

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA Use Only)
TO NATIONAL ARCHIVES AND RECORDS ADMINISTRATION WASHINGTON, DC 20408		JOB NUMBER <i>NI-431-08-2</i>
1 FROM (Agency or establishment) U.S. Nuclear Regulatory Commission		DATE RECEIVED <i>5/2/08</i>
2 MAJOR SUBDIVISION or PROGRAM Office of Federal and State Materials and Environmental Management Programs		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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		
4 NAME OF PERSON WITH WHOM TO CONFER Deborah H. Armentrout, CRM <i>DHA</i>	5 TELEPHONE 301-415-7228	DATE <i>10-15-09</i> ARCHIVIST OF THE UNITED STATES <i>M. C. Kelly</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 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>4/21/08</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Margaret A. Janney</i> Margaret A. Janney, CRM/NS	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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS or Superseded Job Citation	10 Action Taken (NARA Use Only)
	<p>Title: General Licensing Tracking System</p> <p>(See Attached Schedule)</p> <p><i>Joseph H. Hefner</i> <i>Apr 23 2008</i> FSME PMDA Director Date</p> <p><i>Tim R. ...</i> <i>4/23/08</i> Office of General Counsel Date</p>		

**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 an 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.~~

*Approval
by Archivist
not
needed,*

~~**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.~~

Instruction.

~~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.~~

*Approval
by
Archivist
not
needed,*

~~**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.~~

Instruction.

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 10/7/09.]

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~~

Approval by Archivist not needed.

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

GRS 20/16

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~~

Approval by Archivist not needed.

~~**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~~

~~TEMPORARY.~~

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

when GLTS is decommissioned.

Approval by Archivist not needed.

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

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