

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-431-97-1	DATE RECEIVED 9-24-97
1. FROM (Agency or establishment) U. S. Nuclear Regulatory Commission		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of the Commission		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Chairman and Commissioner Offices			
4. NAME OF PERSON WITH WHOM TO CONFER John Harris	5. TELEPHONE 301/415-5885	DATE 1-27-98	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 <u>2</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 9/2/97	SIGNATURE OF AGENCY REPRESENTATIVE <i>Brenda J. Shelton</i> Brenda J. Shelton	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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	<p>This records schedule covers text records of the Nuclear Regulatory Commission that are accumulated in the offices of the Chairman and the Commissioners.</p> <p><u>Office Files of the Chairman and Commissioners</u></p> <p>Notes, memoranda, correspondence, copies of e-mail and other papers accumulated in the offices of the Chairman or the Commissioners that are written by or exchanged between a Commissioner and members of his/her personal staff or written by or exchanged between members of the Commissioner's staff, received by the Commissioner or his/her staff from another Commissioner or member of his/her staff that were not circulated to other Commissioner offices, received from any other NRC source, from Congress, from other government agencies, or from members of the public that were not circulated to other Commissioner offices, and transcripts of telephone conversation relating to agency business and copies of agency records on which Commissioners make their own notations. Office files may also contain copies of records maintained by the Office</p>		

of the Secretary of the Commission.

Authorized Disposition: Permanent. Retire to WNRC through IRM at end of Commissioners' term. Transfer to NARA when 12 years old.