unclassified material maintained in paper form.	<u>Permanent.</u> Transfer to NARA when 20 years old.	Supersedes: N1-431-00-13 Item 10.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.	Supersedes: N1-431-00-13 Item 10.b
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.	Supersedes: N1-431-00-13 Item 10.c
d.	ADAMS PDF files and TIFF files	<u>Permanent.</u> 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	Supersedes: N1-431-00-13 Item 10.d

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		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 record to NARA.	TBD
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.	<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.	Supersedes: N1-431-00-13 Item 10.e TBD
5.	<u>Safeguard Status Reports</u>		
	Monthly computer printouts containing an inventory of all nuclear material located in NRC licensed facilities throughout the United States. Reports are derived from information furnished by regional inspectors.		
a.	Paper records created before 04/01/2000, and classified and safeguards unclassified material maintained in paper form.	Destroy when superseded by new report.	NC1-431-81-5 Item 4.4.9 (NUREG-0910 NRCS 2-20.14)
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.	Supersedes: N1-431-00-8, Item 12.b

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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.	Supersedes: N1-431-00-8, Item 12.c
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 superseded by a new report and destroy immediately.	Supersedes: N1-431-00-8, Item 12.d
6.	<u>Security Policy Files</u>		
	Manuals, directives, plans, reports, and correspondence reflecting policies and procedures developed by NSIR, in the administration and direction of security and protective services programs.		
a.	Paper records created before 04/01/2000.	<u>Permanent.</u> Transfer to NARA when 10 years old.	TBD Based on: NC1-431-81-5 Item 1.5.37 (NUREG-0910 NRCS 2-1.11)
b.	Paper records used as the source to create ADAMS Tagged Image	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD Based on: N1-431-00-4 Item 8.b

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<p data-bbox="343 310 683 373">File Format (TIFF) files and ASCII files.</p> <p data-bbox="294 415 740 940">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.</p> <p data-bbox="294 972 695 1035">d. ADAMS PDF files and TIFF files.</p>	<p data-bbox="806 415 1207 583">Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.</p>	<p data-bbox="1268 415 1468 520">TBD Based on: N1-431-00-4 Item 8.c</p>	
<p data-bbox="294 972 695 1035">d. ADAMS PDF files and TIFF files.</p>	<p data-bbox="806 972 1207 1738"><u>Permanent</u>. Cut off electronic files at close of the 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 record to NARA.</p>	<p data-bbox="1268 972 1468 1077">TBD Based on: N1-431-00-4 Item 8.d</p>	
<p data-bbox="294 1780 728 1845">e. ADAMS document profiles and ADAMS document packages</p>	<p data-bbox="806 1780 1179 1845"><u>Permanent</u>. Cut off electronic files with related PDF files and</p>	<p data-bbox="1268 1780 1468 1845">TBD Based on: N1-431-00-4</p>	

TBD

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	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.	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.	Item 8.e TBD
7.	<u>Systems Security Records</u>		Item 7 Supersedes:
	a. <u>Access Request Files</u>		N1-431-00-4, Item 10 to transfer records series from ADM to NSIR.
	Requests and authorization for individuals to have access to communication security (COMSEC) information.		
	(1) Paper records created before 04/01/2000.	Destroy 2 years after authorization expires.	NC1-431-81-5 Item 1.5.39.a (NUREG-0910 NRCS 2-1.14.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.	Supersedes: N1-431-00-4 Item 10.a(2)
	(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 after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	Supersedes: N1-431-00-4 Item 10.a(3)

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	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 when authorization expires. Destroy 2 years after cutoff.	Supersedes: N 1-431-00-4 Item 10.a(4)
b. <u>Document and Material Transfer Records</u>	COMSEC document and material transfer records, package receipts and COMSEC material reports, SF 153.		
(1)	Paper records created before 04/01/2000.	Destroy 2 years after completion of transaction.	NC1-431-81-5 Item 1.5.39.b (NUREG-0910 NRCS 2-1.14.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.	Supersedes: N1-431-00-4 Item 10.b(2)
(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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	Supersedes: N1-431-00-4 Item 10.b(3)

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	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 upon completion of transaction. Destroy 2 years after cutoff.	Supersedes: N1-431-00-4 Item 10.b(4)
c.	<u>Inventory of COMSEC Documents and Material</u>		
(1)	Periodic inventories of COMSEC documents and material in cases where no discrepancies exist.		
(a)	Paper records created before 04/01/2000.	Destroy after the succeeding inventory is submitted and verified.	NC1-431-81-5 Item 1.5.39.c.1 (NUREG-0910 NRCS 2-1.14.c.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.	Supersedes: N1-431-00-4 Item 10.c(1)(b)
(c)	Copies of electronic files stored outside of ADAMS used to create ADAMS Portable	Destroy after creation of ADAMS electronic record or when no longer needed for	Supersedes: N1-431-00-4 Item 10.c(1)(c)

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	NARA- APPROVED <u>CITATION</u>
	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.	reference or updating, whichever is later.	
	(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 after the succeeding inventory is submitted and verified. Destroy immediately.	Supersedes: N1-431-00-4 Item 10.c(1)(d)
	(2) Periodic inventories of COMSEC documents and material where discrepancies exist.		
	(a) Paper records created before 04/01/2000.	Destroy after the succeeding inventory is submitted and verified and all discrepancies resolved.	NC1-431-81-5 Item 1.5.39.c.2 (NUREG-0910 NRCS 2-1.14.c.2)
	(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.	Supersedes: N1-431-00-4 Item 10.c(2)(b)

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	(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.	Supersedes: N1-431-00-4 Item 10.c(2)(c)
	(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 after the succeeding inventory is submitted and verified and all discrepancies resolved. Destroy immediately.	Supersedes: N1-431-00-4 Item 10.c(2)(d)
	(3) Inventories conducted on change or absence or COMSEC custodian.		
	(a) Paper records created before 04/01/2000.	Destroy 1 year after conducted, verified, and all discrepancies resolved.	Supersedes: NC1-431-81-5 Item 1.5.39.c.3 (NUREG-0910 NRCS 2-1.14.c.3)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED CITATION
(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.	Supersedes: N1-431-00-4 Item 10.c(3)(b)
(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.	Supersedes: N1-431-00-4 Item 10.c(3)(c)
(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 inventory being conducted, verified, and all discrepancies resolved. Destroy 1 year after cutoff.	Supersedes: N1-431-00-4 Item 10.c(3)(d)
(4)	Inventories conducted periodically or on change or absence of COMSEC custodian where irregularities exist or have existed.		

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED CITATION
(a)	Paper records created before 04/01/2000.	Destroy when all purposes have been served.	NC1-431-81-5 Item 1.5.39.c.4 (NUREG-0910 NRCS 2-1.14.c.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.	Supersedes: N1-431-00-4 Item 10.c(4)(b)
(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.	Supersedes: N1-431-00-4 Item 10.c(4)(c)
(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 all purposes have been served. Destroy immediately.	Supersedes: N1-431-00-4 Item 10.c(4)(d)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED CITATION
d.	<u>Loss or Compromise of Accountable COMSEC Documents or Material</u>		
	Message reports, letter reports, or other documents relating to loss or compromise of accountable COMSEC documents or material.		
	(1) Paper records created before 04/01/2000.	Destroy only after accountability established or evidence of compromise negated.	NC1-431-81-5 Item 1.5.39.d (NUREG-0910 NRCS 2-1.14.d)
	(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.	Supersedes: N1-431-00-4 Item 10.d(2)
	(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.	Supersedes: N1-431-00-4 Item 10.d(3)
	(4) ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document	Cut off electronic files after accountability established or evidence of compromise negated. Destroy immediately.	Supersedes: N1-431-00-4 Item 10.d(4)

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	profiles and document packages; and ADAMS digital signature and concurrence data.		
e. <u>Document and Material Destruction</u>	Key card disposition record, key list disposition record, and other records of destruction of accountable COMSEC documents or material.		
	(1) Paper records created before 04/01/2000.	Destroy when 2 years old.	NC1-431-81-5 Item 1.5.39.e (NUREG-0910 NRCS 2-1.14.e)
	(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.	Supersedes: N1-431-00-4 Item 10.e(2)
	(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.	Supersedes: N1-431-00-4 Item 10.e(3)

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(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 close of fiscal year. Destroy 2 years after cutoff.	Supersedes: N1-431-00-4 Item 10.e(4)
f.	<u>Reportable Telecommunications Insecurities</u>		
	Reports of any deviation or incident which could adversely affect the security of a telecommunication system.		
(1)	Paper records created before 04/01/2000	Destroy 5 years after all action has been completed.	NC1-431-81-5 Item 1.5.39.f
			(NUREG-0910 NRCS 2-1.14.f)
(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.	Supersedes: N1-431-00-4 Item 10.f(2)
(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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	Supersedes: N1-431-00-4 Item 10.f(3)

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	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 upon completion of final action. Destroy 5 years after cutoff.	Supersedes: N1-431-00-4 Item 10.f(4)
g. <u>Security Proposals for the Establishment of Centers and Use of Equipment</u>	Security proposals for the establishment of secure communications centers, installation of equipment, or systems.		
	(1) Paper records created before 04/01/2000.	Destroy 2 years after the center is deactivated, equipment has been replaced or system is changed.	NC1-431-81-5 Item 1.5.39.g (NUREG-0910 NRCS 2-1.14.g)
	(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.	Supersedes: N1-431-00-4 Item 10.g(2)
	(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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	Supersedes: N1-431-00-4 Item 10.g(3)

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	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 upon center deactivation, equipment replacement, or system change. Destroy 2 years after cutoff.	Supersedes: N1-431-00-4 Item 10.g(4)
h. <u>Equipment</u>	List of equipment comprising a secure telecommunications system (e.g., terminal equipment, cryptographic equipment and modems).		
(1)	Paper records created before 04/01/2000.	Destroy when no longer applicable	NC1-431-81-5 Item 1.5.39.h (NUREG-0910 NRCS 2-1.14.h)
(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.	Supersedes: N1-431-00-4 Item 10.h(2)
(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.	Supersedes: N1-431-00-4 Item 10.h(3)

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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 when list is no longer applicable. Destroy immediately.	Supersedes: N1-431-00-4 Item 10.h(4)
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i. Floor Plans

Floor plans of secure communications centers showing the location of equipment, the construction of walls, floors, and ceilings of the room(s), or separate architectural details such as doors, windows, or ducts.

(1) Paper records created before 04/01/2000.	Destroy when secure communications centers have been relocated.	NC1-431-81-5 Item 1.5.39.i (NUREG-0910 NRCS 2-1.14.i)
(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.	Supersedes: N1-431-00-4 Item 10.i(2)

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(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.	Supersedes: N1-431-00-4 Item 10.i(3)
(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 relocating secure communication center. Destroy immediately.	Supersedes: N1-431-00-4 Item 10.i(4)
j.	<u>Installation Drawings</u>		
	Installation drawings, e.g., wiring diagrams and conduit plans for the secure telecommunications equipment.		
(1)	Paper records created before 04/01/2000.	Destroy when equipment has been replaced.	NC1-431-81-5 Item 1.5.39.j (NUREG-0910 NRCS 2-1.14.j)
(2)	Paper records used as the source to create ADAMS	Destroy paper documents 2 months after creation of ADAMS electronic record.	Supersedes: N1-431-00-4 Item 10.j(2)

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	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.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	Supersedes: N1-431-00-4 Item 10.j(3)
(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 equipment is replaced. Destroy immediately.	Supersedes: N1-431-00-4 Item 10.j(4)
k.	<u>Standard Operating Instructions</u>		
	Standard operating instructions for secure communications centers.		
(1)	Paper records created before 04/01/2000.	Destroy when secure communications center is no longer operable.	NC1-431-81-5 Item 1.5.39.k (NUREG-0910 NRCS 2-1.14.k)

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(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.	Supersedes: N1-431-00-4 Item 10.k(2)
(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.	Supersedes: N1-431-00-4 Item 10.k(3)
(4)	ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document ackages; and ADAMS digital signature and concurrence data.	Cut off electronic files when secure communications center is no longer operable. Destroy immediately.	Supersedes: N1-431-00-4 Item 10.k(4)

I. Tempest and Acoustic Tests

Documents relating to Tempest tests or tests conducted of secure communications centers.

(1) Paper records created before 04/01/2000.	Destroy after subsequent tests have been conducted and results approved.	NC1-431-81-5 Item 1.5.39.1
		(NUREG-0910 NRCS 2-1.14.1)

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(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.	Supersedes: N1-431-00-4 Item 10.1(2)
(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.	Supersedes: N1-431-00-4 Item 10.1(3)
(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 approval of subsequent tests. Destroy immediately.	Supersedes: N 1-431-00-4 Item 10.1(4)
m.	<u>Audio Countermeasure Inspection Files</u> Records of sweep requests (NRC Form 337) and sweep reports (NRC Form 336) relating to the examination and inspection using sophisticated electronic equipment.		

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED CITATION
(1)	Paper records created before 04/01/2000.	Destroy after the succeeding inspection is conducted.	NC1-431-81-5 Item 1.5.39.m (NUREG-0910 NRCS 2-1.14.m)
(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.	Supersedes: N1-431-00-4 Item 10.m(2)
(3)	Electronic records used as the source to create ADAMS PDF files, bit-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.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	Supersedes: N1-431-00-4 Item 10.m(3)
(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 conducting succeeding inspection. Destroy immediately.	Supersedes: N1-431-00-4 Item 10.m(4)