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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-431-08-10</i> | |
| 1. FROM (Agency or establishment) U.S. Nuclear Regulatory Commission | | DATE RECEIVED <i>6/10/08</i> | |
| 2 MAJOR SUBDIVISION or PROGRAM Office of Small Business and Civil Rights | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |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>DAH</i> | 5 TELEPHONE 301-415-7228 | DATE <i>6/10/08</i> | ARCHIVIST OF THE UNITED STATES <i>M. W. ...</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>6/6/08</i> | SIGNATURE OF AGENCY REPRESENTATIVE <i>Margaret A. Jannet</i> Margaret A. Jannet, CRM/MS | 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| 7 Item No | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS or Superseded Job Citation | 10 Action Taken (NARA Use Only) |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: MD-715 Database (See Attached Schedule) | | |
| | <i>Cheryl B. Kelley</i> <i>5-13-08</i> OSBCR PMDA Director Date | | |
| | <i>N. Sanchez</i> <i>5-28-08</i> Office of General Counsel Date | | |
| | <i>8/13/08 Copies sent to Agency, Numm</i> | | |

U. S. Nuclear Regulatory Commission
MD-715 DATABASE (MD-715)
DRAFT

MD-715 DATABASE (MD-715)

The MD-715 Database is a password protected programs used to download NRC personnel demographic information from the Federal Personnel Payroll System (FPPS) database and convert it into a form that is used to create an annual report for the Equal Employment Opportunity Commission (EEOC) and internal status reports. These reports provide the information that allows the NRC to support the goals of the NRC's Comprehensive Diversity Management Plan. MD-715 was developed by Lockheed Martin for the NRC.

MD-715 consists of a collection of queries used to select and load specific information into an Access database, which in turn is used to create reports in Excel that provide the detail used to manage and status the NRC's equal employment opportunity program used to prepare reports required under the authority of Executive Order 11478 as implemented in EEOC Management Directive MD-715. The MD-715 database and information are not publically accessible.

1) ~~Inputs/Source Documents~~

~~A snapshot of the NRC's employee demographic information is obtained from scripted queries from the NRC's personnel system, which is currently Federal Personnel Payroll System (FPPS).~~

~~**Disposition: TEMPORARY.** The demographic data is cut-off after MD-715 data is downloaded and converted to a useable format by MD-715 queries. Destroy or delete any interim data after loading the master file.~~

2) Master File

Demographic information is obtained as a periodic snapshot at the end of the fiscal year and placed in MD-715 includes:

- Individual Categorization
 - Sex
 - Ethnicity
 - Identified targeted disability
 - Employment status (e.g., employee or contractor)
 - Performance awards
 - NRC Organization

Disposition: TEMPORARY. Cut off each year's data at the end of the fiscal year. Destroy the annual data 2 years after cut off.

3) Outputs

MD-715 provides input to the annual EEOC report and internal supplemental reports. Reports are produced by the Office of Small Business and Civil Rights.

a. Published Annual MD-715 Report to the EEOC

Disposition: TEMPORARY. Submit EEOC Report to ADAMS or other approved recordkeeping system. Cut off at the close of the fiscal year and destroy 20 years after cut off.

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b. Internal Quarterly and Annual MD 715 Reports

Monthly and Quarterly reports issued internally to the NRC to the Office Managers to track each Office's progress towards meeting Diversity Program goals.

Disposition: TEMPORARY. Submit Annual and Quarterly Internal Reports to ADAMS or other approved recordkeeping system. Cut off at the close of the fiscal year and destroy 5 years after cut off.

c. Internal Monthly MD 715 Reports

Reports created from the information in MD-715 are used to track each Office's progress towards meeting Diversity Program goals.

Disposition: TEMPORARY. Cut off at the close of the fiscal year and destroy or delete.

~~4) MD-715 System Documentation~~

~~An MD-715 Report Guide has been prepared that provides instructions for processing information from the FPPS through preparing the data for submittal.~~

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~~**Disposition: TEMPORARY.** Cut off when MD-715 is decommissioned. Destroy 1 year after cut off~~

Attachment A -- MD-715 DATABASE

BACKGROUND:

MD-715 is a tool that facilitates the retrieval of selected information on NRC employees from the payroll and personnel systems, as necessary to sort and display demographics as required for the reports to EEOC. Queries in the system select and download this data into an Access database in several stages as necessary to collect the full set of data. Reports are produced from the Access database and are exported to Excel in a manner that generates the information necessary to manage and provide the reports. Data for the current and one previous year is obtained to allow reports that compare progress towards meeting EEOC and NRC goals. Snapshots of the data are taken after the close of the Fiscal year with the EEOC report is released in early winter. Reports are created and published to the NRC Offices monthly, quarterly and annually to highlight the demographics specifically for each Office.

The completed annual report submitted to the EEOC and the annual and quarterly internal reports are entered into ADAMS or other approved recordkeeping system. The information in the MD-715 database is considered working information.

The Program Authority for MD-715 is Executive Order 11478 and EEOC Management Directive MD-715.

Dates: The MD-715 database system was first used in creating the EEOC report in 2005 from the FY2004 data snapshot.