## NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE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Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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These items, unless subsequently superseded, may be used by the agency to disposition records.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### SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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Superseded by DAA-GRS-2015-0001-0001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Superseded by DAA-GRS-2017-0003-0002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Superseded by DAA-GRS-2015-0001-0001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Superseded by DAA-GRS-2015-0001-0001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Superseded by DAA-GRS-2017-0003-0002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Superseded by DAA-GRS-2015-0001-0001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Superseded by DAA-GRS-2014-0005-0007 thru DAA-GRS-2014-0005-0016 and DAA-GRS-2015-0001-0005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Superseded by DAA-GRS-2017-0003-0002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Superseded by DAA-GRS-2014-0005-0007 thru DAA-GRS-2014-0005-0016 and DAA-GRS-2015-0001-0005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Superseded by DAA-GRS-2015-0001-0001

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

### NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Items 4b-4c Superseded by DAA-GRS-2017-0003-0002 Item 4d Superseded by DAA-GRS-2015-0001-0001 Item 4e Superseded by DAA-GRS-2013-0005-0002 Item 5a1 Superseded by DAA-GRS-2015-0001-0001 Item 5a2-5a3 Superseded by DAA-GRS-2017-0003-0002 Item 5a4 Superseded by DAA-GRS-2015-0001-0001 Item 5a5 Superseded by DAA-GRS-2013-0005-0002 Item 5b1 Superseded by DAA-GRS-2015-0001-0001 Items 5b2-5b3 Superseded by DAA-GRS-2017-0003-0002 Item 5b4 Superseded by DAA-GRS-2015-0001-0001 Item 5c1 Superseded by DAA-GRS-2015-0001-0001 Items 5c2-5c3 Superseded by DAA-GRS-2017-0003-0002 Item 5c4 Superseded by DAA-GRS-2015-0001-0001 Items 6a-6b Superseded by DAA-GRS-2015-0001-0001 Items 6c-6d Superseded by DAA-GRS-2017-0003-0002 Item 6e Superseded by DAA-GRS-2015-0001-0001 Item 6f Superseded by DAA-GRS-2013-0005-0002 Item 7a Superseded by DAA-GRS-2013-0003-0001 and DAA-GRS-2015-0001-0005 Item 7b-7c Superseded by DAA-GRS-2017-0003-0002 Item 7d Superseded by DAA-GRS-2013-0003-0001 and DAA-GRS-2015-0001-0005 Item 8a Superseded by DAA-GRS-2015-0001-0001 Items 8b-8c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 RECORD ISPOSIT (See Instructions on reve		JOB NUMBE	E BLANK (NAR R -431-0	
TO NATIONAL ARCHIVES and RECORDS ADM WASHINGTON, DC 20408	IINISTRATION (NIR)	DATE RECE		
1. FROM (Agency or establishment)			TIFICATION TO	
U.S. Nuclear Regulatory Comn  2. MAJOR SUBDIVISION Advisory Committee on Nuclear		U.S.C 3	dance with the p 3303a the dispo amendments, is ap	sition request,
3 MINOR SUBDIVISION		items that	t may be marked " or "withdrawn"	"disposition not
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF	THE UNITED STATES
John Harris	301-415-5885	1-7-02	Mohrill	1. Cars
and that the records proposed for disposal on the of this agency or will not be needed after the regeneral Accounting Office, under the proving Agencies,  I is not required; is attach  DATE SIGNATURE OF AGENCY REPRESE  10/27/99  Lund James 19	retention periods specifications of Title 8 of the ned; or has	ed; and that GAO Manu been reques	written concuual for Guida sted.  Records Office	nce of Federal
ITEM 8 DESCRIPTION OF ITEM AND PROP	OSED DISPOSITION	SU	GRS OR PERSEDED B CITATION	10 ACTION TAKEN (NARA USE ONLY)
Agencywide Documents Access and Managemer Programmatic Records of the NRC Advisory C ADAMS is an electronic information system th Regulatory Commission's (NRC's) unclassified administrative records in a centralized electron ADAMS is designed to meet all National Archit Administration (NARA) regulations to ensure as an official electronic recordkeeping system. NRC headquarters and regional offices will no paper-based record collections because the electronic of documents maintained in ADAMS is Format (PDF) file or a Tagged Image File Formassociated document profile containing 'fielded document and its attributes. In addition, any edigital signature and/or electronic data that extend management and staff concurrence in a document considered part of the official record.  Records disposition schedules for the NRC recorded divided into two broad groups:  1) Programmatic records created or received to office  2) Administrative records created or received.	at maintains the Nuclear official programmatic and nic document repository. ves and Records NARA approval of ADAMS Beginning January 1, 2000, longer create or maintain stronic documents in the agency. The "official s a Portable Document mat (TIFF) file with an d" data to describe the electronic data related to a idence final NRC lent is linked to and ords maintained in ADAMS			

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

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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	UEST	FOR RECORDS DISPOSITION	N AUTHOF	RITY	L	E BLANK (NAF	RA use only
	TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408  JOB NUMBE N1-431-0			•			
1. F	1. FROM (Agency or establishment) U.S. Nuclear Regulatory Commission			ECEIVED			
2. N	MAJOR S	SUBDIVISION Advisory Committee on Nuclea	r Waste		ПОИ	IFICATION TO	) AGĘŅCY
3. N	IINOR SU	JBDIVISION ,			USC 330	ice with the provision remains a the disposition remains approached to the contract of the con	equest,
4 N	AME OF	PERSON WITH WHOM TO CONFER	5 TELEPH		items that n	nay be marked "disp or "withdrawn" in col	position not
		John Harris	301-415-58	000	DATE	ARCHIVIST OF THE	: UNITED STATE
and the of this Gene Agen	hat the residency agency cral Acco	fy that I am authorized to act for this age ecords proposed for disposal on the at y or will not be needed after the retentional provisions of required;  I is attached;  SIGNATURE OF AGENCY REPRESE	tached 21 pon periods sp Fitle8 of the Co	page(s) a ecified; a SAO Man	re not now nd that wr ual for Gui	needed for the itten concurren	e business ce from the
10/27	/99	Brenda Jo. Shelton /S/; Revised	d 03/20/00	NR	C Records	Officer	
ITEM NO.	8 DES	CRIPTION OF ITEM AND PROPOSED DISPOSI	TION			9 GRS OR SUPERSEDE D JOB CITATION	10 ACTION TAKEN (NAI USE ONLY)
	ADAM Regula	ammatic Records of the NRC Advisory  AS is an electronic information system to latory Commission's (NRC's) unclassifications are records in a centralized electrical.	that maintains	s the Nuc	lear		
	ADAM Admin as an NRC I paper- ADAM record Forma associ docum digital manag consid	AS is designed to meet all National Archistration (NARA) regulations to ensure official electronic recordkeeping system headquarters and regional offices will rebased record collections because the AS will become the "official records" of the "official records" of the "official records" of the ADAMS at (PDF) file or a Tagged Image File For intentional and its attributes. In addition, any signature and/or electronic data that end gement and staff concurrence in a document part of the official record.  The disposition schedules for the NRC revided into two broad groups:	onic documentives and Re NARA approm. Beginning no longer createlectronic dothe agency. is a Portable rmat (TIFF) filed" data to delectronic davidence final ument is linke	nt reposition of the cords oval of AE APril 1, 2 ate or ma cuments. The "office Docume ille with a related NRC ed to and ained in A	OAMS OOO, intain in ial nt ne d to a		
	ADAM Admin as an NRC I paper- ADAM record Forma associ docum digital manag consid  Record are div	AS is designed to meet all National Archistration (NARA) regulations to ensure official electronic recordkeeping system headquarters and regional offices will rebased record collections because the AS will become the "official records" of the "official records" of the "official records" of the ADAMS at (PDF) file or a Tagged Image File For intentional and its attributes. In addition, any signature and/or electronic data that end gement and staff concurrence in a document part of the official record.  The disposition schedules for the NRC revided into two broad groups:	onic documentives and Re NARA approm. Beginning no longer createlectronic do the agency. is a Portable rmat (TIFF) filed" data to delectronic da vidence final ument is linker ecords maint d by each ind	nt reposition of the cords oval of AE APril 1, 2 ate or ma cuments. The "offic Docume ile with a rescribe the cord of the cord	OAMS OOO, intain in ial nt ne d to a		
	ADAM Admin as an NRC I paper- ADAM record Forma associ docum digital manag consid  Record are div	AS is designed to meet all National Archistration (NARA) regulations to ensure official electronic recordkeeping system headquarters and regional offices will rebased record collections because the AS will become the "official records" of the "official records" of the "official records" of the ADAMS at (PDF) file or a Tagged Image File For intention and its attributes. In addition, any signature and/or electronic data that engement and staff concurrence in a document part of the official record.  The disposition schedules for the NRC revided into two broad groups:	onic documentives and Re NARA approm. Beginning no longer createlectronic do the agency. is a Portable rmat (TIFF) filed" data to delectronic da vidence final ument is linker ecords maint d by each ind	nt reposition of the cords oval of AE APril 1, 2 ate or ma cuments. The "offic Docume ile with a rescribe the cord of the cord	OAMS OOO, intain in ial nt ne d to a	, ,	

REQU	EST 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		
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# RECORDS OF THE ADVISORY COMMITTEE ON NUCLEAR WASTE PROGRAMMATIC RECORDS

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### 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.		
	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** NO.

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

Committee.

**AUTHORIZED DISPOSITION** 

Destroy after creation of

reference or updating,

whichever is later.

ADAMS electronic record or

when no longer needed for

**APPROVED CITATION** 

NARA-

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.

### 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 04/01/2000.

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 NO.	ac prosat inc fuc ha	ESCRIPTION OF RECORDS  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>
	а.	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.

<u>AUTHORIZED DISPOSITION</u>

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.

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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 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

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.

NARA-APPROVED CITATION

**TBD** 

**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,		•

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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
			J.	(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 CITATION Item 3.6 with
			improved description.
			(NUREG-0910 NRCS 2-3.5)
	<ul> <li>Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.</li> </ul>	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 <u>NO.</u>	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
	nuclear waste management program; e.g., its direction and implementation, and resulting documentation that reflects Commission policy making decisions.		
•	a. Paper records created before 04/01/2000.	Permanent. Cut off files annually and retire to OCIO when 2 years old. Transfer to	Supersedes N1-431-88-1 Item 2.a
		NARA 5 years after Committee ceases to exist.	(NUREG-0910 NRCS 2-2.4.a)
	<ul> <li>Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.</li> </ul>	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. 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<sub>kO</sub>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)

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

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# ADAMS RECORDS SCHEDULES ADVISORY COMMITTEE ON NUCLEAR WASTE

NEM NO	Ma cer wo atta dis	ESCRIPTION OF RECORDS  CNW Meeting Files  Asser sets of notebooks, reports, refified minutes of general and orking group meetings with all achments, and other items tributed at ACNW 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: NC1-431-88.1 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** 

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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. NARA<sup>2</sup>
APPROVED
CITATION

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.

### **Y**TEM

### 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 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.

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.

	ESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA'- APPROVED <u>CITATION</u>
Co sur rep	onsultants' General Files  prespondence, meeting mmaries, trip reports, technical ports, and memoranda prepared consultants.		
<b>a</b> .	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
		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.

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 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** 

NARA-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.