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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | LEAVE BLANK (NARA Use Only) | |
| TO NATIONAL ARCHIVES AND RECORDS ADMINISTRATION WASHINGTON, DC 20408 | | JOB NUMBER <i>NI-431-08-3</i> | |
| 1 FROM (Agency or establishment) U S Nuclear Regulatory Commission | | DATE RECEIVED <i>5/2/08</i> | |
| 2 MAJOR Office of Federal and State Materials and Environmental Management Programs and Office of Nuclear Materials Safety & Safeguards | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |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 | 5 TELEPHONE 301-415-7228 | DATE <i>198/12/20/07</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 2 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

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| DATE <i>4/21/08</i> | SIGNATURE OF AGENCY REPRESENTATIVE <i>Margaret A. Janney</i> Margaret A Janney, CRM/NS | TITLE NRC Records Officer |
|------------------------|--|------------------------------|

| 7 Item No | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS or Superseded Job Citation | 10 Action Taken (NARA Use Only) |
|-----------|---|----------------------------------|---------------------------------|
| | Title National Sealed Source and Device Registry (NSSDRS) (See Attached Schedule) | | |
| | <i>[Signature]</i> FSME PMDA Director | <i>April 28, 2008</i> Date | |
| | <i>Trip Rotherhill</i> Office of General Counsel | <i>4/23/08</i> Date | |

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**U. S. Nuclear Regulatory Commission
National Sealed Source and Device Registry (NSSDRS)**

National Sealed Source and Device Registry System (NSSDRS)

The National Sealed Source and Device Registry System (NSSDRS) supports NRC and Agreement States licensing and general license programs by providing a single, sortable database of the sources and devices which may be licensed for use. NSSDRS maintains and makes available fundamental information about Sealed Source or Device (SSD) Certificates of Registration which is part of the Sealed Source and Device Review Files Docket File.

1) Master File

The detailed information within NSSDRS consists of

Device-specific Information

- Sealed Source and Device Description
 - Manufacturer/Distributor Name,
 - Model number,
 - Isotope and activity,
 - Additional design and manufacturing information regarding the source or device
- SSD Certificate
 - SSD Certificate Registration number,
 - Certificate Status (Active/Inactive),
 - Dates of issue and renewal,
 - Use type,
- Status (Active or Inactive)
 - Date the license is declared inactive

Fee Category

- License Type and Fee

Disposition TEMPORARY Cut off data related to certificate when the certificate is no longer valid and declared inactive. Destroy data 20 years after cut off.

BACKGROUND

Products that contain radiological material must undergo a review and approval process that determines if their design is adequate to safely contain and use the radiological material. This review is based on design drawings, test results, user manuals, labeling, and manufacturing and quality assurance processes. The distributor of the source or device is issued an SSD certificate approving the design for use in a form that can be referenced on a subsequent license. The certifying authority may be the NRC or selected local States (the Agreement States). Distributors are charged a fee for the initial review, as well as an annual fee to maintain the certificate as active. Additionally, the users of the sources and devices are licensed and subject to inspection under general and specific licensing.

Users of these SSDs may apply for a use license and reference the previously certified SSDs to simplify the process, thus avoiding individual reviews of the SSD for each license review. In parallel with the database, Oak Ridge National Laboratory (ORNL) posts copies of each new SSD as a PDF file on a website for use by both NRC and Agreement State reviewers. The first page of the posted SSD file is enhanced to provide limited search capability. Extensive

searching may only be performed on the NSSDRS NSSDRS also tracks the billing for the SSD licenses issued by the NRC

NSSDRS contains certificate information for SSDs as old as the establishment of the SSD process in the early 1960s for both the NRC and the Agreement State certifications NSSDRS is a tool used to manage the certification and renewal processes The unstructured records including the Certificates and background documents, are maintained in ADAMS as Sealed Source and Device Review Files They serve as **inputs** to the NSSDRS All SSD information created prior to ADAMS, and not superseded by a later SSD, have been added to NSSDRS and the documentation is maintained in ADAMS The NSSDRS provides convenience and working information only to be used in administering the licensing of sources and devices and as source information for the public

Whenever the NRC or an Agreement State issues an SSD certificate, NRC enters the source data into NSSDRS, and provides a copy of the certificate to ORNL to add to the PDF web library Access to the PDF Library is password controlled and linked on the NRC web pages This source information is currently available at <http://www.nrc.gov/materials/miau/ssd/obtain-reports.html>

Records created from NSSDRS (**outputs**) include an electronic report consisting of pending and completed contract costs for use by the NRC billing system, currently called Financial Accounting and Integrated Management System (FAIMIS) NSSDRS also provides summary information about the products and manufacturers and distributors of sealed sources and devices, both active and inactive, to the public on an NRC web page The web page information is deleted when information is superseded and the web page is updated with new information NSSDRS also has the capability to generate ad hoc reports used for the administration and support of the nuclear material licensing process These ad hoc reports are to be placed in an appropriate file and retain as required by a NARA approved disposition schedule or destroyed when no longer required for business.

Documentation related to maintaining the system is placed in a controlled repository (e.g., Rational ClearCase or ADAMS) until development is complete and the software is operational All approved versions and subsequent revisions of these documents are stored in ADAMS to be destroyed when superseded All documentation is to be destroyed 2 years after system is decommissioned

The Program Authority for the NSSDRS is 10 CFR 32.210 NUREG-1556, "Consolidated Guidance About Materials Licenses" provides additional guidance on the process for reviewing and approving licensing applications for sealed source and devices