

REQUEST FOR RECORDS DISPOSITION AUTHORITY		DO NOT WRITE IN THESE SPACES (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-431-00-17	
1. FROM (Agency or establishment) U.S. Nuclear Regulatory Commission		DATE RECEIVED	
2. MAJOR SUBDIVISION Office of the Chief Information Officer		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER John Harris	5. TELEPHONE 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 **29** 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 Title 8 of the GAO Manual for Guidance of Federal Agencies,

☒ is not required; ☐ is attached; or ☐ has been requested.

DATE 12/09/99	SIGNATURE OF AGENCY REPRESENTATIVE Brenda Jo. Shelton /S/ , Revised 03/24/00	TITLE NRC Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDE D JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>Agencywide Documents Access and Management System (ADAMS) Programmatic Records of the NRC Office of the Chief Information Officer.</p> <p>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 April 1, 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.</p> <p>Records disposition schedules for the NRC records maintained in ADAMS are divided into two broad groups:</p> <p>1) Programmatic records created or received by each individual NRC office</p> <p>2) Administrative records created or received by any NRC offices</p>		

7. ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>The records disposition schedules for the administrative records series of all NRC offices are under development for later submittal to NARA.</p> <p>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.</p> <p>This SF 115 pertains to the programmatic records of the NRC Office of the Chief Information Officer.</p>		

RECORDS OF THE OFFICE OF THE CHIEF INFORMATION OFFICER
PROGRAMMATIC RECORDS

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Note: NRCS 2-14.9, "Records Retirement Lists," was superseded by GRS 16-2.a, "Records Disposition Files," and is being removed from NUREG-0910.

ADAMS RECORDS SCHEDULES
OFFICE OF THE CHIEF INFORMATION OFFICER

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED CITATION
1.	<u>ADAMS Legacy Libraries</u> Electronic bibliographic descriptions of the older programmatic records that were originally maintained in the Nuclear Document System (NUDOCS) and the Bibliographic Retrieval System (BRS). Although the primary function is to provide computer assisted retrieval of document images on microfiche, some documents have abstracts or full text files associated with them. NUDOCs and BRS fiche collections consisted of copies of official records that were maintained in organized paper files throughout the agency prior to ADAMS.		
	a. <u>Internal Legacy Library Records.</u> ADAMS bibliographic data for all documents processed through NUDOCs, including abstracts and full text for certain documents.	Destroy when 30 years old or when determined by the CIO that the data are no longer needed, whichever is sooner.	TBD
	b. <u>Internal Legacy Library Microfiche.</u> Microfiche images of all documents processed through NUDOCs.	Destroy when 30 years old or when determined by the CIO that the data are no longer needed, whichever is sooner.	TBD
	c. <u>Public Legacy Library Records.</u> ADAMS bibliographic data for agency documents processed	Destroy when 30 years old or when determined by the CIO	Supersedes: NC1-431-81-2

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through NUDOCS that have been made publicly available, including abstracts and full text for certain documents.

that the data are no longer needed, whichever is sooner.

Item 13.j.2

(NUREG-0910
NRCS 2-14.14)

d. Public Legacy Library Microfiche.

Microfiche images of documents processed through NUDOCS that have been made publicly available.

Destroy when 30 years old or when determined by the CIO that the data are no longer needed, whichever is sooner.

TBD

e. Public Legacy Library Indexes.

Hard copy indexes and references used to access Public Document Room (PDR) documents.

Destroy when 30 years old or when determined by the CIO that the data are no longer needed, whichever is sooner.

TBD

2. Annual Reports to the Attorney General on FOIA.

Annual reports to the Attorney General of the United States relating to the NRC implementation of the Freedom of Information Act (5 U.S.C. 522).

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

Cut off at close of fiscal year.
Destroy 6 years after cutoff.

TBD

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

covered by GRS14-14

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

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

TBD

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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.

covered by GRS 14-14

- 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 at close of fiscal year. Destroy 6 years after cutoff.

TBD

3. 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 routine internal Committee and conference records covered by GRS 16.8.

- (1) Paper records created before 04/01/2000.

Permanent. Cut off when NRC involvement terminates. OCIO will transfer to NARA 10 years after cutoff.

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

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

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED CITATION
			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, 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 TIFF files.	<u>Permanent.</u> 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	TBD

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.

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~~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 records will be transferred. Destroy NRC copy 8 years after transferring record to NARA.~~

- (5) ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files, and ADAMS data related to digital signatures, and data that 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 8 years after transferring record to NARA.

TBD

- b. Agenda, minutes, final reports, and related records documenting accomplishments created by committees and for conferences when NRC is not the sponsoring agency.

- (1) Paper records created before 04/01/2000.

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

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

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

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

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

TBD

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| <p>(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.</p> | <p>Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.</p> | <p>TBD</p> |
| <p>(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.</p> | <p>Cut off electronic files upon termination of committee.
Destroy 3 years after cutoff.</p> | <p>TBD</p> |
| <p>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 Item a, above.</p> | | |
| <p>(1) Paper records created before 04/01/2000.</p> | <p>Destroy when 3 years old or earlier if no longer needed for reference.</p> | <p>Supersedes:
NC1-431-81-5
Item 1.5.30.b.2</p> |

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

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	(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

4. Duplicate Reference Files of the Public Document Room (PDR)

Duplicate Nuclear Power Plant docket files, materials licensing files, technical subject correspondence, and other files and documents made available to the public in the PDR.

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a.	Paper documents created before 04/01/2000.	Cut off files on 04/01/2000. Destroy files when 30 years old, or when determined by the CIO that the files no longer meet public demand criteria for continued maintenance, whichever is sooner.	TBD
b.	ADAMS Publicly Available Records System (PARS) Library documents consisting of copies of ADAMS PDF files, TIFF files, ASCII files, document profiles and document packages, and ADAMS digital signature and concurrence data for permanent and temporary records placed in the library for public access.	Destroy at the same time the record located in ADAMS is destroyed.	TBD

5. Forms Files

- a. One record copy of each edition of an NRC form created that is maintained by the Publishing Services Branch with related instructions.

(1) Paper records created before 04/01/2000.	<u>Permanent.</u> Transfer to NARA when 10 years old.	NC1-431-81-5 Item 1.5.32.a
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(NUREG-0910
NRCS 2-14.2.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
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(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, bit-mapped image files, ASCII files, document profiles, data related to a digital signature, and data that evidence final NRC management and staff concurrence in a document that is linked to and considered to be part of the official record.	<p><u>Permanent.</u> Cut off electronic files when discontinued or obsolete. 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 records will be transferred. Destroy NRC copy 8 years after transferring record to NARA.</p>	TBD
(5)	ADAMS document profiles and ADAMS documents packages created for the management, search, and retrieval of the PDF files and TIFF files, and ADAMS	<p><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</p>	TBD

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.

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	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.	transferred. Destroy NRC copy 8 years after transferring record to NARA.	
b.	Working papers, background materials, requisitions, specifications, processing data, and control records maintained at the Publishing Services Branch and at the originating office at all organizational levels.		
(1)	Paper records created before 04/01/2000.	Destroy when related form is discontinued, superseded, or canceled.	NC1-431-81-5 Item 1.5.32.b (NUREG-0910 NRCS 2-14.2.b)
(2)	Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
(3)	Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus,	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD

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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 when form is discontinued or canceled, and immediately destroy.

TBD

6. General Program Correspondence Files (Subject Files)

Letters, memoranda, messages, studies, reports, forms, and other data documenting and/or implementing plans, policies, procedures, accomplishments, opinions, and decisions pertaining to Office of the Chief Information Officer (OCIO) program and staff activities.

a. Program Correspondence Files at the Office Director Level.

Files that document policy-making decisions or significant OCIO program management functions that are signed by or addressed to the CIO. Excluded is program correspondence that documents routine transactions for which the record content is summarized or duplicated in higher level documents. (See item c. below.)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED CITATION
(1)	Paper records created before 04/01/2000.	<u>Permanent.</u> Cut off at close of fiscal year. Hold 2 years and retire to the Washington National Record Center through OCIO. OCIO will transfer to NARA when 20 years old.	NC1-431-81-5 Item 1.2.15.a (NUREG-0910 NRCS 1-2.2.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, 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 TIFF files.	<u>Permanent.</u> 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	TBD
	<u>PERMANENT.</u> 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 transfers with NARA concurrence records will be converted to paper or to microform. Destroy NRC copy 8 years after transferring records to NARA.		

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~~Records will be transferred.
Destroy NRC copy 8 years after
transferring record to NARA.~~

(5) ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files, and ADAMS data related to digital signatures, and data that 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 8 years after transferring record to NARA.

TBD

b. Program Correspondence Files
Created or Received Below the
Office Director Level.

Files that document policy making decisions, significant or OCIO program management functions and program operations. They are signed by or addressed to OCIO management and staff below the CIO level. Excluded is program correspondence that documents routine transactions for which the record content is summarized or duplicated in higher level documents. (See item c. below.)

~~(1) Paper records created before
04/01/2000.~~

~~Cut off at close of fiscal year.
Hold 2 years and retire to the
Washington National Record
Center through OCIO. Destroy
10 years after cutoff.~~

~~NC1-431-81-5
Item 1.2.15.b~~

~~(NUREG-0910
NRCS 1-2.2.b)~~

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(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 at close of fiscal year. Destroy 10 years after cutoff.	TBD

c. Routine Program
Correspondence Files Created
or Received at All
Organizational Levels.

Files documenting program transactions of a routine or recurring nature, the record

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	content of which is summarized or duplicated in Item a. or b. above.		
(1)	Paper records created before 04/01/2000.	Destroy when 2 years old, or sooner if purpose has been served.	NC1-431-81-5 Item 1.2.15.c (NUREG-0910 NRCS 1-2.2.c)
(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 at close of fiscal year. Destroy 2 years after cutoff.	TBD

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7.	<u>Graphic Arts Files</u>		
a.	Original artwork, half-tone negatives, camera-ready copy, and electronic final copy prepared for brochures, posters, and other NRC publications by the Publishing Services Branch.		
(1)	Paper records created before 04/01/2000.	Destroy when no longer needed for publication or reprinting.	NC1-431-81-4 Item 2.a (NUREG-0910 NRCS 2-14.3.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, 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	Cut off electronic files upon acceptance of artwork. Destroy 2 years after cutoff.	TBD

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	files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.		
b.	Record set of posters distributed agency-wide or to the public and maintained by the Publishing Services Branch. Arranged chronologically.		
(1)	Paper records created before 04/01/2000.	Permanent. Transfer to NARA when 10 years old.	NC1-431-81-4 Item 2.b (NUREG-0910 NRCS 2-14.3.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

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(4)	<p>ADAMS PDF files and TIFF files.</p> <p><u>PERMANENT.</u> 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.</p>	<p>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 records will be transferred. Destroy NRC copy when NARA confirms receipt of the transferred files.</p>	TBD
(5)	<p>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.</p>	<p><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 when NARA confirms receipt of the transferred files.</p>	TBD
8.	<p><u>Nuclear Documents System (NUDOCS) Records.</u></p> <p>NUDOCS system files consisting of bibliographic data and microfiche addresses, abstracts and full text documents (when captured); related systems development, maintenance, or operational files, system programming, and project files; and</p>		

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	any system copies or backups that remain after copying the related data to the Agencywide Documents Access and Management System (ADAMS). Included are supporting data bases such as document type codes, lists of authors and recipients, and data supporting distribution of processed documents. NUDOCS document images are contained on microfiche to provide staff ease of reference. The official versions of NUDOCS documents are maintained in hard copy.		
a.	Electronic records and data bases, including migration data bases used to input data into ADAMS.	Cutoff upon system termination following transfer of records to ADAMS. Destroy data after verifying successful transfer of records to ADAMS, or when OCIO determines there is no further administrative or operational value, whichever is later.	TBD
b.	User manuals, project files, technical directions, and all other supporting developmental, operational, and maintenance documents in paper format.	Cutoff upon system termination following transfer of records to ADAMS. Destroy files after verifying successful transfer of records to ADAMS, or when OCIO determines there is no further administrative or operational value, whichever is later.	TBD
c.	NUDOCS microfiche collections consisting of copies of internal use only documents (the whole collection) and the subset of documents made publicly available.	Cutoff upon system termination following transfer of records to ADAMS. Destroy in accordance with schedules for internal and public legacy library microfiche. (e.g., destroy when 30 years old	TBD

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		or when determined by the CIO that the data are no longer needed, whichever is sooner.)	
9.	<u>Publications</u>		
	a. Record copy of regulations, regulatory guides, NUREG- series publications or the last manuscript, if not published, and other pamphlets, reports, leaflets, and manuals relating to NRC matters located in the Reproduction and Distribution Services Section's Archival collection.		
	(1) Paper records created before 04/01/2000.	<u>Permanent.</u> Transfer to NARA when 10 years old.	NC1-431-81-5 Item 1.5.36.a.(1) (NUREG-0910 NRCS 2-14.8.a.(1))
	(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

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

(4) 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 records will be transferred. Destroy NRC copy 8 years after transferring record to NARA.	TBD
<u>PERMANENT.</u> 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.		

(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.	<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 8 years after transferring record to NARA.	TBD
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- b. ~~Authorizations to Publish consisting of NRC Form 426 and 426a, Release to Publish, any copyright authorizations, or similar documentation providing a release to publish.~~

with drawn per NRC's request

NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED CITATION
(1)	Paper records created before 04/01/2000.	<u>Permanent</u> Transfer to NARA when 10 years old.	TBD
(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 TIFF files.	<u>Permanent</u> 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 records will be transferred. Destroy NRC copy 8 years after transferring record to NARA.	TBD

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(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.	<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 8 years after transferring record to NARA.	TBD
<i>withdrawn per NRC's request</i>			
c.	Work papers and background materials.		
(1)	Paper records created before 04/01/2000.	Destroy 6 months after publication.	NC1-431-81-5 Item 1.5.36.b (NUREG-0910 NRCS 2-14.8.b)
(2)	Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
(3)	Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus,	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD

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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 publication. Destroy 6 months after cutoff.

TBD

10. Regulatory History Files for Proposed and Final Rulemaking

Case files documenting proposed and final rulemakings. Contents include interoffice correspondence, all source documents relied upon to prepare proposed and final rules, public comments, Committee to Review Generic Requirements (CRGR) minutes and recommendations, Advisory Committee on Reactor Safeguards comments, Commission papers, transcripts, indexes, and *Federal Register* Notices.

- a. Official case files created by the OCIO.

- ~~(1) Paper records created before 04/01/2000.~~

Permanent. Cut off when regulation is issued through notice in the *Federal Register*. Transfer to NARA in 5-year blocks when the earliest closed case file is 25 years old and the most recent case file is 20 years old.

NC1-431-85-1
Item 1.a

~~(NUREG-0910
NRCS 1-2.3.a)~~

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(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 TIFF files.	Permanent. Cut off electronic files when regulation is issued through notice in the <i>Federal Register</i> . 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 records will be transferred. Destroy NRC copy 8 years after transferring record to NARA.	TBD

PERMANENT. Cut-off electronic files when final regulation is issued through notice in the *Federal Register*. 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.

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	(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.	<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 8 years after transferring record to NARA.	TBD