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Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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: 2/24/2021

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These items, unless subsequently superseded, may be used by the agency to disposition records.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SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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Item 1a Superseded by DAA-GRS-2015-0001-0001

Item 1b Superseded by DAA-GRS-2017-0003-0002

Item 1c Superseded by DAA-GRS-2017-0003-0002

Item 1d Superseded by DAA-GRS-2015-0001-0001

Item 2a Superseded by DAA-GRS-2015-0001-0001

Item 2b Superseded by DAA-GRS-2017-0003-0002

Item 2c Superseded by DAA-GRS-2017-0003-0002

Item 2d Superseded by DAA-GRS-2015-0001-0001

Item 3a Superseded by DAA-GRS-2014-0005-0007 thru DAA-GRS-2014-0005-0016

Item 3a Superseded by DAA-GRS-2015-0001-0005

Item 3b Superseded by DAA-GRS-2017-0003-0002

Item 3c Superseded by DAA-GRS-2017-0003-0002

Item 3d Superseded by DAA-GRS-2014-0005-0007 thru DAA-GRS-2014-0005-0016

Item 3d Superseded by DAA-GRS-2015-0001-0005

Item 4a Superseded by DAA-GRS-2015-0001-0001

Item 4b Superseded by DAA-GRS-2015-0001-0005

Item 5a1 Superseded by DAA-GRS-2015-0001-0001

Item 5a2 Superseded by DAA-GRS-2017-0003-0002

Item 5a3 is superseded by DAA-GRS-2017-0003-0002 Item 5a4 Superseded by DAA-GRS-2015-0001-0001

Item 5a5 Superseded by DAA-GRS-2013-0005-0002

Item 5b1 Superseded by DAA-GRS-2015-0001-0001

Item 5b2 Superseded by DAA-GRS-2017-0003-0002

Item 5b3 Superseded by DAA-GRS-2017-0003-0002

Item 5b4 Superseded by DAA-GRS-2015-0001-0001

Item 5c1 Superseded by DAA-GRS-2015-0001-0001

Item 5c2 Superseded by DAA-GRS-2017-0003-0002

Item 5c3 Superseded by DAA-GRS-2017-0003-0002

Item 5c4 Superseded by DAA-GRS-2015-0001-0001

Item 6a Superseded by DAA-GRS-2015-0001-0001

Item 6b Superseded by DAA-GRS-2017-0003-0002 Item 6c Superseded by DAA-GRS-2017-0003-0002

Item 6d Superseded by DAA-GRS-2015-0001-0001

Item 6e Superseded by DAA-GRS-2013-0005-0002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

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 1●b Superseded by DAA-GRS-2017-0003-0002 Item 1€c Superseded by DAA-GRS-2017-0003-0002 Item 1●d 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

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

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F	ISPOSI د EQUEST FOR RECORDs (See Instructions on rev				
TO NATIONAL ARCHI VES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408			NI- 431-00-9 DATE RECEIVED		
	DM (Agency or establishment)		// - / - /999 NOTIFICATION TO	AGENCY	
. MA	U.S. Nuclear Regulatory Com JOR SUBDIVISION		In accordance with the pi USC 3303a the dispo	rovisions of 44 sition request.	
MIN	Advisory Committee on Reactor	Safeguards	including amendments, is app items that may be marked	oroved except for "disposition not	
NAM	IE OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	approved" or "withdrawn" DATE ARCHUVIST OF T		
	John Harris	301-415-5885	1-7-02 John U	1. Carl	
	ENCY CERTIFICATION eby certify that I am authorized to act for				
dene	is agency or will not be needed after the eral Accounting Office, under the pro- ncies, is not required; is attac SIGNATURE OF AGENCY REPRES	visions of Title 8 of the c ched; or has	GAO Manual for Guida been requested. NRC Records Office	nce of Federal	
7	The function for the	ean	9 GRS OR		
TEM NO	8. DESCRIPTION OF ITEM AND PRO	DPOSED DISPOSITION	SUPERSEDED JOB CITATION	TAKEN (NARA USE ONLY)	
	Programmatic Records of the NRC Advisory Safeguards.	Committee on Reactor			
	ADAMS is an electronic information system Regulatory Commission's (NRC's) unclassifie administrative records in a centralized electr ADAMS is designed to meet all National Arc Administration (NARA) regulations to ensur as an official electronic recordkeeping system NRC headquarters and regional offices will in paper-based record collections because the el ADAMS will become the "official records" of record" of documents maintained in ADAMS Format (PDF) file or a Tagged Image File Fo associated document profile containing "field document and its attributes. In addition, any digital signature and/or electronic data that e management and staff concurrence in a docu considered part of the official record. Records disposition schedules for the NRC re are divided into two broad groups:	ronic document repository. hives and Records the NARA approyal of ADAMS the Beginning January 1, 2000, to longer create or maintain lectronic documents in f the agency. The "official S is a Portable Document ormat (TIFF) file with an led" data to describe the velectronic data related to a evidence final NRC iment is linked to and			
	Regulatory Commission's (NRC's) unclassifie administrative records in a centralized electr ADAMS is designed to meet all National Arch Administration (NARA) regulations to ensur as an official electronic recordkeeping system NRC headquarters and regional offices will m paper-based record collections because the el ADAMS will become the "official records" of record" of documents maintained in ADAMS Format (PDF) file or a Tagged Image File Fo associated document profile containing "field document and its attributes. In addition, any digital signature and/or electronic data that e management and staff concurrence in a docu considered part of the official record.	ed official programmatic and onic document repository. hives and Records e NARA approval of ADAMS beginning January 1, 2000, to longer create or maintain lectronic documents in f the agency. The "official S is a Portable Document ormat (TIFF) file with an led" data to describe the velectronic data related to a evidence final NRC ment is linked to and ecords maintained in ADAMS			
15-10	 Regulatory Commission's (NRC's) unclassifie administrative records in a centralized electr ADAMS is designed to meet all National Arch Administration (NARA) regulations to ensur as an official electronic recordkeeping system NRC headquarters and regional offices will m paper-based record collections because the el 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 "field document and its attributes. In addition, any digital signature and/or electronic data that e management and staff concurrence in a docu considered part of the official record. Records disposition schedules for the NRC reare divided into two broad groups: 1) Programmatic records created or received office 2) Administrative records created or received office 	ed official programmatic and onic document repository. hives and Records the NARA approval of ADAMS the Beginning Jaluary 1, 2000, no longer create or maintain lectronic documents in f the agency. The "official S is a Portable Document ormat (TIFF) file with an led" data to describe the velectronic data related to a evidence final NRC ument is linked to and ecords maintained in ADAMS d by each individual NRC		RM 115 (REV. 3-91	

RE	QUEST FOR RECORDS DIS SITION AUTHORITY CONTINUATION		PAGE 2 OF 2
7 EM IO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKENe(NAF 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.		
	-		
			, ,
5-10	Two copies, including original, to be submitted to the National Archives and Records Administration	STANDARD FORM	

REQUEST FOR RECOL 3 DISPOSIT	, t	E BLANK (NARA use only)		
TO: NATIONAL, ARCHIVES and RECORDS AI WASHINGTION, DC 20408	JOB NUM N1-43,1-	•		
1. FROM (Agency or establishment) U.S. Nuclear Regulatory Commission			ECEIVED	
2. MAJOR SUBDIVISION Advisory Committee on Reactor Safeguards			NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION	In accordance with the provisions of 44 U S C 3303a the disposition request,			
4 NAME OF PERSON WITH WHOM TO CONFER			mendments, is approved except for may be marked "disposition not or "withdrawn" in column 10	
John Harris 301-415-5885		DATE	ARCHIVIST OF THE UNITED STATES	

6 AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 24 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title8 of the GAO Manual for Guidance of Federal Agencies,

🛛 is no	ot required;	□ is attached, or	has been requested.	
DATE	SIGNATURE OF AG	ENCY REPRESENTATIVE	TITLE	
10/27/99	Brenda Jo. Shelt	on /S /; Revised 03/20/00	NRC Records Officer	

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDE D JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Agencywide Documents Access and Management System (ADAMS) Programmatic Records of the NRC Advisory Committee on Reactor Safeguards.		
	ADAMS is an electronic information system that maintains the Nuclear Regulatory Commission's (NRC's) unclassified official programmatic and administrative records in a centralized electronic document repository. ADAMS is designed to meet all National Archives and Records Administration (NARA) regulations to ensure NARA approval of ADAMS as an official electronic recordkeeping system. Beginning April1, 2000, NRC headquarters and regional offices will no longer create or maintain paper-based record collections because the electronic documents in 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 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.		
	Records disposition schedules for the NRC records maintained in ADAMS are divided into two broad groups:		•
	 Programmatic records created or received by each individual NRC office 		
	2) Administrative records created or received by any NRC offices		
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REQL	JEST FOR RECORDS DI OSITION AUTHORITY CONTINUATION	JQB NUMBER	PAGE 2 OF 24
7. TEM NO	8 DESCRIP	OR ' ' SEDED JOB ON	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 Reactor Safeguards.		
	· ·		



RECORDS OF THE ADVISORY COMMITTEE ON REACTOR SAFEGUARDS PROGRAMMATIC RECORDS

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PAGE NO.

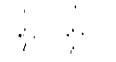
Item 1	ACRS Meeting Files	4
Item 2	ACRS Members' General Files	5
Item 3	ACRS Members' Personnel Files	6
Item 4	Annual Reports of the ACRS to the U.S. Congress and/or U.S. NRC	8
Item 5	Committee and Conference Records	9
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Item 7	Consultants' General Files	15
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

3

ADAMS RECORDS SCHEDULES ADVISORY COMMITTEE ON REACTOR SAFEGUARDS

ITEM <u>NO.</u>	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
1.	ACRS Meeting Files		
	Master sets of notebooks, reports, certified minutes of general and subcommittee meetings with all attachments, and other items distributed at ACRS meetings. Arranged chronologically.	۲	
	a. Paper records created before 04/01/2000.	<u>Permanent.</u> 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., 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

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ITEM NO. DESCRIPTION OF RECORDS

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. <u>ACRS Members' General Files</u>

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

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 **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.

<u>Permanent.</u> 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

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



ITEM

NO. DESCRIPTION OF RECORDS

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

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.

AUTHORIZED DISPOSITION

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.

Cut off electronic files when

resigns. Maintain for life of

Committee.

appointment expires or member

NARA-APPROVED <u>CITATION</u>

TBD

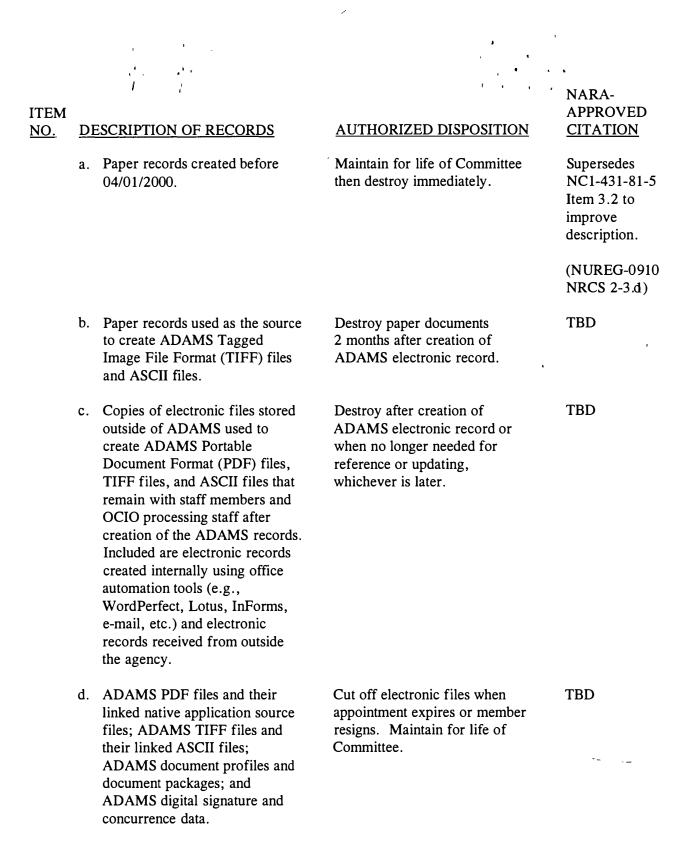
TBD

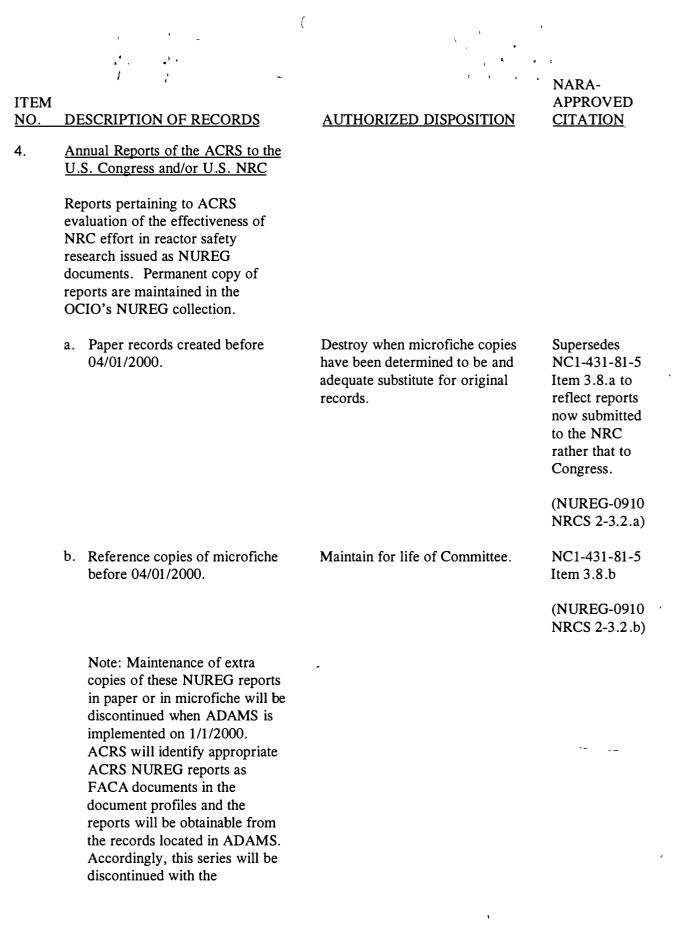
TBD

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ITEM DESCRIPTION OF RECORDS NO.

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

- 5. Committee and Conference_ 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. Excluding committee and Conference records Covered by GPS 16.8. (1) Paper records created before <u>Permanent</u>. Cut off

04/01/2000.

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. TBD

AUTHORIZED DISPOSITION



ITEM

NO. DESCRIPTION OF RECORDS

(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.

<u>PERMANENT</u>. 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

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

TBD

files when NRC 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

Rermanent. Cut off electronic

<u>Permanent.</u> 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

ITEM NO. DESCRIPTION OF RECORDS

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

- 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.

AUTHORIZED DISPOSITION

18 years after transferring

record to NARA.

 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

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,

used to create 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. NARA-APPROVED <u>CITATION</u>

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

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

TBD

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ITEM			, • • , • , ,	NARA- APPROVED
<u>NO.</u>	DE	SCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	CITATION
		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.		
		 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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD

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ITEM

NO. DESCRIPTION OF RECORDS

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.

6. <u>Committee Files on Regulation</u> <u>Guidelines</u>

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 <u>Permanent.</u> 04/01/2000. 5 years after to exist

<u>Permanent.</u> Transfer to NARA 5 years after Committee ceases to exist. Supersedes NC1-431-81-5 Item 3.5 to revise disposition.

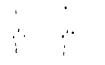
(NUREG-0910 NRCS 2-3.4)

 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. TBD

AUTHORIZED DISPOSITION

NARA-APPROVED <u>CITATION</u>

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



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., 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

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

TBD

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.

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ITEM <u>NO.</u>	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	APPROVED <u>CITATION</u>
	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.		
	 Paper records created before 04/01/2000. 	<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.	TBD
	b. Silver master and one diazo copy for each formal report created before 04/01/2000.	<u>Permanent</u> . Transfer to NARA when 20 years old.	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,	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD
	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. 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

<u>Permanent</u>. 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, 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

<u>Permanent.</u> 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

termination of contract.

Destroy 10 years after

Supersedes NC1-431-81-5

NARA-APPROVED <u>CITATION</u>

ITEM NO. DESCRIPTION OF RECORDS

AUTHÓRIZED DISPOSITION

NARA-APPROVED CITATION

Item 3.6 to revise the description of records.

(NUREG-0910 NRCS 2-3.5)

TBD

TBD

- 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.
- 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> <u>Files</u>

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.

Cut off electronic files upon

10 years after cutoff.

termination of contract. Destroy

DESCRIPTION OF RECORDS

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NARA-APPROVED <u>CITATION</u>

NRCS 2-3.6)

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

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

AUTHORIZED DISPOSITION

<u>Permanent.</u> Transfer to NARA	Supersedes:
5 years after Committee ceases	NC1-431-81-5
to exist.	Item 3. d
	(NUREG-0910

- 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.Cut-off electronic files at close
of fiscal year.Cor
mic2 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.Cor
mic
classwell 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.NA
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Cha
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converted to paper or to microform.18
converted to paper or to microform.Destroy
NRC copy 5 years after Committee ceases to
exist.

ADAMS electronic record. Destroy after creation of ADAMS electronic record or when no longer needed for

Destroy paper documents

2 months after creation of

reference or updating,

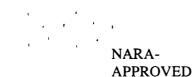
whichever is later.

TBD

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 Subchapter B of 36 SFR Chapter XII and transfer to NARA 2 years after cutoff





ITEM NO. DESCRIPTION OF RECORDS

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

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

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<u>CITATION</u>

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ITEM <u>NO.</u>	DESCRIPTION OF RECORDS organizations and parties;	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
	intervenors; and individuals commenting on licensing actions.		
	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

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ITEM <u>NO.</u>	DE	SCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	APPROVED <u>CITATION</u>
11.	<u>Nu</u>	clear Reactor Project Files) J
	rea me ana rela	se files on individual nuclear ctors including correspondence moranda, studies, reports, and lyses pertaining to nuclear safety- ated matters. Arranged habetically by name of reactor.		
	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 2-3.00)
	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 account	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD
	d.	the agency. 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

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ITEM		NARA- APPROVED
<u>NO.</u> <u>PERMANENT.</u> Cut-off electronic files upon license termination. Transfer to the National	AUTHORIZED DISPOSITION	<u>CITATION</u>
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 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.	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.	
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.	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. <u>Transcripts of ACRS Meetings</u>		
Transcripts of verbatim accounts of all general and subcommittee meetings.		Ţ
a. Silver master and one diazo duplicate of microfiche copies of transcripts created before	Permanent. Transfer to NARA when 2 years old.	NC1-431-81-5 Item 3.4
04/01/2000.		(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.	TBD

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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.

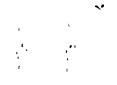
NARA-APPROVED CITATION

TBD

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Rermanent. Cut off electronic files upon 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 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

<u>Permanent.</u> 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



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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 10	Nuclear Power Plant Docket Files	19
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ADAMS RECORDS SCHEDULES ADVISORY COMMITTEE ON REACTOR SAFEGUARDS

тем <u>NO.</u> 1.	AC Ma cer sub atta dist	ESCRIPTION OF RECORDS CRS Meeting Files ester sets of notebooks, reports, tified minutes of general and committee meetings with all achments, and other items tributed at ACRS meetings. ranged chronologically.	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
	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.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

NCEM <u>DESCRIPTION OF RECORDS</u> 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.

<u>Permanent.</u> 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. APPROVED <u>CITATION</u>

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TBD

TBD

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

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DESCRIPTION OF RECORDS

- 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.
- 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. 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.

AUTHORIZED DISPOSITION

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.

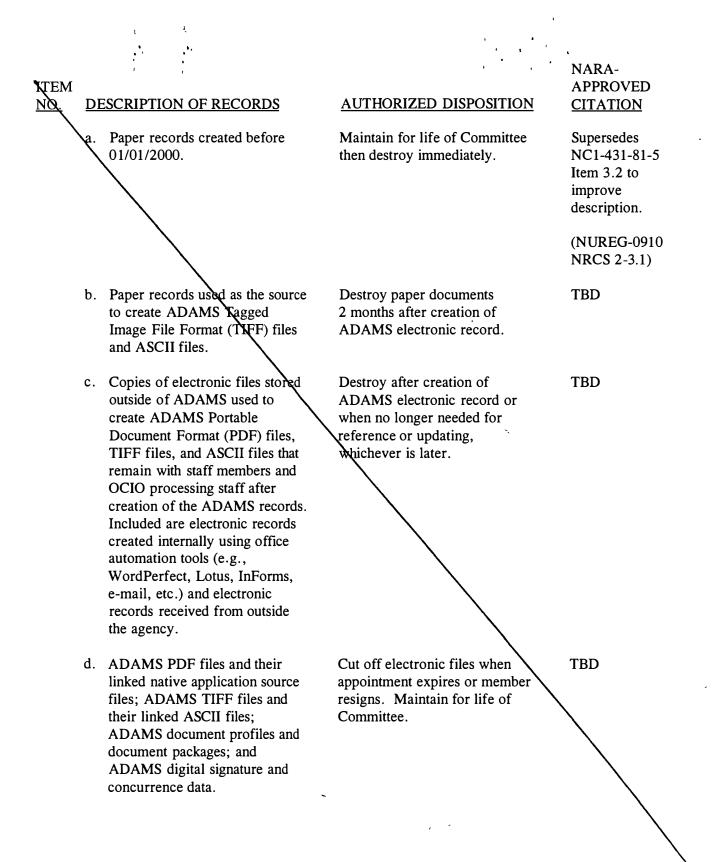
Cut off electronic files when

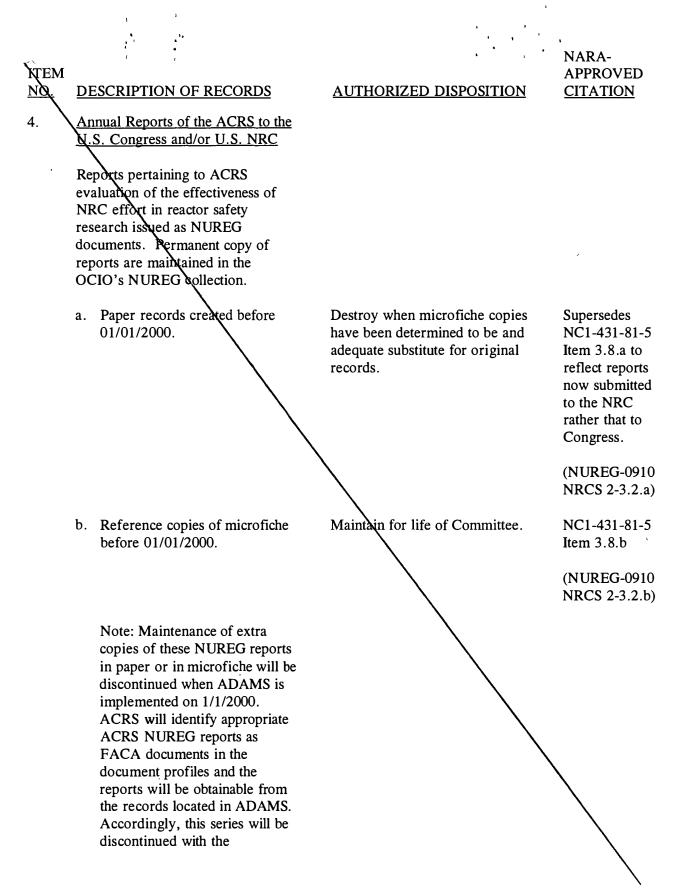
Committee.

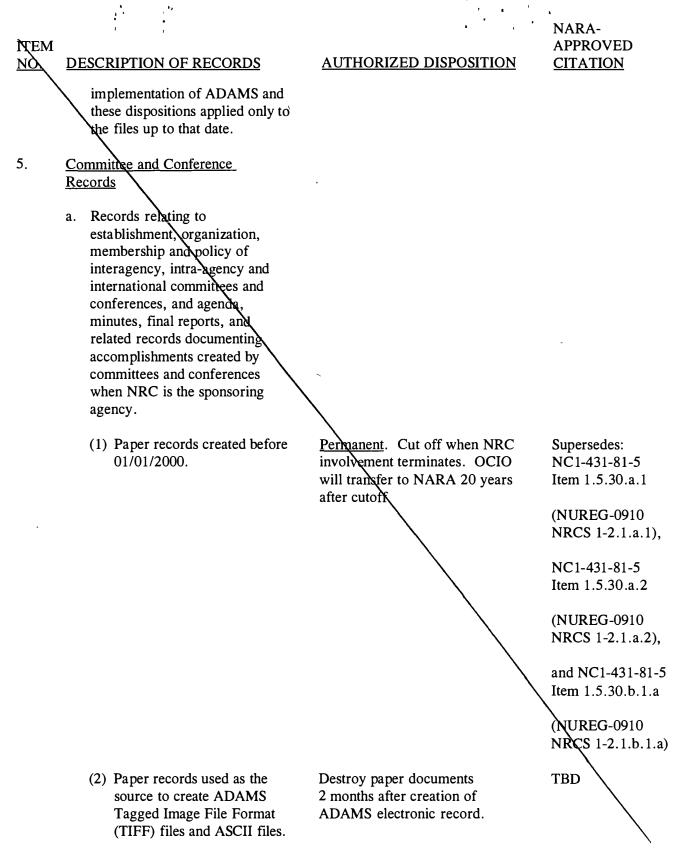
appointment expires or member resigns. Maintain for life of NARA-APPROVED <u>CITATION</u>

TBD

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DESCRIPTION OF RECORDS

- (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 staft members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (k.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

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>

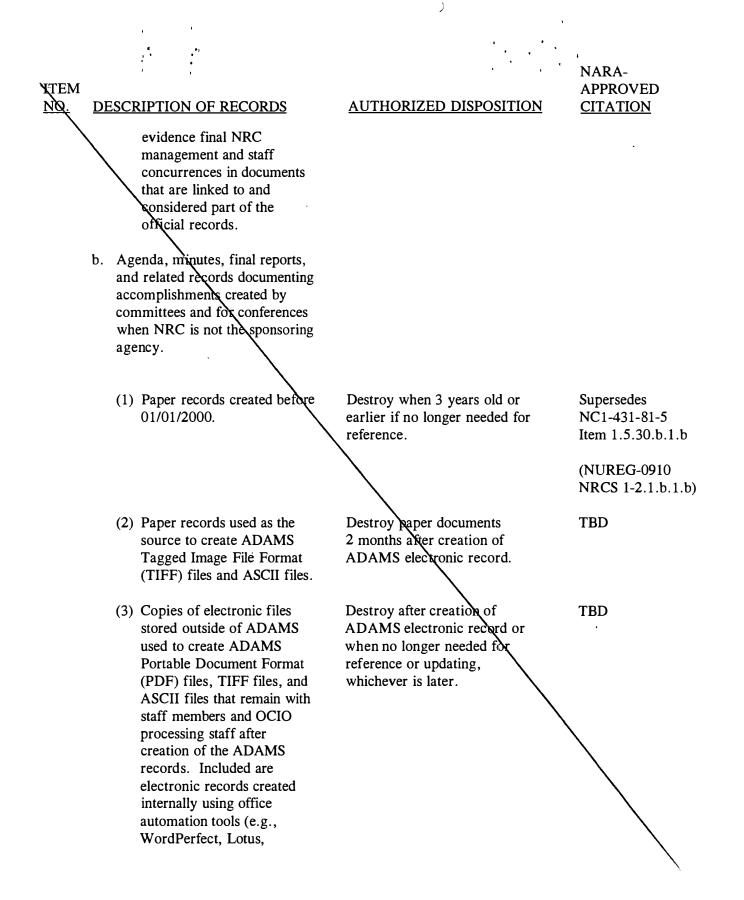
TBD

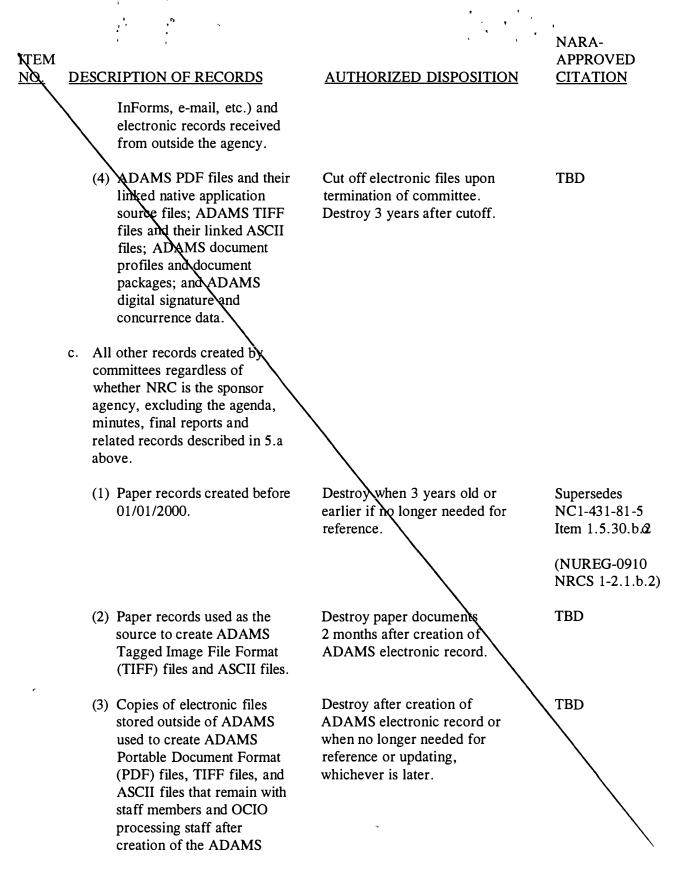
TBD

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Permanent. Cut off electronic Riles when NRC 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 XX 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.

<u>Permanent.</u> 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.





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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.	TBD
<u> </u>	Committee Files on Regulation	<u> </u>	_
	Guidelines	\backslash	
	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 NC1-431-81-5 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.	TBD
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DESCRIPTION OF RECORDS

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Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFP 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.

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. TBD

TBD

Permanent. Cut off electronic files at the 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.

<u>Permanent.</u> 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

DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
documents that are linked to and considered part of the official records.		
Consultants' General Files		
Correspondence, meeting summaries, trip reports, technical reports, and memoranda prepared by consultants.		
a. Paper records created before 01/01/2000.	<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.	TBD
b. Silver master and one diazo copy for each formal report created before 01/01/2000.	Permanent. Transfer to NARA when 20 years old.	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
	 documents that are linked to and considered part of the official records. <u>Consultants' General Files</u> 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. c. 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 	 documents that are linked to and considered part of the official records. Consultants' General Files Correspondence, meeting summaries, trip reports, technical reports, and menoranda 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. c. 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 Tagged Image File Format (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, Lous, InForms, e-mail, etc.) and electronic records received from outside

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e. ADAMS PDF files and TIFF files.

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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.

<u>Permanent</u>. Cut off electronic files with related PDF files and TNFF 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

NARA-**ITEM** APPROVED **DESCRIPTION OF RECORDS** AUTHORIZED DISPOSITION <u>CITATION</u> NÒ Item 3.6 to revise the description of records. (NUREG-0910 NRCS 2-3.5) b. Paper records used as the source Destroy paper documents TBD to create ARAMS Tagged 2 months after creation of Image File Format (TIFF) files ADAMS electronic record. and ASCII files c. Copies of electronic files stored Destroy after creation of TBD outside of ADAMS used to ADAMS electronic record or create ADAMS Portable when no longer needed for reference or updating, Document Format (PDF) files, TIFF files, and ASCII files that whichever is later. 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 Cut off electronic files upon TBD termination of contract. Destroy linked native application source files; ADAMS TIFF files and 10 years after cutoff. their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data. 9. General Program Correspondence Files Letters, memoranda, messages, studies, reports, forms, and other

data documenting and/or



NARA-**N**EM APPROVED **DESCRIPTION OF RECORDS** AUTHORIZED DISPOSITION NÒ **CITATION** implementing plans, policies, procedures, accomplishments, opinions, and decisions pertaining to ACRS business and staff activities. a. Paper records created before Permanent. Transfer to NARA Supersedes: 01/01/3000. 5 years after Committee ceases NC1-431-81-5 to exist. Item 3.1 (NUREG-0910 NRCS 2-3.6) b. Paper records used as the source Destroy paper documents TBD 1 to create ADAMS Tagged 2 months after creation of Image File Format (TIPF) files ADAMS electronic record. and ASCII files. c. Copies of electronic files stored Destroy after creation of TBD outside of ADAMS used to ADAMS electronic record or create ADAMS Portable when no longer needed for reference or updating, Document Format (PDF) files, whichever is later. 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.o ADAMS PDF files and TIFF Permanent. Cut off electronic TBD files at close of fiscal year. files. 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.

ITEM NO. DESCRIPTION OF RECORDS

> 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

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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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AUTHORIZED DISPOSITION

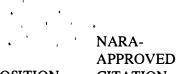
Prior to transfer, NARA and NRC will determine the medium and format in which the records will be transferred. Destroy NRC copy 5 years after Committee ceases to exist.

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

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DESCRIPTION OF RECORDS

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

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

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<u>CITATION</u>

Maintain for life of Committee.

NC1-431-81-5 Item 3.10

(NUREG-0910 NRCS 2-3.9)

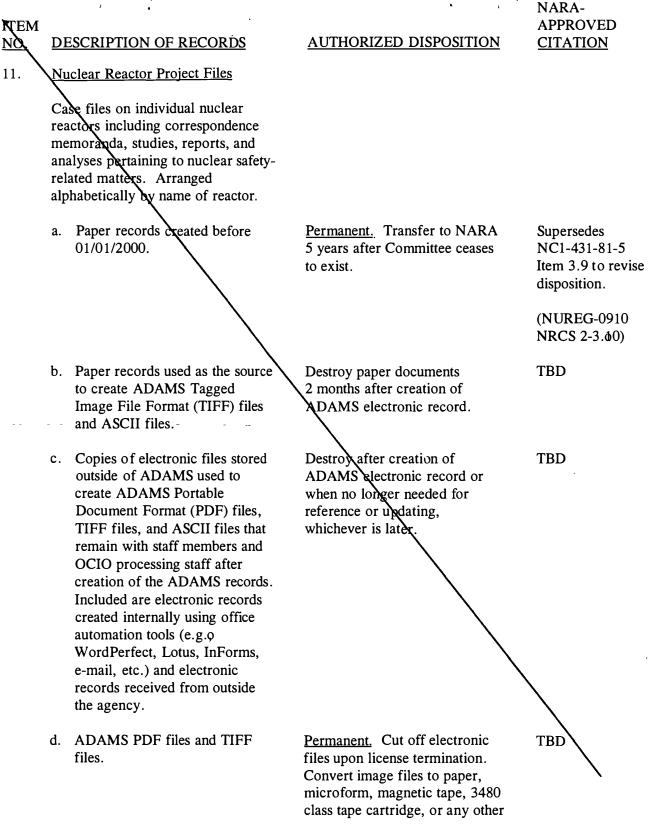
Destroy paper documents 2 months after creation of ADAMS electronic record.

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 when licenses are terminated. Maintain for life of Committee. TBD







NO. DESCRIPTION OF RECORDS

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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.

12. <u>Transcripts of ACRS Meetings</u>

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.

AUTHORIZED DISPOSITION

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.

<u>Permanent</u>. 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.

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

Destroy paper documents 2 months after creation of ADAMS electronic record. NARA-APPROVED <u>CITATION</u>

TBD

NC1-431-81-5 Item 3.4

(NUREG-0910 NRCS 2-3.12.b)

TBD



NARA-APPROVED <u>CITATION</u>

DESCRIPTION OF RECORDS

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NO

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.

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. TBD

TBD

TBD

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 seconds will be transferred. Destroy NRC copy 18 years after transferring record to NARA.

<u>Permanent.</u> 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.

