

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA Use Only)	
TO: NATIONAL ARCHIVES AND RECORDS ADMINISTRATION WASHINGTON, DC 20408		JOB NUMBER <i>NI-431-09-1</i>	
1. FROM (Agency or establishment) U.S. Nuclear Regulatory Commission		DATE RECEIVED <i>11/20/08</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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	5. TELEPHONE 301-415-7228	DATE <i>11/20/08</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 3 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	SIGNATURE OF AGENCY REPRESENTATIVE <i>Deborah H. Armentrout, CRM</i> Deborah H. Armentrout, CRM	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 GRS or Superseded Job Citation	10.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: Nuclear Materials Event Database (NMED) (See Attached Schedule)</p> <p><i>[Signature]</i> FSME PBPA Director <i>10/14/08</i> Date</p> <p><i>[Signature]</i> Office of General Counsel <i>10/14/08</i> Date</p>		

U. S. Nuclear Regulatory Commission
NUCLEAR MATERIAL EVENT DATABASE (NMED)

NUCLEAR MATERIAL EVENT DATABASE (NMED)

The Nuclear Material Event Database is a database, with a web interface, that is used to collect and manage information about unusual events involving nuclear material. Nuclear Material Events are reportable incidents involving nuclear material that may result in:

- Radiation overexposure to personnel
- Losses of radioactive material
- Release of licensed material
- Medical misadministration and
- Other incidents involving nuclear materials.

The NMED information is obtained from licensee submittals to the NRC or received from the Agreement States; if the information is provided in a printed document, the document is retained in accordance with approved disposition schedules. However, the information is increasingly received electronically without a printed record.

Specific Restrictions: The information within NMED is considered to be “Sensitive but Unclassified” and is intended only for use by selected staff of the NRC, other Federal agencies, and the Agreement States. Information from NMED is not made available to the public unless requested via the Freedom of Information Act process. This system contains sensitive national security and personal information. Records in the system are protected from unauthorized access through appropriate administrative, physical, and technical safeguards, including access restrictions via assigned passwords to staff requiring access to perform their official duties.

1) Inputs/Source Documents

Input information is entered into NMED as it is received by a contractor (currently Idaho National Laboratory (INL)) for the NRC. INL obtains the information from the NRC public website, from public ADAMS, and from information provided to INL by the Agreement States.

*Approval by
Archivist
not
needed*

Disposition: TEMPORARY. Information used to provide input to NMED is cut off after data entry and the NMED is verified to be correct, and when no longer required for business, operational, or audit purposes. Destroy the source documents at cutoff after they had been provided to the Document Processing Center for entry into ADAMS, or another approved recordkeeping system. *GRS 20, Items 2a(4) and 2b*

2) Master Files

Information contained in NMED includes:

1. Event Description

- Detailed Event Description (text)
- Associated dates (Event, Discovery, and Reported dates)
- Event location
- Involved individuals (company name, license number [if licensed], and title.)
NOTE: Personally Identifiable Information (PII) is generally not provided – only a generic identifier like “RSO”, “patient”, or “radiographer” is listed in NMED.
- Reporting requirement citation
- Event type
- Suspected cause
- Corrective actions.

2. Product Specific Information

- Manufacturer/Distributor of the nuclear materials
- Model/Serial number
- Isotope and activity.

3. References to the records used to populate NMED (e.g., ADAMS ML Number).

~~**Disposition: PERMANENT.** Cut off files at end of every fifth calendar year beginning in January 2009. Transfer an electronic copy to the National Archives and Records Administration (NARA) at cutoff for pre-accessioning in accordance with NARA Bulletin 2004-02 and NARA regulations at 36 CFR 1228.270. Retain the official copy of NMED within the NRC while it is active. Transfer the final NMED system and data to the legal custody of NARA within one year after the system is decommissioned or superseded.~~

Disposition: TEMPORARY. Maintain the information (data) for as long as the NRC administers the licensing, oversight and inspection of nuclear materials. If NMED system is decommissioning in place of a successor system, delete NMED data no more than one year after verification that data was correctly transferred to the successor system. If NMED system is decommissioned because the function (licensing, oversight and inspection of nuclear materials) is terminated, delete the NMED data no more than one year after NMED is decommissioned.

Above revised disposition was approved by NRC Records Officer Deborah Armentrout, 7/18/12.

3) Outputs

NMED provides input to annual and quarterly summary reports of the system data that summarizes materials event data. The quarterly summary report is an internal contract product for use by NRC program staff. The annual summary report is maintained in ADAMS, or another approved record keeping system. NMED data may be dynamically sorted, viewed, and printed as defined by system queries.

a. Quarterly Analysis Report

Quarterly summaries of the nuclear material events are prepared and transferred to ADAMS or other approved record keeping system. The information in the quarterly reports is made available to regulators and may contain information that should not be available to the public. Access to the quarterly report is limited.

Disposition: PERMANENT. Cut off when the report is published. Transfer to the National Archives when 10 years old.

b. Annual Analysis Report

Annual summaries of the nuclear material events are prepared and transferred to ADAMS or other approved record keeping system. The annual reports are unclassified and made available to the public without restriction.

Disposition: PERMANENT. Cut off when the report is published. Transfer to the National Archives when 10 years old.

c. Ad Hoc System Reports

Reports created from the information in NMED are used for the administration of the program. Typical reports may include listings of materials events, or categorization of the events.

Disposition: TEMPORARY. Cut off and destroy/delete when no longer required for administrative, legal, audit or operational purposes, provided the reports do not contain unique substantive information. [GRS 20, Item 16]

*Approval by
Archivist
not
needed*

4) **NMED System Documentation**

System Documentation has been developed for NMED in accordance with contract requirements. The following work products are typical of the documentation available:

- Data Dictionary
- Data Coding Guide
- Physical Design
- User Guide.

Disposition:

a) **Initial and Revised Documentation.**

Disposition: TEMPORARY. Transfer the final approved versions and subsequent revisions of these documents to ADAMS, or another currently approved record keeping system, in a format acceptable to the ADAMS Administrators, and the NRC Records Officer and NARA. Cut off and destroy/delete these documents when they are superseded and the revisions placed in ADAMS. [GRS 20, Item 11.a (1)]

*Approval by Archivist
not needed*

b) **Final System Documentation.**

~~**Disposition: PERMANENT.** Transfer an electronic copy of the current system documentation to NARA for pre-accessioning along with each transmittal of the NMED master files (Item 2, Master File). Cut off files when NMED is decommissioned or superseded. Transfer legal custody to NARA with the final transmittal of the NMED Master Files. [GRS 20, Item 11.a (2)]~~

~~**Disposition: TEMPORARY.** Destroy one year after the system is decommissioned or superseded. [GRS 20, Item 11.a (1)]~~

*Approval by
Archivist
not
needed*

Above revised disposition was approved by NRC Records Officer Deborah Armentrout, 7/18/12.

Attachment A – NUCLEAR MATERIAL EVENT DATABASE (NMED)

BACKGROUND:

NMED is a collection point for information regarding nuclear material events in one national central repository managed by the NRC through a contractor, currently Idaho National Laboratory (INL). Data are collected and maintained to provide the information to trend similar events over time and to provide search capability for analysis of new events. No data are deleted from NMED in order to continue to access this information over time and to allow trending. NMED contains information on over 18,000 events and accumulates at a rate of approximately 500 events each year. NMED may be found on the web at <https://nmed.inl.gov/>.

As mandated by regulation, NRC and the Agreement States provide information to NMED from reports submitted by licensees, and follow-up letters or inspections regarding these submittals. The Agreement States and NRC staffs provide information to NMED to facilitate the national collection and sharing of nuclear material event information among the personnel that need it to perform their duties. Access to this information is not available to the general public, but is limited to Federal and Agreement and Non-Agreement State personnel, and in some cases direct support contractors and staff from other Federal agencies, such as the Department of Energy (DOE) and the Bureau of Customs and Border Protection (DHS-CBP). Access to the information is controlled due to its potential to contain the names and other personal identifying information of the individuals involved in the event and due to the possibility of misuse of the aggregated NMED information to endanger public safety or health.

The official copies of the documents used to populate the data in NMED are maintained by the NRC and the Agreement States in accordance with each regulatory authority's standards for maintaining official records. NMED provides a reference to these documents by maintaining the corresponding ADAMS numbers (ML numbers), where they exist. Previously approved records disposition schedules that apply to the licensee submittals that may provide information for the NMED include, but are not limited to:

- NUREG 0910, Part 17, Item 6, "Case files documenting the licensing or certifying ... to use byproduct and source ... material", [N1-431-00-13, Item 6, etal]
- NUREG 0910, Part 17, Item 15.a, "Part 71 Safety Evaluation Reports", [N1-431-00-13, Item 12.a]
- NUREG 0910, Part 17, Item 11, "Licensee Mismanagement Files", [NC1-431-81-5, Item 1.4.26 and N1-431-00-13, Item 11]

Older input documents that have not been entered into ADAMS will be forwarded for processing so that a complete set is available. The ML numbers will be updated in NMED as these records are transitioned into ADAMS.

The Program Authority for NMED is contained in Title 10 of the Code of Federal Regulations (10 CFR). The licensee reporting requirements are distributed throughout 10 CFR Parts 20, 21, 31, 32, 33, 70, and 71, among others.

Dates: NMED data have been collected since 1990.