REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

FROM (Agency or establishment)
U. S. Nuclear Regulatory Commission

DATE RECEIVED
8/23/89

1. Job Title
NI-431-89-6

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

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 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, 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 [X] is unnecessary.

B. Date
7/10/89

C. Signature of Agency Representative

D. Title
NRC Records Officer

8. Description of Item (With Inclusive Dates or Retention Periods)

<table>
<thead>
<tr>
<th>Item No</th>
<th>Description of Item (With Inclusive Dates or Retention Periods)</th>
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<tbody>
<tr>
<td>1.</td>
<td>This records schedule revises the description of NRC's Personnel Monitoring Report Files to include Personnel Overexposure Reports, REIRS programming, and to preclude obsolescence with forthcoming regulation changes. The schedule also changes the authorized disposition for the electronic records in Item 1.c to permanent. Portions of the records schedule that are unchanged are crossed out.</td>
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<td></td>
<td>1.5, 27 and 81-2, Item E.2.</td>
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</table>

9. GRS or Superseceded Job Citation
NC1-431-81-5, Item 1.4;
NC1-431-81-2, Item E.2.

10. Action Taken (NARS Use Only)

This records schedule revises the description of NRC's Personnel Monitoring Report Files to include Personnel Overexposure Reports, REIRS programming, and to preclude obsolescence with forthcoming regulation changes. The schedule also changes the authorized disposition for the electronic records in Item 1.c to permanent. Portions of the records schedule that are unchanged are crossed out.

1. Personnel Monitoring Report Files

Personnel monitoring reports and related information consisting of reports of individual monitoring from licensees required under 10 CFR Part 20. Documents consist of annual personnel monitoring reports and periodic reports of overexposures including NRC Form 5, the information from which is maintained on magnetic tapes accessed using the Radiation Exposure Information Reporting System (REIRS) at Oak Ridge National Lab.

a. Personnel monitoring reports and personnel overexposure reports submitted by licensees, from which all data are entered into REIRS.

Destroy 2 years after data are input into the REIRS.

b. Personnel monitoring reports and personnel overexposure reports that are not placed in the REIRS or of which only selected data are entered into the REIRS.


Permanent. Transfer data copy immediately on magnetic tape according to NARA technical requirements. Transfer revised data copies to the National Archives every 5 years.

d. REIRS system programming and documentation.

Permanent. Transfer to the National Archives on an ongoing basis in conjunction with item 1c.

Transfer an annual snapshot of the data to the National Archives after the end of each calendar year, consistent with NARA's technical requirements.

(Pen-and-ink change, 11/9/10; see attached email of 11/5/10 from Richard Noble.)