

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK

JOB:

*NI-431-89-5*

DATE RECEIVED

*5/12/89*

TO GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment)

U.S. Nuclear Regulatory Commission

2. MAJOR SUBDIVISION

Office of Nuclear Regulatory Research

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

John Harris

5. TELEPHONE EXT.

492-4248

DATE

*11-21-94*

*Arthur*

ARCHIVIST OF THE UNITED STATES

*Credie Huskamp Petersen*

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 5 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence  is attached, or  is unnecessary

B. DATE

*5/8/89*

C. SIGNATURE OF AGENCY REPRESENTATIVE

*Brenda Jo Shelton*  
Brenda Jo Shelton

D. TITLE

NRC Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

The attached records schedules are submitted to replace the schedules for NRC's research records that were rescinded with NARA Bulletin 88-2. Item one was not rescinded, but is included to make minor corrections to improve the wording of that schedule.

These schedules supersede the schedules submitted in job number NC1-431-81-5, Items 4.8.28 through 4.8.36.

GAO's recommendation to change the disposition instructions in schedule 7c have been incorporated.

*Copies sent to Agency, NNT, NCF and NIA @ 11/20/94*

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DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

1. Experiment and Test Files

Experiment and test records that consist of various types of motion picture films, oscillograms, magnetic tapes, etc., on which are recorded raw or unevaluated data; and evaluation data resulting from study of above material, including memoranda, graphs, tabulations, reports, and related papers referred to collectively as "Reduced Data."

- a. Plans and procedures for conducting the experiment or test.
- b. Record print of edited still and motion picture film resulting from experiments and tests.

Temporary. Destroy when 5 years old.

Present volume: 1 cubic foot. Annual accumulation: .1 cubic foot.

(1) Still Photography.

- (a) Photographs corresponding to case files which have exceptional value because of the highly significant nature of the research involved, or the uniqueness of the case files and images.

Permanent. Transfer to NARA when 20 years old. For black and white photography, transfer an original negative and captioned work print when feasible. For color photography, transfer whenever feasible any existing finding aids, the original color transparency or color negative, a captioned print and an internegative if one exists. Existing finding aids should be included in the transfer. (NOTE: During archival processing, the NARA Still Picture Branch [NNSP] may destroy without further agency concurrence any material found to be lacking in permanent value.)

- (b) Photographs corresponding to case files which lack permanent value.

Temporary. Destroy after 20 years.

(2) Motion Picture and Videotape records.

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|-----|--|---|
| (a) | Records corresponding to case files which have exceptional value because of the highly significant nature of the research involved, or the uniqueness of the case files and images.  | <u>Permanent.</u> Transfer to NARA when 20 years old. For motion pictures, transfer an original negative or color original plus sound and projection print whenever feasible. For video recordings, transfer the original or earliest generation of the recording and a dubbing whenever feasible. Existing finding aids should be included in the transfer. (NOTE: During archival processing, the NARA Motion Picture, Sound Recording and Video Branch [NNSM] may destroy without further agency concurrence any material found to be lacking in permanent value.) |
| (b) | Records corresponding to case files which lack permanent value.  | <u>Temporary.</u> Destroy after 20 years.   |
| c.  | Summary data and related records.  |   |
| (1) | Summary data, and/or records reflecting significant findings or containing scientific data not duplicated elsewhere which serve as backup for notebook entries and/or reports.   | <u>Temporary.</u> Destroy when 7 years old.   |
| (2) | Summary data, and/or records that do not reflect significant findings, that are routine or duplicative in nature, or those that do not serve as backup for notebook entries and/or reports.  | <u>Temporary.</u> Destroy when 2 years old or sooner, if no longer needed.  |
| d.  | Source data files, punch cards, magnetic tapes, recorder charts, preliminary drawings, film, questionnaires, survey etc., used to collect and assemble data of a preliminary or intermediate character generated from such processes as experiments or observations of a routine, repetitive nature and used for reference in arriving at determinations in the conduct of research projects. Reduced data as described above. |   |
| (1) | Textual records.   | <u>Temporary.</u> Destroy when the program manager determines that the records  |

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		have no probable value.
	(2) Electronic record files.	<u>Temporary.</u> Destroy when Program Manager determines that the records have no probable value, erase, and reuse tapes.
	(3) Raw test data, consisting of Mitchell camera film, Askania Phototheodilite film, and Fastex film; film recorded charts, graphs, trajectory data oscillograms, and telemetry oscillograms.	<u>Temporary.</u> Destroy when 5 years old or 1 year after completion of final evaluation report of test project, whichever comes first.
e.	Raw data, summary data, and other background materials recommended by the Project Manager for permanent retention due to its continuing research and background value.	<u>Permanent.</u> Cut off files upon completion of the project and retire to IRMB when 2 years old. Transfer to NARA when 20 years old. Present volume: 0 cubic feet. Annual accumulation: 5 cubic feet. (NOTE: During archival processing, NARA may destroy without further agency concurrence any material found to be lacking in permanent value.)
2.	<u>Rejected Research Project Proposals</u>	
	All proposals for research projects consisting of unsolicited contract proposals from individuals and organizations which were not funded by NRC.	<u>Temporary.</u> Destroy 2 years after disapproval of funding.
3.	<u>Research Program Files</u>	
	Records consisting of documents, data and correspondence relating to the formulation, planning, direction, review and evaluation of research in major program areas.	
a.	Documents generated, received, signed or maintained at the Office Director level.	<u>Permanent.</u> Cut off files annually and retire to IRMB when 2 years old. Transfer to NARA when 20 years old. (refer. schedule 1-2.2.a.) Present volume: 100 cubic feet. Annual accumulation: 10 cubic feet.
b.	Documentation at the division level and below.	<u>Temporary.</u> Cut off files annually. Destroy when 10 years old. (refer. schedule 1-2.2.b.)
4.	<u>Research Project Case Files</u>	

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Technical documents, memoranda, monthly or quarterly highlight reports, program reports, status reports, management letters, original of tracings of drawings, specifications, and duplicate photographs of completed products, or apparatus, and references pertinent to a project maintained by the Project Manager.

a. Case files deemed by the Nuclear Regulatory Commission or the National Archives and Records Administration to have exceptional value because of the highly significant nature of the research involved or uniqueness of the case file. Included are files that:

1. Show development of new and significant techniques.
2. Relate to new and significant methodology and materials.
3. Were the subject of Congressional investigation or came under intensive public scrutiny.
4. Result in judicial decisions or legislative activities affecting the functions and activities of the NRC.
5. Result in significant changes in regulatory activities and functions of the NRC.

b. All other case files.

Permanent. Cut off files after completion or termination of the project and retire to IRMB when 2 years old. Transfer to NARA in annual blocks when 20 years old. Present volume: 35 cubic feet. Annual accumulation: 5 cubic feet.

Temporary. Destroy when 20 years old.

5. Laboratory Notebooks

Scientists' notebooks containing scientific and technical data resulting from research work, as follows:

a. Notebooks containing data essential in establishing patent or invention rights excluding those retained permanently under Item 5.b. below.

b. Notebooks corresponding to permanent Research

Temporary. Cut off files upon completion of project. Destroy 6 years and 3 months after completion or termination of the related project(s), or one year after final patent action, whichever is later.

Permanent. Cut off upon completion of

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Project Case Files and containing significant scientific and technical data required for complete documentation of experiments some of which may contain patent and invention rights data.

project. Retire to IRMB 1 year after completion or 1 year after approval/disapproval of the patent office, whichever is later. Transfer to NARA when 20 years old. Present volume: 0 cubic feet. Annual accumulation: 2 cubic feet.

- c. Notebooks containing data determined by competent scientific or technical personnel either to be duplicated in technical reports or elsewhere in project case files, or to be of such routine or fragmentary nature that their retention would not add significantly to the project file.

Temporary. Destroy when 5 years old or 1 year after completion of final report, whichever is sooner.