REQUEST FOR RECORDS DISPOSITION AUTHORITY

TO NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
WASHINGTON, DC 20408

1 FROM (Agency or establishment)
U.S. Nuclear Regulatory Commission

2 MAJOR SUBDIVISION or PROGRAM
Office of Federal and State Materials and Environmental Management Programs

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Deborah H Armentrout, CRM

5 TELEPHONE
301-415-7228

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 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

7 Item No

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

Title: General Licensing Tracking System

(See Attached Schedule)

9 GRS or Superseded Job Citation

10 Action Taken (NARA Use Only)

FSME PMDA Director
App. 2006

Office of General Counsel

Date
U. S. Nuclear Regulatory Commission  
Office of Federal and State Materials and Environmental Management Programs  
General Licensing Tracking System (GLTS)

General Licensing Tracking System (GLTS)  
The NRC is jointly responsible with Agreement States for annual registration of certain General Licensees (GLS) holding radioactive sealed source devices containing minimum activities of one or more of potentially hazardous radionuclides as prescribed in NRC regulations. These radionuclides include Americium 241, Californium 252, Cesium 137, Cobalt 60, Curium 244, Strontium 90 and Radium 226 and other transuranic elements. GLTS is a information system database that supports this NRC mission by providing a tool to be used by NRC staff.

1) Inputs/Source Documents  
a) Form 664, "General Licensee Registration"  
Form 664 contains the data necessary for tracking certain GL devices. The registration forms received by the NRC are checked for completeness, scanned and profiled into ADAMS and then entered into the GLTS database.

Disposition: TEMPORARY  
Cutoff when scanned, profiled and the information is verified in GLTS for accuracy and completeness. Transfer to the ADAMS Processing Center after cutoff for entry into ADAMS.

b) GLTS Supporting Documents  
Licensing supporting documents, such as vendor quarterly and annual device transfer reports, license-related correspondence and inspection reports, that document activities performed in administering the General License program.

Disposition: TEMPORARY  
Cutoff when scanned, profiled and the information is verified in GLTS for accuracy and completeness. Transfer to the ADAMS Processing Center after cutoff for entry into ADAMS.

2) Master File  
GLTS contains information about sealed source device vendors, General Licensees and the devices themselves, including:

- General Licensee Information – corporate name, address and point of contact information
- Devices Subject to annual Registration – manufacturer information, device model and serial number, and isotope and source activity
- Not in Possession of Device – device identification and model number, new device location, reason not in possession and new licensee for device
- Devices held but Not Subject to Registration – device identification, isotope and activity
- Certification of Accuracy of Submittal
- Registration fee payments, if appropriate for the device licensed

The data may be dynamically sorted and reported as appropriate in response to system queries and report requests.

Disposition: PERMANENT  
Cut off files at end of the Calendar Year of last action. Transfer an electronic copy to the National Archives for pre-accessioning 1 year after cut-off. Transfer to the legal custody of the National Archives 10 years after cut-off in accordance with NARA Bulletin 2004-02 and NARA regulations at 36 CFR 1228.270.

Temporary cut off upon transfer of data to Agreement State or when the sealed source device is disposed of, whichever is applicable. Destroy NRC copy 3 years after cutoff. (Change in disposition approved by D. Armentrout 10/17/09.)

04/11/2008
3) Outputs

a.) Adhoc GLTS System Reports

Reports created from the information in GLTS are used for the administration of the General License Program. Typical reports may include listings of damaged or missing devices, device model and serial numbers to be used to trace a found device, or a listing of the fees collected.

Disposition: TEMPORARY - Cutoff and destroy when no longer required for business purposes

4) GLTS System Documentation

System Documentation has been developed for GLTS in accordance with NUREG/BR-0167, “Software Quality Assurance Program & Guidelines”. The following work products are typical of the documentation developed and which are developed in Rational ClearCase:

- GLTS Data Dictionary
- Build and Installation Instructions
- Logical Design
- Online Help
- Operational Support Guide
- Physical Design
- Project Action Plan
- Project Charter
- Tactical Integration Plan
- Test Plan
- Training Material
- User Guide

a.) Current Versions of the System Documentation

Disposition: TEMPORARY - Retain current revisions of these records in a controlled repository (e.g., Rational ClearCase or ADAMS) until development is complete and the software is operational. Transfer the final approved versions and subsequent revisions of these documents to ADAMS or other approved record keeping system in a format acceptable to the ADAMS Administrators and the Records Officer. Cutoff when the documents are superseded. Destroy 1 year after cutoff.

GRS 20/11a1

b.) Final System Documentation

Disposition: PERMANENT - When GLTS is decommissioned. Cut off files at end of Calendar Year. Transfer an electronic copy to the National Archives for pre-accessioning one year after cutoff with the GLTS data. (Item 2 - Master File)

→ Destroy 2 years after cutoff. GRS 20/11a1

[Change in disposition approved by D. Armentrout 10/7/09]