Schedule Number: N1-431-00-009

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: <u>2/24/2021</u>

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 1E, ACRS Meeting Files: ADAMS document profiles and ADAMS document packages . . .

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Items 7B, 10A and 12A were not approved.

Item 1a

Superseded by DAA-GRS-2015-0001-0001

Item 1b

Superseded by DAA-GRS-2017-0003-0002

Item 1c

Superseded by DAA-GRS-2017-0003-0002

Item 1d

Superseded by DAA-GRS-2015-0001-0001

Item 2a

Superseded by DAA-GRS-2015-0001-0001

Item 2b

Superseded by DAA-GRS-2017-0003-0002

Item 2c

Superseded by DAA-GRS-2017-0003-0002

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Item 2d Superseded by DAA-GRS-2015-0001-0001 Item 3a Superseded by DAA-GRS-2014-0005-0007 thru DAA-GRS-2014-0005-0016 Item 3a Superseded by DAA-GRS-2015-0001-0005 Item 3b Superseded by DAA-GRS-2017-0003-0002 Item 3c Superseded by DAA-GRS-2017-0003-0002 Item 3d Superseded by DAA-GRS-2014-0005-0007 thru DAA-GRS-2014-0005-0016 Item 3d Superseded by DAA-GRS-2015-0001-0005 Item 4a Superseded by DAA-GRS-2015-0001-0001 Item 4b Superseded by DAA-GRS-2015-0001-0005 Item 5a1 Superseded by DAA-GRS-2015-0001-0001 Item 5a2 Superseded by DAA-GRS-2017-0003-0002 Item 5a3 is superseded by DAA-GRS-2017-0003-0002 Item 5a4 Superseded by DAA-GRS-2015-0001-0001 Item 5a5 Superseded by DAA-GRS-2013-0005-0002 Item 5b1 Superseded by DAA-GRS-2015-0001-0001 Item 5b2 Superseded by DAA-GRS-2017-0003-0002 Item 5b3

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Superseded by DAA-GRS-2017-0003-0002

Item 5b4 Superseded by DAA-GRS-2015-0001-0001 Item 5c1 Superseded by DAA-GRS-2015-0001-0001 Item 5c2 Superseded by DAA-GRS-2017-0003-0002 Item 5c3 Superseded by DAA-GRS-2017-0003-0002 Item 5c4 Superseded by DAA-GRS-2015-0001-0001 Item 6a Superseded by DAA-GRS-2015-0001-0001 Item 6b Superseded by DAA-GRS-2017-0003-0002 Item 6c Superseded by DAA-GRS-2017-0003-0002 Item 6d Superseded by DAA-GRS-2015-0001-0001 Item 6e Superseded by DAA-GRS-2013-0005-0002 Item 7a Superseded by DAA-GRS-2015-0001-0001 Item 7c Superseded by DAA-GRS-2017-0003-0002 Item 7d Superseded by DAA-GRS-2017-0003-0002 Item 7e Superseded by DAA-GRS-2015-0001-0001 Item 7f Superseded by DAA-GRS-2013-0005-0002 Item 8a Superseded by DAA-GRS-2015-0001-0005 and DAA-GRS-2013-0003-0001 Item 8b Superseded by DAA-GRS-2017-0003-0002

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Item 8c Superseded by DAA-GRS-2017-0003-0002 Item 8d Superseded by DAA-GRS-2013-0003-0001 Item 8d Superseded by DAA-GRS-2015-0001-0005 Item 9a Superseded by DAA-GRS-2015-0001-0001 Item 9b Superseded by DAA-GRS-2017-0003-0002 Item 9c Superseded by DAA-GRS-2017-0003-0002 Item 9d Superseded by DAA-GRS-2015-0001-0001 Item 9e Superseded by DAA-GRS-2013-0005-0002 Item 10b Superseded by DAA-GRS-2017-0003-0002 Item 10c Superseded by DAA-GRS-2017-0003-0002 Item 10d Superseded by DAA-GRS-2015-0001-0001 Item 11a Superseded by DAA-GRS-2015-0001-0001 Item 11b Superseded by DAA-GRS-2017-0003-0002 Item 11c Superseded by DAA-GRS-2017-0003-0002 Item 11d Superseded by DAA-GRS-2015-0001-0001 Item 11e Superseded by DAA-GRS-2013-0005-0002

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Item 12b

Superseded by DAA-GRS-2017-0003-0002

Item 12c

Superseded by DAA-GRS-2017-0003-0002

Item 12d

Superseded by DAA-GRS-2015-0001-0001

Item 12e

Superseded by DAA-GRS-2013-0005-0002

	See Instructions on reve		JOB NUMBER . N.1- 431-00-9	7
TO NATIONAL ARCHI VES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408			DAT'E RECEIVED // - / - / 999	
1. FROM (Agency or establishment)			NOTIFICATION TO AGENCY	
	U.S. Nuclear Regulatory Com	mission	In accordance with the pro	visions of 44
	AJOR SUBDIVISION Advisory Committee on Reactor S	Safeguards	USC 3303a the disposi including amendments, is appro- items that may be marked "o	tion request, oved except for
	NOR SUBDIVISION	,	approved" or "withdrawn" i	n column 10
4. NAI	ME OF PERSON WITH WHOM TO CONFER	5. TELEPHONEe	[-/10]	IE UNITED STATES
	John Harris	301-415-5885	1-2-02 John W.	Carl_
I her and of th	ENCY CERTIFICATION reby certify that I am authorized to act for that the records proposed for disposal on this agency or will not be needed after the eral Accounting Office, under the proven	he attached 24 paretention periodsospecific	age(s) are not now needed for ed; and that written concurr	or the business ence from the
	ncies,o		s been requested.	
DATE			1	
l /	27/99 Signature of Agency Refress	and the state of t	NRC Records Officer	`
7			9 GRS OR	10 ACTION
ITEM NO	8. DESCRIPTION OF ITEM AND PROF	POSED DISPOSITION	SUPERSEDED JOB CITATION	TAKEN (NARA USE ONLY)
	Agencywide Documents Access and Managem Programmatic Records of the NRC Advisory Safeguards.		,	
	ADAMS is an electronic information system the Regulatory Commission's (NRC's) unclassified administrative records in a centralized electronic ADAMS is designed to meet all National Arch Administration (NARA) regulations to ensure as an official electronic recordkeeping system. NRC headquarters and regional offices will not paper-based record collections because the electronic of documents maintained in ADAMS will become the "official records" of record" of documents maintained in ADAMS Format (PDF) file or a Tagged Image File For associated document profile containing "fielded document and its attributes. In addition, any digital signature and/or electronic data that extra management and staff concurrence in a document considered part of the official record. Records disposition schedules for the NRC recare divided into two broad groups: 1) Programmatic records created or received office 2) Administrative records created or received			
115-10			STANDARD FOR	M 115 (REV. 3-91)

Prescribed by NARA 36 CFR 1228

JOB NUMBER **PAGE** REQUEST FOR RECORDS DIS **SITION AUTHORITY -- CONTINUATIO** 2 OF 24 7 9. GRS OR 10 ACTION ITEM 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION SUPERSEDED **TAKEN@NARA** NO. JOB*CITATION USE ONLY) The records disposition schedules for the administrative records series of all NRC offices are under development for later submittal to NARA. The records disposition schedules for the programmatic records series of each NRC office will be submitted to NARA under separate SF 115 for each office. This SF 115 pertains to the programmatic records of the NRC Advisory Committee on Reactor Safeguards.

REQUEST FOR RECOL 3 DISPOSITION AUTHORITY				\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \	E BLANK (NAF	RA use only)	
	TO: NATIONAL, ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTION, DC 20408			JOB NUME N1-433-	•	•	
1. FF	ROM	(Agency or establishment) U.S. Nuclear Regulatory Commis	ssion		DATE R	ECEIVED	
2. M/	AJOR	SUBDIVISION Advisory Committee on Reactor	· Safeguards	S	NO	TIFICATION TO	AGENCY
3. MI	NOR S	SUBDIVISION			USC 330	nce with the provision re	equest,
4 NA	ME O	F PERSON WITH WHOM TO CONFER	5 TELEPH		items that r	mendments, is appro may be marked "disp or "withdrawn" in col	position not
		John Harris	301-415-5	885	DATE	ARCHIVIST OF THE	UNITED STATES
of this Genera Agenci	agendal Acci	records proposed for disposal on the att cy or will not be needed after the retentio counting Office, under the provisions of T	tached 24 point periods spiritle8 of the Control	page(s) a ecified; a	re not now and that wr ual for Gui	itten concurren dance of Feder	e business ce from the
of this Genera Agenci	agendal Acci	records proposed for disposal on the attered or will not be needed after the retention counting Office, under the provisions of Tot required; SIGNATURE OF AGENCY REPRESENT	tached 24 point periods spiritle8 of the Coor	page(s) a pecified; a SAO Man TITLE	re not now ind that wr ual for Gui	needed for the itten concurren dance of Feder	e business ce from the
of this Genera Agenci	agendal Acci	records proposed for disposal on the atterprise or will not be needed after the retention counting Office, under the provisions of Tot required;	tached 24 point periods spiritle8 of the Coor	page(s) a pecified; a SAO Man TITLE	re not now and that wr ual for Gui	needed for the itten concurren dance of Feder	e business ce from the
of this Genera Agenci	agendal Accies, is no	records proposed for disposal on the attered or will not be needed after the retention counting Office, under the provisions of Tot required; SIGNATURE OF AGENCY REPRESENT	ached 24 por periods spittle8 of the Coor	page(s) a pecified; a SAO Man TITLE	re not now ind that wr ual for Gui	needed for the itten concurren dance of Feder	e business ce from the
of this Genera Agenci DATE 10/27/9	ageneral Accies, lis no	records proposed for disposal on the attered or will not be needed after the retention counting Office, under the provisions of Tot required; SIGNATURE OF AGENCY REPRESEN Brenda Jo. Shelton 151; Revised	ached 24 properties of the Control o	page(s) a pecified; a GAO Man TITLE NR	re not now and that wr ual for Gui has been C Records	o needed for the itten concurrent dance of Federal needed. GOfficer 9 GRS OR SUPERSEDE D JOB	e business ce from the ral

ADAMS will become the "official records" of the agency. The "official record" of documents maintained in ADAMS is a Portable Document Format (PDF) file or a Tagged Image File Format (TIFF) file with an associated document profile containing "fielded" data to describe the document and its attributes. In addition, any electronic data related to a

Records disposition schedules for the NRC records maintained in ADAMS

1) Programmatic records created or received by each individual NRC

2) Administrative records created or received by any NRC offices

digital signature and/or electronic data that evidence final NRC management and staff concurrence in a document is linked to and

considered part of the official record.

are divided into two broad groups:

office

:QU	EST FOR RECORDS DIS. OSITION AUTHORITY CONTINUATION	JQB NUMBER	PAGE 2 OF 24
И	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR ' , SUPERSEDED JOB CITATION	10 ACTION TAKEN (NA USE ONLY)
	The records disposition schedules for the administrative records series of all NRC offices are under development for later submittal to NARA.		
	The records disposition schedules for the programmatic records series of each NRC office will be submitted to NARA under separate SF 115 for each office.		
	This SF 115 pertains to the programmatic records of the NRC Advisory Committee on Reactor Safeguards.	,	
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		,	

RECORDS OF THE ADVISORY COMMITTEE ON REACTOR SAFEGUARDS PROGRAMMATIC RECORDS

		PAGE NO.
Item 1	ACRS Meeting Files	4
Item 2	ACRS Members' General Files	5
Item 3	ACRS Members' Personnel Files	6
Item 4	Annual Reports of the ACRS to the U.S. Congress and/or U.S. NRC	8
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Item 8	Consultants' Personnel Files	16
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Item 10	Nuclear Power Plant Docket Files	19
Item 11	Nuclear Reactor Project Files	21
Item 12	Transcripts of ACRS Meetings	22

ADAMS RECORDS SCHEDULES ADVISORY COMMITTEE ON REACTOR SAFEGUARDS

ITEM NO.	DE	SCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
1.	<u>AC</u>	RS Meeting Files		
	cert sub atta dist	ster sets of notebooks, reports, tified minutes of general and committee meetings with all achments, and other items tributed at ACRS meetings.		
	a.	Paper records created before 04/01/2000.	Permanent. Maintain for life of Committee of Transfer to NARA 5 years after Committee ceases to exist.	TBD Supersedes NC1-431-81-5 Item 3.3.a
				(NUREG-0910 NRCS 2-3.8.a)
	b.	Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
		Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD

TBD

AUTHORIZED DISPOSITION

d. ADAMS PDF files and TIFF files.

PERMANENT. Cut-off electronic files at close of fiscal year. Transfer to the National Archives 2 years after cut-off. At the time of transfer, NARA and NRC will determine medium and format in which records will be transferred as well as their arrangement. Every effort will be made to transfer records electronically in accordance with the standards for permanent electronic records contained in 36 CFR 1228.270 or standards applicable at the time. If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform. Destroy NRC copy 5 years after transferring records to committee clases to exist. NARA-

e. ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files, and ADAMS data related to digital signatures, and data that evidence final NRC management and staff concurrences in documents that are linked to and considered part of the official records.

2. ACRS Members' General Files

Correspondence, meeting summaries, trip reports, technical reports, and memoranda prepared by members.

a. Paper records created before 04/01/2000.

Rermanent. Cut off electronic files at close of fiscal year. Convert image files to paper, microform, magnetic tape, 3480 class tape cartridge, or any other medium and format that meets NARA regulations found in Subchapter R of 36 CFR Chapter XII and transfer to NARA 2 years after cutoff. Prior to transfer, NARA and NRC will determine the medium and format in which the records will be transferred. Destroy NRC copy 5 years after Committee ceases to exist

Permanent. Cut off electronic T files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.188 when the PDF files and TIFF files are

Cut off files when appointment expires or member resigns.

Maintain for life of Committee.

transferred. Destroy NRC copy

5 years after Committee ceases

to exist.

TBD

ITEM NO.	<u>D</u> 1	ESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
	b.	Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
	c.	Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD
	d.	ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and	Cut off electronic files when appointment expires or member resigns. Maintain for life of Committee.	TBD

3. <u>ACRS Members' Personnel Files</u>

concurrence data.

Records pertaining to the background of individual members of the Committee, biographical, financial disclosure, and other personnel information pertaining to the qualifications and employment of members appointed to the Committee, and containing information on their activities during their membership.

ITEM	1			NARA- APPROVED	
<u>NO.</u>	DI	ESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	CITATION	
	a.	Paper records created before 04/01/2000.	Maintain for life of Committee then destroy immediately.	Supersedes NC1-431-81-5 Item 3.2 to improve description.	
				(NUREG-0910 NRCS 2-3.d)	
	b.	Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD	
	c.	Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD	
	d.	ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic files when appointment expires or member resigns. Maintain for life of Committee.	TBD	

			NAKA-
ITEM			APPROVED
NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	CITATION

4. Annual Reports of the ACRS to the U.S. Congress and/or U.S. NRC

Reports pertaining to ACRS evaluation of the effectiveness of NRC effort in reactor safety research issued as NUREG documents. Permanent copy of reports are maintained in the OCIO's NUREG collection.

a. Paper records created before 04/01/2000.

Destroy when microfiche copies have been determined to be and adequate substitute for original records. Supersedes NC1-431-81-5 Item 3.8.a to reflect reports now submitted to the NRC rather that to Congress.

(NUREG-0910 NRCS 2-3.2.a)

b. Reference copies of microfiche before 04/01/2000.

Maintain for life of Committee.

NC1-431-81-5 Item 3.8.b

(NUREG-0910 NRCS 2-3.2.b)

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Note: Maintenance of extra copies of these NUREG reports in paper or in microfiche will be discontinued when ADAMS is implemented on 1/1/2000. ACRS will identify appropriate ACRS NUREG reports as FACA documents in the document profiles and the reports will be obtainable from the records located in ADAMS. Accordingly, this series will be discontinued with the

NARA-APPROVED CITATION

NO. DESCRIPTION OF RECORDS implementation of ADAMS and

implementation of ADAMS and these dispositions applied only to the files up to that date.

5. <u>Committee and Conference</u> <u>Records</u>

a. Records relating to establishment, organization, membership and policy of interagency, intra-agency and international committees and conferences, and agenda, minutes, final reports, and related records documenting accomplishments created by committees and conferences when NRC is the sponsoring

agency. Excluding committee and lembrance records
covered by GPS 16.8.

(1) Paper records created before Permanent. Cut of

04/01/2000.

<u>Permanent.</u> Cut off when NRC involvement terminates. OCIO will transfer to NARA 20 years after cutoff.

Supersedes: NC1-431-81-5 Item 1.5.30,a.1

(NUREG-0910 NRCS 1-2.1.a.1),

NC1-431-81-5 Item 1.5.30.a.2

(NUREG-0910 NRCS 1-2.1.a.2),

and NC1-431-81-5 Item 1.5.30.b.1.a

(NUREG-0910 NRCS 1-2.1.b.1.a)

(2) Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files. Destroy paper documents 2 months after creation of ADAMS electronic record.

ITEM

NO. DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

NARA-APPROVED <u>CITATION</u>

(3) Copies of electronic files
stored outside of ADAMS
used to create ADAMS
Portable Document Format
(PDF) files, TIFF files, and
Destroy after creation of
ADAMS electronic record or
when no longer needed for
reference or updating,
whichever is later.

TBD

(4) ADAMS PDF files and TIFF files.

(PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.

PERMANENT. Cut-off electronic files when NRC involvement terminates. Transfer to the National Archives 2 years after cut-off. At the time of transfer, NARA and NRC will determine medium and format in which records will be transferred as well as their arrangement. Every effort will be made to transfer records electronically in accordance with the standards for permanent electronic records contained in 36 CFR 1228.270 or standards applicable at the time. If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform. Destroy NRC copyl8 years after transferring records to NARA.

(5) ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files, and ADAMS data related to digital signatures, and data that

Rermanent. Cut off electronic files when NRC involvement terminates.oConvert image files to paper, microform, magnetic tape, 3680 class tape cartridge, or any other medium and format that meets NARA regulations found in Subchapter B of 36 CFR Chapter XXI and transfer to NARA 2oyears after cutoff. Prior to transfer, NARA and NRC will determine the medium and format in which the records will be transferred. Desiroy NRC copy 18 years after transferring record to NARA

Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.188 when the PDF files and TIFF files are transferred. Destroy NRC copy

TBD

ITEM	i i	· · · · · · · · · · · · · · · · · · ·	NARA- APPROVED
NO. D	ESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	<u>CITATION</u>
	evidence final NRC management and staff concurrences in documents that are linked to and considered part of the official records.	18 years after transferring record to NARA.	
b.	Agenda, minutes, final reports, and related records documenting accomplishments created by committees and for conferences when NRC is not the sponsoring agency.		
•	(1) Paper records created before 04/01/2000.	Destroy when 3 years old or earlier if no longer needed for reference.	Supersedes NC1-431-81-5 Item 1.5.30.b.1.b
			(NUREG-0910 NRCS 1-2.1.b.1.b)
	(2) Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
	(3) Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus,	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD

ITEM <u>NO.</u>	InFor	ON OF RECORDS ms, e-mail, etc.) and	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
	from	onic records received outside the agency.		
	linked source files a files; profil packa digita	MS PDF files and their lative application efiles; ADAMS TIFF and their linked ASCII ADAMS document es and document ges; and ADAMS laignature and rrence data.	Cut off electronic files upon termination of committee. Destroy 3 years after cutoff.	TBD
	committee whether N agency, e minutes, f	records created by es regardless of IRC is the sponsor excluding the agenda, and reports and cords described in 5.a		
	_	records created before /2000.	Destroy when 3 years old or earlier if no longer needed for reference.	Supersedes NC1-431-81-5 Item 1.5.30.b.2
				(NUREG-0910 NRCS 1-2.1.b.2)
	source Tagge	records used as the to create ADAMS d Image File Format files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
,	stored used t Portal (PDF) ASCII staff r proces	s of electronic files outside of ADAMS o create ADAMS ble Document Format files, TIFF files, and files that remain with members and OCIO ssing staff after on of the ADAMS	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD

ITEM <u>NO.</u>	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
	records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.		
	(4) ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic files upon termination of committee. Destroy 3 years after cutoff.	TBDo
6.	Committee Files on Regulation Guidelines		
	Correspondence, memoranda, and reports pertaining to committee and public comments on the formulation of all NRC regulations relating to nuclear operating standards, arranged numerically by NRC Regulatory Guide number.		
	a. Paper records created before 04/01/2000.	Permanent. Transfer to NARA 5 years after Committee ceases to exist.	Supersedes NC1-431-81-5 Item 3.5 to revise disposition.
			(NUREG-0910 NRCS 2-3.4)
	b. Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBDo
	to create ADAMS Tagged Image File Format (TIFF) files	2 months after creation of	TBDo

NO. DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

ADAMS electronic record or

when no longer needed for reference or updating,

Destroy after creation of

whichever is later.

NARA-APPROVED <u>CITATION</u>

TBD

c. Copies of electronic files stored outside of ADAMS used to create ADAMS Portable
Document Format (PDF) files,
TIFF files, and ASCII files that remain with staff members and
OCIO processing staff after creation of the ADAMS records.
Included are electronic records created internally using office automation tools (e.g.,
WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.

d. ADAMS PDF files and TIFF files.

PERMANENT. Cut-off electronic files at close of fiscal year. Transfer to the National Archives 2 years after cut-off. At the time of transfer, NARA and NRC will determine medium and format in which records will be transferred as well as their arrangement. Every effort will be made to transfer records electronically in accordance with the standards for permanent electronic records contained in 36 CFR 1228.270 or standards applicable at the time. If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform. Destroy NRC copy 5 years after transferring records to NARA Committee causes to exist

e. ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files, and ADAMS data related to digital signatures, and data that evidence final NRC management and staff concurrences in

Permanent. Cut off electronic files at the close of fiscal year. Convert image files to paper, microform, magnetic tape, 3480 class take cartridge, or any other medium and format that meets NARA regulations found in Subchapter R of 36 CFR Chapter XII and transfer to NARA 2 years after cutoff. Prior to transfer, NARA and NRC will determine the medium and format in which the records will be transferred. Destroy NRC copy 5 years after Committee ceases to exist

Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.188 when the PDF files and TIFF files are transferred. Destroy NRC copy 5 years after Committee ceases to exist.

TBD

ITEM	t ,	, ,	NARA- APPROVED
<u>NO.</u>	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	CITATION
	documents that are linked to and considered part of the official records.		
7.	Consultants' General Files		
	Correspondence, meeting summaries, trip reports, technical reports, and memoranda prepared by consultants.		
	a. Paper records created before 04/01/2000.	Permanent. Cut off files annually and retire to OCIO when 2 years old. Transfer to NARA 5 years after Committee ceases to exist.	TBD
	b. Silver master and one diazo copy for each formal report created before 04/01/2000.	Permanent. Transfer to NARA when 20 years old.	NC1-431-81-5 Item 3-7
	created before 04/01/2000.		(NUREG-0910 NRCS 2-3.11.a)
	c. Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
	d. Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD
	created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.		

NO. DESCRIPTION OF RECORDS

e. ADAMS PDF files and TIFF files.

PERMANENT. Cut-off electronic files at close of fiscal year. Transfer to the National Archives 2 years after cut-off. At the time of transfer, NARA and NRC will determine medium and format in which records will be transferred as well as their arrangement. Every effort will be made to transfer records electronically in accordance with the standards for permanent electronic records contained in 36 CFR 1228.270 or standards applicable at the time. If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform. Destroy NRC copy 5 years after Committee ceases to exist.

f. ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files, and ADAMS data related to digital signatures, and data that evidence final NRC management and staff concurrences in documents that are linked to and considered part of the official records.

8. <u>Consultants' Personnel Files</u>

Correspondence, biographical information, contract, financial disclosure, and other personnel information pertaining to the qualifications and employment of outside technical advisors or consultants under contract with ACRS.

a. Paper records created before 04/01/2000.

AUTHORIZED DISPOSITION

Rermanent. Cut off electronic files at close of fiscal year. Convert image files to paper, microform, magnetic tape, 3480 class take cartridge, or any other medium and format that meets NARA regulations found in Subchapter R of 36 CFR Chapter XII and transfer to NARA 2 years after cutoff. Prior to transfer, WARA and NRC will determine the medium and format in which the records will be transferred. Destroy NRC copy 5 years after Committee ceases to exist

NARA-APPROVED <u>CITATION</u>

TBD

Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.188 when the PDF files and TIFF files are transferred. Destroy NRC copy 5 years after Committee ceases to exist.

TBD

Destroy 10 years after termination of contract.

Supersedes NC1-431-81-5

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ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
			Item 3.6 to revise the description of records.
			(NUREG-0910 NRCS 2-3.5)
	b. Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
	c. Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD
	d. ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and	Cut off electronic files upon termination of contract. Destroy 10 years after cutoff.	TBD
9.	concurrence data. General Program Correspondence		
	Files		
	Letters, memoranda, messages, studies, reports, forms, and other data documenting and/or		

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ITEM NO.		ESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
	pro opi	plementing plans, policies, ocedures, accomplishments, inions, and decisions pertaining to CRS business and staff activities.		
	a.	Paper records created before 04/01/2000.	Permanent. Transfer to NARA 5 years after Committee ceases to exist.	Supersedes: NC1-431-81-5 Item 3.0
			÷	(NUREG-0910 NRCS 2-3.6)
	b.	Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
	c.	Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD
of Of 2 N fo w m aa	ERMA f fiscal years ARA ormat i vell as nade to ccorda lectror	ADAMS PDF files and TIFF files. ANENT. Cut-off electronic files at close year. Transfer to the National Archives after cut-off. At the time of transfer, and NRC will determine medium and in which records will be transferred as their arrangement. Every effort will be transfer records electronically in time with the standards for permanent nic records contained in 36 CFR 1228.270 leads applicable at the time. If transfer in	Permanent. Cut off electronic files at close of fiscal year. Convert image files to paper, microform, magnetic tape, 3480 class tape cartridge, or any other medium and format that meets NARA regulations found in Subchapter B of 36 CFR Chapter XII and transfer to NARA 2 years after cutoff.	TBD

or standards applicable at the time. If transfer in an electronic medium is not feasible, prior to

converted to paper or to microform. Destroy NRC copy 5 years after Committee ceases to

exist.

NO. DESCRIPTION OF RECORDS

A AUTHORIZED DISPOSITION C

NARA-APPROVED <u>CITATION</u>

e. ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files, and ADAMS data related to digital signatures, and data that evidence final NRC management and staff concurrences in documents that are linked to and

considered part of the official

Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.188 when the PDF files and TIFF files are transferred. Destroy NRC copy 5 years after Committee ceases to exist.

Prior to transfer, NARA and NRC will determine the medium and format in which the records will be transferred. Destroy NRC copy 5 years after Committee ceases to exist.

TBD

10. Nuclear Power Plant Docket Files

records.

Official records documenting licensing of the construction and operation of commercial nuclear reactors for power generation pursuant to Parts 2, 20, 50, 100, and 140 of Title 10, Code of Federal Regulations. Material consists of individual applicant case files, identified by assigned docket numbers, containing copies of all documents received or generated in the review, evaluation, and authorization stages of the licensing process. Sources of documents included in case files are: applicant utility organization; NRC/Regulatory Offices; Federal and State agencies; safety boards and committees; private

ITEM NO.	DESCRIPTION OF RECORDS organizations and parties; intervenors; and individuals commenting on licensing actions.	AUTHORIZED DISPOSITION	APPROVED CITATION
	a. Paper records created before 04/01/2000.	Maintain for life of Committee.	NC1-431-81-5 Item 3.10
			(NUREG-0910 NRCS 2-3.9)
	b. Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
	c. Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD
	d. ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic files when licenses are terminated. Maintain for life of Committee.	TBD

			NARA- APPROVED
DI	ESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	CITATION
<u>N</u> ı	iclear Reactor Project Files)
rea me ana rel	actors including correspondence emoranda, studies, reports, and alyses pertaining to nuclear safety- ated matters. Arranged		
a.	Paper records created before 04/01/2000.	Permanent. Transfer to NARA 5 years after Committee ceases to exist.	Supersedes NC1-431-81-5 Item 3.9 to revise disposition.
			(NUREG-0910 NRCS 2-3.40)
b.	Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
c.	Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD
d.	ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files upon license termination. Convert image files to paper, microform, magnetic tape, 3480 class tape cartridge, or any other	TBD
	Nu Ca rea me and rel alp a. b.	 b. Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files. c. Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency. d. ADAMS PDF files and TIFF 	Nuclear Reactor Project Files Case files on individual nuclear reactors including correspondence memoranda, studies, reports, and analyses pertaining to nuclear safety-related matters. Arranged alphabetically by name of reactor. a. Paper records created before 04/01/2000. b. Paper records created before 04/01/2000. b. Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files. c. Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency. d. ADAMS PDF files and TIFF files. Permanent. Transfer to NARA 5 years after Committee ceases to exist. Destroy paper documents 2 months after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later. Permanent. Transfer to NARA 5 years after Committee ceases to exist. Destroy paper documents 2 months after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.

NARA-**APPROVED CITATION**

<u>NO.</u> PERMANENT. Cut-off electronic files upon license termination. Transfer to the National Archives 2 years after cut-off. At the time of

transfer, NARA and NRC will determine medium and format in which records will be transferred as Subchapter B of 36 CFR well as their arrangement. Every effort will be made to transfer records electronically in accordance with the standards for permanent electronic records contained in 36 CFR 1228.270 or standards applicable at the time. If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform. Destroy NRC copy 5 years after transferring-records to

Committee crases to existing NARA. e. ADAMS document profiles and

ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files, and ADAMS data related to digital signatures, and data that evidence final NRC management and staff concurrences in documents that are linked to and considered part of the official records.

AUTHORIZED DISPOSITION

medium and format that meets NARA regulations found in Chapter XII and transfer to NARA 2 years after cutoff. Prior to transfer, NARA and NRC will determine the medium and format in which the records will be transferred. Destroy NRC copy 5 years after Committee ceases to exist.

Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.188 when the PDF files and TIFF files are transferred. Destroy NRC copy 5 years after Committee ceases to exist.

TBD

12. Transcripts of ACRS Meetings

Transcripts of verbatim accounts of all general and subcommittee meetings.

a. Silver master and one diazo duplicate of microfiche copies of transcripts created before 04/01/2000.

Permanent. Transfer to NARA when 2 years old.

NC1-431-81-5 Item 3.4

(NUREG-0910 NRCS 2-3.12.b)

b. Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.

Destroy paper documents 2 months after creation of ADAMS electronic record.

NO. DESCRIPTION OF RECORDS

- c. Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.
- d. ADAMS PDF files and TIFF files.

PERMANENT. Cut-off electronic files at close of fiscal year. Transfer to the National Archives 2 years after cut-off. At the time of transfer, NARA and NRC will determine medium and format in which records will be transferred as well as their arrangement. Every effort will be made to transfer records electronically in accordance with the standards for permanent electronic records contained in 36 CFR 1228.270 or standards applicable at the time. If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform. Destroy NRC copy 18 years after transferring records to NARA.

e. ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files, and ADAMS data related to digital signatures, and data that evidence final NRC management and staff concurrences in

AUTHORIZED DISPOSITION

Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later. NARA-APPROVED CITATION

TBD

Rermanent. Cut off electronic files upon close of fiscal year. Convert image files to paper, microform, magnetic tape, 3480 class tape cartridge, or any other medium and format that meets NARA regulations found in Subchapter B of 36 CFR Chapter XII and transfer to NARA 20years after cutoff. Prior to transfer, NARA and NRC will determine the medium and format in which the records will be transferred. Desiroy NRC copy 18 years after transferring record to NARA

Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.188 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA.

TBD

ITEM NO. DESCRIPTION OF RECORDS

APPROVED AUTHORIZED DISPOSITION CITATION

NARA-

documents that are linked to and considered part of the official records.

RECORDS OF THE ADVISORY COMMITTEE ON REACTOR SAFEGUARDS PROGRAMMATIC RECORDS

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Item 3 ACRS Members Personnel Files	6
Item 4 Annual Reports of the ACRS to the U.S. Congress and/or U.S. NRC	8
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ADAMS RECORDS SCHEDULES ADVISORY COMMITTEE ON REACTOR SAFEGUARDS

NEM NO.	$\overline{}$	ESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
1.	Ma cer sub atta dis	caster sets of notebooks, reports, retified minutes of general and occommittee meetings with all achments, and other items tributed at ACRS meetings.		
	a.	Paper records created before 01/01/2000.	Permanent. Maintain for life of Committee. Transfer to NARA 5 years after Committee ceases to exist.	TBD Supersedes NC1-431-81-5 Item 3.3.a (NUREG-0910
				NRCS 2-3.8.a)
-	b.	Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
	c.	Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g.q WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD

DESCRIPTION OF RECORDS

d. ADAMS PDF files and TIFF files.

e. ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files, and ADAMS data related to digital signatures, and data that evidence final NRC management and staff concurrences in documents that are linked to and considered part of the official records.

2. ACRS Members' General Files

Correspondence, meeting summaries, trip reports, technical reports, and memoranda prepared by members.

a. Paper records created before 01/01/2000.

AUTHORIZED DISPOSITION

Permanent. Cut off electronic files at close of fiscal year. Convert image files to paper, microform, magnetic tape, 3480 class tape cartridge, or any other medium and format that meets NARA regulations found in Subchapter B of 36 CFR Chapter XII and transfer to NARA 2 years after cutoff. Prior to transfer, NARA and NRC will determine the medium

and format in which the records will be transferred. Destroy NRC copy 5 years after Committee ceases to exist.

Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.188 when the PDF files and TIFF files are transferred.

NARA-APPROVED <u>CITATION</u>

TBD

TBD

Cut off files when appointment expires or member resigns.

Maintain for life of Committee.

LTEM

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

NARA-APPROVED CITATION

 Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files. Destroy paper documents 2 months after creation of ADAMS electronic record.

TBD

c. Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff numbers and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.

Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.

TBD

d. ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data. Cut off electronic files when appointment expires or member resigns. Maintain for life of Committee.

3. ACRS Members' Personnel Files

Records pertaining to the background of individual members of the Committee, biographical, financial disclosure, and other personnel information pertaining to the qualifications and employment of members appointed to the Committee, and containing information on their activities during their membership.

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DESCRIPTION OF RECORDS

<u>AUTHORIZED DISPOSITION</u>

NARA-APPROVED CITATION

a. Paper records created before 01/01/2000.

Maintain for life of Committee then destroy immediately.

Supersedes NC1-431-81-5 Item 3.2 to improve description.

(NUREG-0910 NRCS 2-3.1)

b. Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.

Destroy paper documents 2 months after creation of ADAMS electronic record.

TBD

c. Copies of electronic files stored outside of ADAMS used to create ADAMS Portable
Document Format (PDF) files,
TIFF files, and ASCII files that remain with staff members and
OCIO processing staff after creation of the ADAMS records.
Included are electronic records created internally using office automation tools (e.g.,
WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.

Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later. TBD

d. ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data. Cut off electronic files when appointment expires or member resigns. Maintain for life of Committee.

Reports pertaining to ACRS evaluation of the effectiveness of NRC effort in reactor safety research issued as NUREG documents. Permanent copy of reports are maintained in the OCIO's NUREG collection.

a. Paper records created before 01/01/2000.

Destroy when microfiche copies have been determined to be and adequate substitute for original records. Supersedes NC1-431-81-5 Item 3.8.a to reflect reports now submitted to the NRC rather that to Congress.

(NUREG-0910 NRCS 2-3.2.a)

b. Reference copies of microfiche before 01/01/2000.

Maintain for life of Committee.

NC1-431-81-5 Item 3.8.b

(NUREG-0910 NRCS 2-3.2.b)

Note: Maintenance of extra copies of these NUREG reports in paper or in microfiche will be discontinued when ADAMS is implemented on 1/1/2000. ACRS will identify appropriate ACRS NUREG reports as FACA documents in the document profiles and the reports will be obtainable from the records located in ADAMS. Accordingly, this series will be discontinued with the

implementation of ADAMS and these dispositions applied only to the files up to that date.

5. <u>Committee and Conference</u> Records

- a. Records relating to
 establishment, organization,
 membership and policy of
 interagency, intra-agency and
 international committees and
 conferences, and agenda,
 minutes, final reports, and
 related records documenting
 accomplishments created by
 committees and conferences
 when NRC is the sponsoring
 agency.
 - (1) Paper records created before 01/01/2000.

Permanent. Cut off when NRC involvement terminates. OCIO will transfer to NARA 20 years after cutoff.

Supersedes: NC1-431-81-5 Item 1.5.30.a.1

(NUREG-0910 NRCS 1-2.1.a.1),

NC1-431-81-5 Item 1.5.30.a.2

(NUREG-0910 NRCS 1-2.1.a.2),

and NC1-431-81-5 Item 1.5.30.b.1.a

(NUREG-0910 NRCS 1-2.1.b.1.a)

(2) Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files. Destroy paper documents 2 months after creation of ADAMS electronic record.

AUTHORIZED DISPOSITION

ADAMS electronic record or

when no longer needed for reference or updating,

whichever is later.

Destroy after creation of

NARA-APPROVED <u>CITATION</u>

TBD

(3) Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.

(4) ADAMS PDF files and TIFF files.

Permanent. Cut off electronic files when NRC involvement terminates. Convert image files to pager, microform, magnetic tape, 3480 class tape cartridge, or any other medium and format that meets NARA regulations found in Subchapter B of 36 CFR Chapter XN and transfer to NARA 2 years after cutoff. Prior to transfer, NARA and NRC will determine the medium and format in which the records will be transferred. Destroy NRC copy 18 years after transferring record to NARA.

(5) ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files, and ADAMS data related to digital signatures, and data that

Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.188 when the PDF files and TIFF files are transferred.

TBD

NARA-APPROVED <u>CITATION</u>

DESCRIPTION OF RECORDS

evidence final NRC management and staff concurrences in documents that are linked to and considered part of the official records.

- Agenda, minutes, final reports, and related records documenting accomplishments created by committees and for conferences when NRC is not the sponsoring agency.
 - (1) Paper records created before 01/01/2000.

Destroy when 3 years old or earlier if no longer needed for reference.

Supersedes NC1-431-81-5 Item 1.5.30.b.1.b

(NUREG-0910 NRCS 1-2.1.b.1.b)

- (2) Paper records used as the source to create ADAMS
 Tagged Image File Format
 (TIFF) files and ASCII files.
- (3) Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus,

Destroy paper documents 2 months after creation of ADAMS electronic record.

TBD

TBD

Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.

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AUTHORIZED DISPOSITION

NARA-APPROVED <u>CITATION</u>

InForms, e-mail, etc.) and electronic records received from outside the agency.

(4) ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.

Cut off electronic files upon termination of committee. Destroy 3 years after cutoff.

TBD

- c. All other records created by committees regardless of whether NRC is the sponsor agency, excluding the agenda, minutes, final reports and related records described in 5.a above.
 - (1) Paper records created before 01/01/2000.

Destroy when 3 years old or earlier if no longer needed for reference.

Supersedes NC1-431-81-5 Item 1.5.30.b.2

(NUREG-0910 NRCS 1-2.1.b.2)

- (2) Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.
- (3) Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS

Destroy paper documents 2 months after creation of ADAMS electronic record.

Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later. TBD

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records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, Informs, e-mail, etc.) and electronic records receivedo from outside the agency.o

(4) ADAMS PAF files and theiro linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and

Cut off electronic files upon termination of committee.

Destroy 3 years after cutoff.

TBD

Committee Files on Regulation Guidelines

concurrence data.

Correspondence, memoranda, and reports pertaining to committee and public comments on the formulation of all NRC regulations relating to nuclear operating standards, arranged numerically by NRC Regulatory Guide number.

a. Paper records created before 01/01/2000.

Permanent. Transfer to NARA 5 years after Committee ceases to exist.

Supersedes NC1-431-81-50 Item 3.5 to revise disposition.

(NUREG-0910 NRCS 2-3.4)

 Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files. Destroy paper documents 2 months after creation of ADAMS electronic record.

AUTHORIZED DISPOSITION

TBD

Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.

Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.

d. ADAMS PDF files and TIFF files.

files at thecolose of fiscal year.
Convert image files to paper,
microform, magnetic tape, 3480
class tape cartridge, or any other
medium and format that meets
NARA regulations found in
Subchapter B of 36 CFR
Chapter XII and transfer to

NARA 2 years after cutoff. Prior to transfer, NARA and NRC will determine the medium and format in which the records will be transferred. Destroy

Permanent. Cut off electronic

NRC copy 5 years after Committee ceases to exist.

e. ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files, and ADAMS data related to digital signatures, and data that evidence final NRC management and staff concurrences in

Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.188 when the PDF files and TIFF files are transferred.

TBD

documents that are linked to and considered part of the official records.

7. Consultants' General Files

Correspondence, meeting summaries, trip reports, technical reports, and memoranda prepared by consultants.

- a. Paper records created before 01/01/2000.
- b. Silver master and one diazo copy for each formal report created before 01/01/2000.
- Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.
- d. Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.

<u>Permanent.</u> Cut off files annually and retire to OCIO when 2 years old. Transfer to NARA 5 years after Committee ceases to exist.

<u>Permanent.</u> Transfer to NARA when 20 years old.

Destroy paper documents 2 months after creation of ADAMS electronic record.

Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later. TBD

NC1-431-81-5

Item 3-7

(NUREG-0910 NRCS 2-3.11.a)

TBD

e. ADAMS PDF files and TIFF files.

f. ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files, and ADAMS data related to digital signatures, and data that evidence final NRC management and staff concurrences in documents that are linked to and considered part of the official records.

8. <u>Consultants' Personnel Files</u>

Correspondence, biographical information, contract, financial disclosure, and other personnel information pertaining to the qualifications and employment of outside technical advisors or consultants under contract with ACRS.

a. Paper records created before 01/01/2000.

AUTHORIZED DISPOSITION

Permanent. Cut off electronic files at close of fiscal year. Convert image files to paper, microform, magnetic tape, 3480 class tape cartridge, or any other medium and format that meets NARA regulations found in Subchapter B of 36 CFR Chapter XII and transfer to NARA 2 years after cutoff. Prior to transfer, NARA and NRC will determine the medium and format in which the records will be transferred. Destroy NRC copy 5 years after Committee ceases to exist.

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TBD

Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.188 when the PDF files and TIFF files are transferred.

TBD

Destroy 10 years after termination of contract.

Supersedes NC1-431-81-5

ITEM

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

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Item 3.6 to revise the description of records.

(NUREG-0910 NRCS 2-3.5)

- b. Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.
 - iles
- c. Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after—creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.
- d. ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.

9. <u>General Program Correspondence</u> Files

Letters, memoranda, messages, studies, reports, forms, and other data documenting and/or Destroy paper documents 2 months after creation of ADAMS electronic record.

Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later. TBD

TBD

Cut off electronic files upon termination of contract. Destroy 10 years after cutoff.

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implementing plans, policies, procedures, accomplishments, opinions, and decisions pertaining to ACRS business and staff activities.

a. Paper records created before 01/01/2000.

<u>Permanent.</u> Transfer to NARA 5 years after Committee ceases to exist.

Supersedes: NC1-431-81-5 Item 3.1

(NUREG-0910 NRCS 2-3.6)

 Paper records used as the source to create ADAMS Tagged Image File Format (TIPF) files and ASCII files. Destroy paper documents 2 months after creation of ADAMS electronic record.

TBD

c. Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.

Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later. TBD

d.o ADAMS PDF files and TIFF files.

Permanent. Cut off electronic files at close of fiscal year.
Convert image files to paper, microform, magnetic tape, 3480, class tape cartridge, or any other medium and format that meets NARA regulations found in Subchapter B of 36 CFR Chapter XII and transfer to NARA 2 years after cutoff.

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AUTHORIZED DISPOSITION

Prior to transfer, NARA and NRC will determine the medium and format in which the records will be transferred. Destroy NRC copy 5 years after Committee ceases to exist.

Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.188 when the PDF files and TIFF files are transferred.

TBD

e. ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files and ADAMS data related to digital signatures, and data that evidence final NRC management and staff concurrences in documents that are linked to and considered part of the official records.

10. Nuclear Power Plant Docket Files

Official records documenting licensing of the construction and operation of commercial nuclear reactors for power generation pursuant to Parts 2, 20, 50, 100, and 140 of Title 10, Code of Federal Regulations. Material consists of individual applicant case files, identified by assigned docket numbers, containing copies of all documents received or generated in the review, evaluation, and authorization stages of the licensing process. Sources of documents included in case files are: applicant utility organization; NRC/Regulatory Offices; Federal and State agencies; safety boards and committees; private

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organizations and parties; intervenors; and individuals commenting on licensing actions.

a. Paper records created before 01/01/2000.

Maintain for life of Committee.

NC1-431-81-5 Item 3.10

(NUREG-0910 NRCS 2-3.9)

b. Paper records used as the source to create ADAMS Tagged Image File Format (NIFF) files and ASCII files.

Destroy paper documents 2 months after creation of ADAMS electronic record.

TBD

c. Copies of electronic files stored outside of ADAMS used to create ADAMS Portable
Document Format (PDF) files,
TIFF files, and ASCII files that remain with staff members and
OCIO processing staff after creation of the ADAMS records.
Included are electronic records created internally using office automation tools (e.g.,
WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.

Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later. TBD

d. ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data. Cut off electronic files when licenses are terminated.

Maintain for life of Committee.

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11. Nuclear Reactor Project Files

Case files on individual nuclear reactors including correspondence memoranda, studies, reports, and analyses pertaining to nuclear safetyrelated matters. Arranged alphabetically by name of reactor.

a. Paper records created before 01/01/2000.

<u>Permanent.</u> Transfer to NARA 5 years after Committee ceases to exist.

Supersedes NC1-431-81-5 Item 3.9 to revise disposition.

(NUREG-0910 NRCS 2-3.\(\delta 0 \)

b. Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.

Destroy paper documents 2 months after creation of ADAMS electronic record. TBD

c. Copies of electronic files stored outside of ADAMS used to create ADAMS Portable
Document Format (PDF) files,
TIFF files, and ASCII files that remain with staff members and
OCIO processing staff after creation of the ADAMS records.
Included are electronic records created internally using office automation tools (e.g.o,
WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.

Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later. TBD

d. ADAMS PDF files and TIFF files.

Permanent. Cut off electronic files upon license termination. Convert image files to paper, microform, magnetic tape, 3480 class tape cartridge, or any other

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medium and format that meets NARA regulations found in Subchapter B of 36 CFR Chapter XII and transfer to NARA 2 years after cutoff. Prior to transfer, NARA and NRC will determine the medium and format in which the records will be transferred. Destroy NRC copy 5 years after Committee ceases to exist.

Permanent. Cut off electronic

files with related PDF files and

TIFF files. Transfer to NARA

according to regulations found in 36 CFR § 1228.188 when the

PDF files and TIFF files are

transferred.

TBD

e. ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files, and ADAMS data related to digital signatures, and data that evidence final NRC management and staff concurrences in documents that are linked to and considered part of the official

12. Transcripts of ACRS Meetings

records.

Transcripts of verbatim accounts of all general and subcommittee meetings.

- a. Silver master and one diazo duplicate of microfiche copies of transcripts created before 01/01/2000.
- b. Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.

Permanent. Transfer to NARA when 2 years old.

NC1-431-81-5 Item 3.4

(NUREG-0910 NRCS 2-3.12.b)

Destroy paper documents 2 months after creation of ADAMS electronic record.

TRD

Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.

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TBD

Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFFoiles, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.

d. ADAMS PDF files and TIFF files.

Permanent. Cut off electronic files upon close of fiscal year. Convert image files to paper, microform, magnetic tape, 3480 class tape cartridge, or any other medium and format that meets NARA regulations found in Subchapter B of 36 CFR Chapter XII and transfer to NARA 2 years after cutoff. Prior to transfer, NARA and NRC will determine the medium and format in which the records will be transferred. Destroy NRC copy 18 years after transferring record to NARA.

e. ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files, and ADAMS data related to digital signatures, and data that evidence final NRC management and staff concurrences in

Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.188 when the PDF files and TIFF files are transferred.

TBD

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documents that are linked to and considered part of the official records.