

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

NOV 29 1981

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 Administration, Division of

3. MINOR SUBDIVISION
Technical Information and Document Control

4. NAME OF PERSON WITH WHOM TO CONFER

A. E. Warren

5. TEL EXT

492-8137

LEAVE BLANK	
JOB NO. NCI-431-81-4	
DATE RECEIVED MAY 29, 1981	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
12/9/81 Date	<i>Robert Warren</i> Archivist of the United States

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.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
5/14/81	<i>R. Stephen Scott</i> R. Stephen Scott	Records Officer

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p style="text-align: center;"><u>AUDIOVISUAL RECORDS</u></p> <p><u>Still Photography Files</u></p> <p>a. Portraits of NRC Commissioners and Chairman, maintained by the Printing and Graphics Branch, Office of Administration, and photographs of reactor sites and noteworthy NRC-related activities. Arranged by name or subject. (Accumulation since 1974, approximately 2 linear feet.)</p> <p>(1) The original negative and captioned print or contact sheet, and internative, if one exists.</p> <p>PERMANENT. Break file every five years. Offer to NARS five years after file break.</p> <p>(2) Duplicate prints maintained in any NRC office.</p> <p>DESTROY when no longer needed.</p> <p>b. 35mm color slides of reactor sites, maintained by Printing and Graphics Branch, Office of Administration. Arranged by reactor name. (Accumulation since 1974, approximately 6 inches.)</p>		

23 items

MASS DATA CHANGE SHEET NOT REQUIRED.
*Closed Out: 12-16-81: K.L.L.
Copies to ALL FRCs & NND, NNB*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(1) The original transparency and one duplicate, if one exists.</p> <p>PERMANENT. Break file every five years. Offer to NARS five years after file break.</p> <p>(2) Duplicate copies maintained in any NRC office.</p> <p>DESTROY when no longer needed.</p> <p>c. Portraits of NRC officials below the Commissioner level, and photographs of routine activities such as awards, retirements, and administrative functions, maintained by the Printing and Graphics Branch, Office of Administration.</p> <p>DESTROY when no longer needed.</p> <p>d. Aerial and oblique photography of facilities maintained by the Office of Inspection and Enforcement in connection with emergency response. Prints and some negatives are maintained in NRC and remaining negatives are maintained by contractor. Photographs cover approximately 70 sites and are arranged alphabetically by name of site. (Accumulation since 1974, approximately 24 cubic feet.)</p> <p>PERMANENT. Break file every 10 years and offer to NARS 10 years after file break.</p> <p>e. Still photographs of instruments, facilities, procedures and special visits associated with the LOFT reactor. Prints are maintained in the Office of Nuclear Regulatory Research, Division of Accident Evaluation, Experimental Programs Branch and negatives are maintained by the research contractor. Arranged by subject. (Accumulation about 3 linear feet.)</p> <p>PERMANENT. Break file every five years. Offer negative and print to NARS five years after file break.</p>		

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2.	<p><u>Graphic Arts Files</u></p> <p>a. Original artwork line and half-tone negatives, and other camera-ready copy prepared for brochures, posters and other NRC publications by the Graphics Section, Office of Administration.</p> <p>DESTROY when no longer needed for publication or reprinting.</p> <p>b. Record set of posters distributed agency-wide or to the public and maintained by the Graphics Section, Office of Administration. Arranged chronologically. Accumulation negligible.</p> <p>PERMANENT OFFER to NARS when ten years old.</p> <p>c. Vu-graphs maintained in any NRC office.</p> <p>DESTROY when no longer needed.</p>		
3.	<p><u>Video Recording Files</u></p> <p>a. NRC-sponsored 3/4-inch video productions intended for public distribution. These include educational programs produced by Los Alamos Scientific Laboratory and distributed by the National Audiovisual Center. Three programs have been produced so far, and anticipated accumulation is one per year. Arranged by title.</p> <p>PERMANENT. Offer master and one dubbing to NARS when no longer in current distribution.</p> <p>b. Off-the-air recordings of media coverage of NRC-related activities and events, or appearances of NRC officials.</p> <p>ERASE and reuse when no longer needed.</p> <p>c. Original 3/4-inch video recordings of public meetings, speeches, conferences, testimony of NRC officials before Congress and other hearings made and maintained by the Printing and Graphics Branch, Office of Administration. Arranged chronologically. Accumulation since 1974, approximately 30 3/4-inch cassettes.</p>		

PERMANENT Break file every five years. Offer master and one dubbing to NARS five years after file break.
Form copies, including originals, to be submitted to the National Archives and Records Service

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	<p>d. Video productions purchased from outside sources for technical training of NRC staff and maintained in the Printing and Graphics Branch, Office of Administration.</p> <p>DESTROY and re-use when no longer needed.</p> <p>e. Duplicate dubbings of any recording described in a, b, c or d above maintained in any NRC office.</p> <p>ERASE and re-use when no longer needed.</p> <p>f. Experiment and Test records for research projects, as follows:</p> <p>(1) Edited, educational motion picture films or videorecordings on the LOFT program. Originals may be maintained by contractor and prints or dubbings maintained in the Office of Nuclear Regulatory Research, Division of Accident Evaluation, Experimental Programs Branch.</p> <p>PERMANENT. Offer original, intermediate copy and print or dubbing to the National Archives when 5 years old.</p> <p>(2) Unedited documentary motion picture film or video recordings resulting from LOFT experiments and tests.</p> <p>DESTROY when no longer needed.</p>		
4.	<p><u>Sound Recording Files</u></p> <p>a. Audiocassettes purchased from outside sources for technical training of NRC staff and maintained in the Printing and Graphics Branch, Office of Administration.</p> <p>ERASE and re-use when no longer needed.</p> <p>b. Oral history sound recordings of NRC officials maintained by the Chief Historian, Office of the Secretary.</p> <p>ERASE and re-use when no longer needed.</p>		

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	<p>Full transcriptions of oral history sound recordings. See SCHEDULE <i>NRC 1, item 35b 1.</i></p>		
<i>c.</i>	<p>Sound recordings of open and closed Commission meetings maintained by the Office of the Secretary.</p> <p>ERASE and re-use 3 months after transcription.</p> <p>Full transcriptions of Commission meetings. See SCHEDULE <i>NRC 2, item 8.</i></p>		
<i>d.</i>	<p>Sound recordings of Commission discussions of internal NRC management organizational and personnel matters.</p> <p>ERASE and re-use when 18 months old.</p>		
<i>e.</i>	<p>Duplicate dubbings of any recording described in a, b, d or f above, maintained in any NRC office.</p> <p>ERASE and re-use when no longer needed.</p>		