NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-431-00-010

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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These items, unless subsequently superseded, may be used by the agency to disposition records.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. 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SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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.

Item 1a

Superseded by DAA-GRS-2015-0001-0001

Items 1b-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Superseded by DAA-GRS-2017-0003-0002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Superseded by DAA-GRS-2015-0001-0001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Superseded by DAA-GRS-2015-0001-0001

Items 2b-2c

Superseded by DAA-GRS-2017-0003-0002

Item 2d

Superseded by DAA-GRS-2015-0001-0001

Item 3a

Superseded by DAA-GRS-2014-0005-0007 thru DAA-GRS-2014-0005-0016 and DAA-GRS-2015-0001-0005

Items 3b-3c

Superseded by DAA-GRS-2017-0003-0002

Item 3d

Superseded by DAA-GRS-2014-0005-0007 thru DAA-GRS-2014-0005-0016 and DAA-GRS-2015-0001-0005

Item 4a

Superseded by DAA-GRS-2015-0001-0001

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Items 4b-4c Superseded by DAA-GRS-2017-0003-0002 Item 4d Superseded by DAA-GRS-2015-0001-0001 Item 4e Superseded by DAA-GRS-2013-0005-0002 Item 5a1 Superseded by DAA-GRS-2015-0001-0001 Item 5a2-5a3 Superseded by DAA-GRS-2017-0003-0002 Item 5a4 Superseded by DAA-GRS-2015-0001-0001 Item 5a5 Superseded by DAA-GRS-2013-0005-0002 Item 5b1 Superseded by DAA-GRS-2015-0001-0001 Items 5b2-5b3 Superseded by DAA-GRS-2017-0003-0002 Item 5b4 Superseded by DAA-GRS-2015-0001-0001 Item 5c1 Superseded by DAA-GRS-2015-0001-0001 Items 5c2-5c3 Superseded by DAA-GRS-2017-0003-0002 Item 5c4 Superseded by DAA-GRS-2015-0001-0001 Items 6a-6b Superseded by DAA-GRS-2015-0001-0001 Items 6c-6d Superseded by DAA-GRS-2017-0003-0002 Item 6e Superseded by DAA-GRS-2015-0001-0001 Item 6f Superseded by DAA-GRS-2013-0005-0002 Item 7a Superseded by DAA-GRS-2013-0003-0001 and DAA-GRS-2015-0001-0005 Item 7b-7c Superseded by DAA-GRS-2017-0003-0002 Item 7d Superseded by DAA-GRS-2013-0003-0001 and DAA-GRS-2015-0001-0005 Item 8a Superseded by DAA-GRS-2015-0001-0001 Items 8b-8c **Superseded by DAA-GRS-2017-0003-0002** Item 8d Superseded by DAA-GRS-2015-0001-0001 Item 8e

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Superseded by DAA-GRS-2013-0005-0002

Item 9a

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Superseded by DAA-GRS-2015-0001-0001 Items 9b-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 Items 10b-10c
Superseded by DAA-GRS-2017-0003-0002 Item 10d
DAA-GRS-2015-0001-0001

REQUEST FOR RECORDS JISPOSIT		JOB NUMBER	ANK (NAKA USE ONIY)	
(See Instructions on reve	rse)		31-00-10	
TO NATIONAL ARCHIVES and RECORDS ADM WASHINGTON, DC 20408	MINISTRATION (NIR)	DATE RECEIVED	1999	
FROM (Agency or establishment)			ATION TO AGENCY	
U.S. Nuclear Regulatory Com	nission			
2. MAJOR SUBDIVISION Advisory Committee on Nuclea	r Waste	U.S.C 3303a	with the provisions of 4- the disposition request ments, is approved except fo	t,
3 MINOR SUBDIVISION		items that may	be marked "disposition no withdrawn" in column 10	ot
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE ARC	HIVIST OF THE UNITED ST	ATES
John Harris	301-415-5885	1-2-02	ohow. Carl	
6 AGENCY CERTIFICATION				
I hereby certify that I am authorized to act for and that the records proposed for disposal on the of this agency or will not be needed after the General Accounting Office, under the prove Agencies,	ne attached 21 paretention periodsæpecifie	ge(s) are not now d; and that writte	v needed for the busing needed for the busing needed for the busing needed in the business needed in the bus	ness the
is not required; is attacl	ned; or has	been requested.		
DATE SIGNATURE OF AGENCY REPRESE	NTATIVE TITLE			
10/27/99 Sunda Ja Ja	ella	NRC Reco	rds Officer	
7 ITEM 8 DESCRIPTION OF ITEM AND PROP	POSED DISPOSITION	9 GRS SUPERSE JOB CITA	EDED TAKEN (NA	٩RA
Agencywide Documents Access and Managem Programmatic Records of the NRC Advisory of ADAMS is an electronic information system the Regulatory Commission's (NRC's) unclassified administrative records in a centralized electronal ADAMS is designed to meet all National Archited 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. Format (PDF) file or a Tagged Image File Format sociated document profile containing fielded document and its attributes. In addition, any digital signature and/or electronic data that expanded the part of the official record. Records disposition schedules for the NRC record divided into two broad groups: 1) Programmatic records created or received office 2) Administrative records created or received	committee on Nuclear Waster at maintains the Nuclear official programmatic and nic document repository. It is and Records NARA approval of ADAMS Beginning January 1, 2000, I longer create or maintain etronic documents in the agency. The "official is a Portable Document mat (TIFF) file with an d" data to describe the electronic data related to a sidence final NRC nent is linked to and ords maintained in ADAMS by each individual NRC			

115-109

NSN 7540-00-634-4064 PREVIOUS EDITION NOT USABLE STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

in the second

JOB NUMBER PAGE **REQUEST FOR RECORDS DIS SITION AUTHORITY -- CONTINUATI** 2 OF 21 9 GRS OR 7. ITEM 10. ACTION 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION **SUPERSE**DED TAKEN (NARA JOB CITATION USE ONLY) NO 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 Nuclear Waste.

REC	UES	T FOR RECORDS DISPOSITION	N AUTHOF	RITY	L	E BLANK (NAI	RA use only	
	TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 JOB NUMBE N1-431-0							
1. FROM (Agency or establishment) U.S. Nuclear Regulatory Commission DATE RE				ECEIVED				
2. N	IAJOR	SUBDIVISION Advisory Committee on Nuclea	r Waste		NOT	IFICATION TO) AGĘŅCY	
3. M	INOR	SUBDIVISION ,			USC 330		e with the provisions of 44 a the disposition request,	
4 N	AME O	OF PERSON WITH WHOM TO CONFER	5 TELEPH		items that n	nay be marked "dispor "withdrawn" in co	position not	
		John Harris	301-415-5	003	DATE	ARCHIVIST OF THE	E UNITED STATE	
and the of this Gene Agenc	nat the agendral Acc cies,	tify that I am authorized to act for this age records proposed for disposal on the at cy or will not be needed after the retention counting Office, under the provisions of the required; SIGNATURE OF AGENCY REPRESE	tached 21 pon periods sp Fitle8 of the Co	page(s) a secified; a SAO Man	re not now and that wr ual for Gui	needed for the	e business ace from the	
10/27	/99	Brenda Jo. Shelton /S/; Revised	d 03/20/00	NR	C Records	Officer		
iTEM NO.	8 DE	ESCRIPTION OF ITEM AND PROPOSED DISPOSI	TION			9 GRS OR SUPERSEDE D JOB CITATION	10 ACTION TAKEN (NAF USE ONLY)	
	ADA Regi	grammatic Records of the NRC Advisory MS is an electronic information system of the s	that maintains ed official pro	s the Nuc	lear			
	ADA Adm as a NRC pape ADA reco Form asso docu digitar mana cons	sinistrative records in a centralized electromy is designed to meet all National Archinistration (NARA) regulations to ensure an official electronic recordkeeping system in the electronic recordkeeping system is the electronic recordkeeping system in the electronic recordkeeping system in the electronic design in the el	hives and Re NARA approm. Beginning no longer crea electronic do the agency. is a Portable rmat (TIFF) f led" data to d electronic da vidence final ument is linke	cords oval of AE oval oval oval oval oval oval oval oval	OAMS 2000, intain in cial nt nhe d to a			
	ADA Adm as a NRC pape ADA reco Form asso docu digita man cons Recc are c	MMS is designed to meet all National Archinistration (NARA) regulations to ensure in official electronic recordkeeping system of the American electronic recordkeeping system of the electronic recordkeeping system of the electronic design of the electronic because the MMS will become the "official records" of the electronic documents maintained in ADAMS and (PDF) file or a Tagged Image File Format (PDF) file or a Tagged Image File Format and its attributes. In addition, any all signature and/or electronic data that electronic data that electronic data that electronic data that electronic disposition schedules for the NRC redivided into two broad groups:	hives and Re NARA approm. Beginning no longer crea electronic do the agency. is a Portable rmat (TIFF) f led" data to d electronic da vidence final ument is linke	cords oval of AE oval	OAMS 2000, intain in cial nt nhe d to a			
	ADA Adm as a NRC pape ADA reco Form asso docu digita man cons Recc are c	MMS is designed to meet all National Archinistration (NARA) regulations to ensure in official electronic recordkeeping system of the American electronic recordkeeping system of the electronic records and regional offices will recreased record collections because the MS will become the "official records" of the official records of the MS will become the "official records" of the official records of the electronic data that electronic disposition schedules for the NRC redivided into two broad groups:	hives and Re NARA approm. Beginning no longer crea electronic do the agency. is a Portable rmat (TIFF) f led" data to d electronic da vidence final ument is linke	cords oval of AE oval	OAMS 2000, intain in cial nt nhe d to a			

REQL	JEST FOR RECORDS DISPOSITION AUTHORITY CONTINUATION	JOB NUMBER	PAGE 2 OF 21
7 ГЕМ Ю	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA 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 Nuclear Waste		
	,		
	' •	•	, A

.

RECORDS OF THE ADVISORY COMMITTEE ON NUCLEAR WASTE PROGRAMMATIC RECORDS

		PAGE NO
Item 1	ACNW Meeting Files	4
Item 2	ACNW Members' General Files	5
Item 3	ACNW Members' Personnel Files	6
Item 4	ACNW Project Case Files	7
Item 5	Committee and Conference Records	9
Item 6	Consultants' General Files	14
Item 7	Consultants' Personnel Files	15
Item 8	General Program Correspondence Files	16
Item 9	Transcripts of ACNW Meetings	18
Item 10	Waste Management Licensing Files	20

ADAMS RECORDS SCHEDULES ADVISORÝ COMMITTEE ON NUCLEAR WASTE

ITEM NO.	DI	ESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
1.	<u>A(</u>	CNW Meeting Files		
	wo atta	aster sets of notebooks, reports, retified minutes of general and orking group meetings with all achments, and other items stributed at ACNW meetings. ranged chronologically.		
	a.	Paper records created before 04/01/2000.	Permanent. Maintain for life of Committee. Transfer to NARA 5 years after Committee ceases to exist.	TBD Supersedes: NC1-431-88.1 Item 4
,				(NUREG-0910 NRCS 2-2.3)
	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 at close of fiscal year.	TBD

ITEM

NO. DESCRIPTION OF RECORDS

PERMANENT. Cut-off electronic files at close of fiscal year. 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 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 documents that are linked to and considered part of the official records.

2. ACNW Members' General Files

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

- a. Paper records created before 04/01/2000.
- Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.

AUTHORIZED DISPOSITION

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. Destroy NRC copy 5 years after Committee ceases to exist.

TBD

NARA-

APPROVED

CITATION

Cut off files when appointment expires or member resigns.

Maintain for life of Committee.

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

TBD

ITEM 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.

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

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

3. ACNW 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.

a. Paper records created before04/01/2000.

Maintain for life of Committee then destroy immediately.

TBD; Based on NC1-431-81-5 Item 3.2 with improved description.

ITEM <u>NO.</u>	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED CITATION (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.	TBD
4.	ACNW Project Case Files		
	Official project case files containing records generated or received by ACNW that reflect the committee's analyses and recommendations on specific activities relating to the regulation and licensing of highlevel waste repositories and low-level waste disposal facilities. Such		

ITEM <u>NO.</u>	acc prosation income	tivities include handling, ocessing, transporting, storing and feguarding nuclear waste, cluding but not limited to spent el, nuclear waste mixed with other zardous substances, and uranium ll tailings.	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
	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.	Supersedes N1-431-88-1 Item 1.a to revise disposition. (NUREG-0910 NRCS 2-2.1.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., 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 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	TBD

NARA-APPROVED CITATION

ITEM

NO 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

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.

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.

AUTHORIZED DISPOSITION

NARA regulations found in Subshapter 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. Destroy NRC copy 5 years after Committee ceases to exist.

TBD

when NRC is the sponsoring agency. Excluding routine internal countiles and conference locals everal by GES 16.8.

	•		'
ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
	(1) Paper records created before 04/01/2000.	Permanent. Cut off when NRC involvement terminates. OCIO will transfer to NARA 20 years	Supersedes NC1-431-81-5 Item 1.5.30.a.1
		after cutoff.	(NUREG-0910 NRCS 1-2.1.a.1)
			Also Supersedes: 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.	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

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

ITEM

NO. DESCRIPTION OF RECORDS

(4) ADAMS PDF files and TIFF files.

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 copy|8 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 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 04/01/2000.

AUTHORIZED DISPOSITION

Rermanent. Cut off electronic files wheneNRC involvement terminates. 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

ED DISPOSITION
Cut off electronic
Convert image files

CITATION
TBD

NARA-

APPROVED

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

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

ITEM NO. DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION .	NARA- APPROVED CITATION (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, 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
(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,		•

	•		•
ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
	minutes, final reports and related records described in 5.a above.		
	(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.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.	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, 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
	(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

ITEM NO.	DE	SCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
6.	Co	nsultants' General Files		
	sur rep	rrespondence, meeting nmaries, trip reports, technical orts, and memoranda prepared 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	Supersedes N1-431-88-1 Item 3
	ceases to exist.		(NUREG-0910 NRCS 2-2.2)	
	b.	Silver master and one diazo copy for each formal report created before 04/01/2000.	Permanent. Transfer to NARA when 20 years old.	TBD; Based on NC1-431-81-5 Item 3-7
			ر	(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.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD
		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.	•	

ITEM

NO. DESCRIPTION OF RECORDS

e. ADAMS PDF files and TIFF files.

PERMANENT. Cut-off electronic files at close of fiscal year. 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 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.

7. Consultants' Personnel Files

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 ACNW.

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 tage 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

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.

NARA-APPROVED <u>CITATION</u>

TBD

TBD

Destroy 10 years after termination of contract.

TBD; Based on NC1-431-81-5

ITEM <u>NO.</u>	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u> Item 3.6 with
			improved description.
			(NUREG-0910 NRCS 2-3.5)
	 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 upon termination of contract. Destroy 10 years after cutoff.	TBD
8.	Program Correspondence Files		
	Records generated or received by ACNW in the conduct of business that are used as bases for advising the Commission on all aspects of the		

ITEM NO.	nuc e.g imp doc Cor	clear waste management program; ., its direction and plementation, and resulting cumentation that reflects mmission policy making cisions.	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
	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.	Supersedes N1-431-88-1 Item 2.a (NUREG-0910 NRCS 2-2.4.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., 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.	Rermanent. Cut off electronic files at close of fiscal year. Convertemage files to paper, microform, magnetic tape, 3480 class tape cartridge, or any other medium and format that meets NARA regulations found in	TBD

- 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.
 - 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.

9. Transcripts of ACNW 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.
- Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.

AUTHORIZED DISPOSITION

Subchapter B of 36 CFR
Chapter XII and transfer to
NARA 2 years after cutoff.
Prior toeransfer, 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.

NARA-APPROVED CITATION

TBD

<u>Permanent.</u> Transfer to NARA when 2 years old.

TBD; Based on 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.

ITEM

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.e,
 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|8 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 <u>CITATION</u>

TBD

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 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. Dest_{kO}y NRC copy 18 years after transferring record to NARA

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 18 years after transferring record to NARA.

AUTHORIZED DISPOSITION

NARA-APPROVED <u>CITATION</u>

1.

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

10. Waste Management Licensing&Files

Copies of Waste Management Licensing Files maintained by ACNW and used for its review and analysis of waste management issues and the formulation of recommendations to the Commission on the licensing of waste management activities. These files reflect the issuance of construction permits and the licensing of the U.S. Department of Energy to receive and possess byproduct, source, and special nuclear material at a geologic repository and the licensing of companies, institutions, and facilities to receive, possess, and dispose of low-level radioactive wastes containing byproduct, source, and special nuclear material at a land disposal facility pursuant to Parts 60 and 61, Title 10, Code of Federal Regulations. Documents include applications, site characterizations, licenses, license amendments, and related documentation. The official record copy is Maintained in NRC's File Center and is scheduled under NRCS 2-19.2 and 2-19.3.

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

Maintain for life of Committee.

N1-431-88-1

Item 5

(NUREG-0910 NRCS 2-2.5)

ITEM <u>NO.</u>	DE b.	to create ADAMS Tagged Image File Format (TIFF) files	AUTHORIZED DISPOSITION Destroy paper documents 2 months after creation of ADAMS electronic record.	NARA- APPROVED <u>CITATION</u> TBD
	c.	and ASCII files. 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 upon termination of license. Maintain for life of Committee.	TBD

RECORDS OF THE ADVISORY COMMITTEE ON NUCLEAR WASTE PROGRAMMATIC RECORDS

	PAGE NO
Item 1 ACNW Meeting Files	4
Item 2 ACNW Members' General Files	5
Item 3 ACNW Members' Personnel Files	6
Item 4 ACNW Project Case Files	7
Item 5 Committee and Conference Records	9
Item 6 Consultants' General Files e e	14
Item 7 Consultants' Personnel Files	15
Item 8 General Program Correspondence Files	16
Item 9 Transcripts of ACNW Meetings	18
Item 10 Waste Management Licensing Files	20

ADAMS RECORDS SCHEDULES ADVISORY COMMITTEE ON NUCLEAR WASTE

NEM NO.	<u>DE</u>	SCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
1.)AC	CNW Meeting Files	,	
	cer wo atta dist	aster sets of notebooks, reports, tified minutes of general and rking group meetings with all achments, and other items tributed at ACNW 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: NC1-431-88.1 Item 4
				(NUREG-0910 NRCS 2-2.3)
	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 at close of fiscal year.	TBD

NARA-APPROVED CITATION

AUTHORIZED DISPOSITION

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.

TBD

e. ADAMS document profile 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. ACNW Members' General Files

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

- a. Paper records created before 01/01/2000.
- Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.

Cut off files when appointment expires or member resigns.

Maintain for life of Committee.

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

TBD

JBD

TEM

DESCRIPTION OF RECORDS

- 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.e, 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.

3. ACNW 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.

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

AUTHORIZED DISPOSITION

Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later. NARA² APPROVED <u>CITATION</u>

TBD

Cut off electronic files when appointment expires or member resigns. Maintain for life of Committee.

TBD

Maintain for life of Committee then destroy immediately.

TBD, Based on NC1-431-81-5 Item 3.2 with improved description.

YTEM

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

NARA-APPROVED CITATION

(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.

4. ACNW Project Case Files

Official project case files containing records generated or received by ACNW that reflect the committee's analyses and recommendations on specific activities relating to the regulation and licensing of high-level waste repositories and low-level waste disposal facilities. Such

AUTHORIZED DISPOSITION

NARA-APPROVED **CITATION**

activities include handling, processing, transporting, storing and safeguarding nuclear waste, including but not limited to spent fuel, nuclear waste mixed with other hazardous substances, and uranium mill tailings

01/01/2000.

a. Paper records created before Permanent. Cut off files annually and retire to OCIO when 2 years old. Transfer to NARA 5 years after Committee

ceases to exist.

Supersedes N1-431-88-1 Item 1.a to revise disposition.

(NUREG-0910 NRCS 2-2.1.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., 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

d. 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'-APPROVED <u>CITATION</u>

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.

AUTHORIZED DISPOSITION

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.

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.

NARA-**APPROVED XTEM** NØ **DESCRIPTION OF RECORDS AUTHORIZED DISPOSITION CITATION** (1) Paper records created before Permanent. Cut off when NRC Supersedes 01/01/2000. involvement terminates. OCIO NC1-431-81-5 will transfer to NARA 20 years Item 1.5.30.a.1 after cutoff. (NUREG-0910 NRCS 1-2.1.a.1) Also Supersedes: 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 Destroy paper documents **TBD** source to create ADAMS 2 months after creation of Tagged Image File Format ADAMS electronic record. (TIFF) files and ASCII files. (3) Copies of electronic files Destroy after creation of **TBD** stored outside of ADAMS ADAMS electronic record or used to create ADAMS when no longer needed for Portable Document Format reference or updating, (PDF) files, TIFF files, and whichever is later. 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.

- (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 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.

AUTHORIZED DISPOSITION

Permanent. Cut off electronic files wheneNRC involvement terminates. 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.

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 filesand TIFF files are transferred.

TBD

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

Supersedes NC1-431-81-5 Item 1.5.30 \(0.1.b \)

NARA'-XTEM. APPROVED **DESCRIPTION OF RECORDS AUTHORIZED DISPOSITION CITATION** (NUREG-0910 NRCS 1-2.1.b.1.b) 2) Paper records used as the Destroy paper documents **TBD** source to create ADAMS 2 months after creation of Tagged Image File Format ADAMS electronic record. (TIPF) files and ASCII files. (3) Copies of electronic files Destroy after creation of **TBD** stored outside of ADAMS ADAMS electronic record or used to create ADAMS when no longer needed for Portable Document Format reference or updating, (PDF) files, TIFF files, and whichever is later. 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 their Cut off electronic files upon **TBD** linked native application termination of committee. source files; ADAMS TIFF Destroy 3 years after cutoff. files and their linked ASCII files; ADAMS document profiles and document

packages; and ADAMS digital signature and concurrence data.

 All other records created by committees regardless of whether NRC is the sponsor agency, excluding the agenda,

NARA'-APPROVED CITATION

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.

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, 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

(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.

I'NEM <u>NO:</u> 6.	DESCRIPTION OF RECORDS Consultants' General Files	AUTHORIZED DISPOSITION	'NARA'- APPROVED <u>CITATION</u>
	Correspondence, meeting summaries, trip reports, technical reports, and memoranda prepared by consultants.		
	a. Paper records created before 01/01/2000.	Permanent. Cut off files annually and retire to OCIO when 2 years old. Transfer to NARA 5 years after Committee	Supersedes N1-431-88-1 Item 3
		NARA 5 years after Committee ceases to exist.	(NUREG-0910 NRCS 2-2.2)
	b. Silver master and one diazo copy for each formal report created before 01/01/2000.	Permanent. Transfer to NARA when 20 years old.	TBD; Based on NC1-431-81-5 Item 3-7
			(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 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

NO.

DESCRIPTION OF RECORDS

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.

7. Consultants' Personnel Files

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 ACNW.

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.

'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.

TBD

Destroy 10 years after termination of contract.

TBD; Based on NC1-431-81-5

ITEM

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

NARA-APPROVED <u>CITATION</u>

Item 3.6 with improved description.

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

8.

Records generated or received by ACNW in the conduct of business that are used as bases for advising the Commission on all aspects of the

Program Correspondence Files

NARA-APPROVED / CITATION

nuclear waste management program; e.g., its direction and implementation, and resulting documentation that reflects Commission policy making decisions.

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

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

Supersedes N1-431-88-1 Item 2.a

(NUREG-0910 NRCS 2-2.4.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., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.

d. ADAMS PDF files and TIFF files.

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

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

AUTHORIZED DISPOSITION

'NARA'-APPROVED <u>CITATION</u>

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 records.

9. Transcripts of ACNW Meetings

Transcripts of verbatim accounts of all general and subcommittee meetings.

 Silver master and one diazo duplicate of microfiche copies of transcripts created before 01/01/2000. Permanent. Transfer to NARA when 2 years old.

TBD; Based on 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.

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

AUTHORIZED DISPOSITION

NARÁ-APPROVED CITATION

TBD

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. 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

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

10. Waste Management Licensing Files

Copies of Waste Management Licensing Files maintained by ACNW and used for its review and analysis of waste management issues and the formulation of recommendations to the Commission on the licensing of waste management activities. These files reflect the issuance of construction permits and the licensing of the U.S. Department of Energy to receive and possess byproduct, source, and special nuclear material at a geologic repository and the licensing of companies, institutions, and facilities to receive, possess, and dispose of low-level radioactive wastes containing byproduct, source, and special nuclear material at a land disposal facility pursuant to Parts 60 and 61, Title 10, Code of Federal Regulations. Documents include applications, site characterizations, licenses, license amendments, and related documentation. The official record copy is Maintained in NRC's File Center and is scheduled under NRCS 2-19.2 and 2-19.3.

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

Maintain for life of Committee.

N1-431-88-1

Item 5

(NUREG-0910 NRCS 2-2.5) YTEM NO.

DESCRIPTION OF RECORDS

- 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 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.

AUTHORIZED DISPOSITION

NARA-APPROVED <u>CITATION</u>

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

TBD

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

Cut off electronic files upon termination of license. Maintain for life of Committee.