NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-431-00-019

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: $\frac{1/31/2024}{1}$

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These items, unless subsequently superseded, may be used by the agency to disposition records.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.

All items except those listed below are active.

SUPERSEDED AND OBSOLETE ITEMS

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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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

Items 1/B, 1/C, 1/E, 2/B, 2/C and 2/E were superseded by N1-431-08-015 / 1.

	EST FOR RECORIE DISPOSITION	AUTHOR	ITY	Ľ	∴ BLANK≟(NAR	A use only
	FIONAL ARCHIVES and RECORDS ADMIN SHINGTON, DC 20408	ISTRATION	(NIR)		er 431-DC	. 19
1 FROM	M (Agency or establishment)	sion			ECEIVED 20.9	9
2 Majo	OR SUBDIVISION Office of Nuclear Regulatory Res	search		NOT	IFICATION TO	AGENCY
3 MINO	R SUBDIVISION			USC 3303	ce with the provision a the disposition re nendments, is appro-	quest,
4 NAME	E OF PERSON WITH WHOM TO CONFER	5 TELEPH		items that m	ay be marked "disp r "withdrawn" in col	osition not
	Jeff Bartlett	301-415-64		date /2~28-0 (ARCHIVIST OF THE	UNITED STAT
of this age General A Agencies X is	s not required, I is attached; c	n periods sp itle8 of the G	ecified; a AO Man	nd that wri ual for Gui	tten concurren	ce from th
DATE 12 <i>14</i> /99	SIGNATURE OF AGENCY REPRESEN Brenda Jo. Shelton 151	れるTIVE か		C Records	Officer	
<u> </u>		4				
7 8 ITEM NO	DESCRIPTION OF ITEM AND PROPOSED DISPOSIT	ION			9 GRS OR SUPERSEDE D JOB CITATION	10 ACTIO TAKEN (N USE ONL'
P A R a A A A A A F A C d d i m C	Agencywide Documents Access and Manage Programmatic Records of the NRC Office of I ADAMS is an electronic information system to Regulatory Commission's (NRC's) unclassifie administrative records in a centralized electro ADAMS is designed to meet all National Arch Administration (NARA) regulations to ensure is an official electronic recordkeeping system IRC headquarters and regional offices will ne apper-based record collections because the of ADAMS will become the "official records" of t ecord" of documents maintained in ADAMS Format (PDF) file or a Tagged Image File For issociated document profile containing "field locument and its attributes. In addition, any ligital signature and/or electronic data that a management and staff concurrence in a docu considered part of the official record. Records disposition schedules for the NRC re- are divided into two broad groups:	Nuclear Reg hat maintain ed official pro- onic docume nives and Re NARA appro- n. Beginning to longer create electronic do the agency is a Portable rmat (TIFF) f led" data to d electronic da vidence final ument is linko	ulatory R s the Nuc ogramma nt reposit cords oval of AI January ate or ma ocuments The "offic e Docume file with a lescribe t ata relate I NRC ed to and	esearch clear tic and tory. DAMS 1, 2000, untain in cial ent n he d to a		

.

Į.

3

.

7 ITEM NO	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 Office of Nuclear Regulatory Research.		
		1	

,

,

<u></u>			۲ ۸ ۸		
REQUEST FOR RECORDS DISPOSITION AUTHORITY			• LEAVE BLANK (NARA use only)		
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408			JOB NUMBER N1-431-00-19		
1. FROM (Agency or establishment) U.S. Nuclear Regulatory Commission			DATE RECEIVED		
2. MAJOR SUBDIVISION Office of Nuclear Regulatory Research		NC	NOTIFICATION TO AGENCY		
3. MINOR SUBDIVISION	3. MINOR SUBDIVISION				
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	 including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 			
Jeff Bartlett	Jeff Bartlett 301-415-6466		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 45 page(s) are not now needed for the business					

and that the records proposed for disposal on the attached **45** page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title8 of the GAO Manual for Guidance of Federal Agencies,

🛛 is no	ot required,	☐ is attached; or	has been requested.
DATE	SIGNATURE OF AGEN	CY REPRESENTATIVE	TITLE
12/09/99	Brenda Jo Shelton	/S/ , Re v ised 03/24/00	NRC Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDE D JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Agencywide Documents Access and Management System (ADAMS) Programmatic Records of the NRC Office of Nuclear Regulatory Research		
	ADAMS is an electronic information system that maintains the Nuclear Regulatory Commission's (NRC's) unclassified official programmatic and administrative records in a centralized electronic document repository. ADAMS is designed to meet all National Archives and Records Administration (NARA) regulations to ensure NARA approval of ADAMS as an official electronic recordkeeping system. Beginning April1, 2000, NRC headquarters and regional offices will no longer create or maintain paper-based record collections because the electronic documents in ADAMS will become the "official records" of the agency. The "official record" of documents maintained in ADAMS is a Portable Document Format (PDF) file or a Tagged Image File Format (TIFF) file with an associated document profile containing "fielded" data to describe the document and its attributes. In addition, any electronic data related to a digital signature and/or electronic data that evidence final NRC management and staff concurrence in a document is linked to and considered part of the official record		
	Records disposition schedules for the NRC records maintained in ADAMS are divided into two broad groups:		
	 Programmatic records created or received by each individual NRC office 	-	
	2) Administrative records created or received by any NRC offices		
		~	-
		1	- 10 and 1

,

- • · · ·

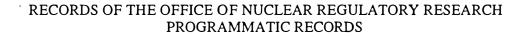
the first the state

REQU		· · ·	, JOB NUMBER	PAGE 2 OF 45
7 TEM 10.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS SUPER CITATIO	SEDED JOB	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 Office of Nuclear Regulatory Research.			
-				
			I	
	· · · · · ·			

-

v7 4

•



ı, í

PAGE NO.

Item 1	Abnormal Occurrence Case Files	4
Item 2	Case Study Report Files	5
Item 3	Committee and Conference Records	7
Item 4	Committee to Review Generic Requirements (CRGR) Files	11
Item 5	Formal Arrangement and Agreement Files	13
Item 6	General Program Correspondence Files (Subject Files)	15
Item 7	Grants Files	19
Item 8	Nuclear Safety Standards Program Files	24
Item 9	Personnel Monitoring Report Files	28
Item 10	Regulatory History Files for Proposed and Final Rulemaking	33
Item 11	Rejected Research Project Proposals	35
Item 12	Research Program Files	36
Item 13	Research Project Case Files	38
Item 14	Scientific and Technical Reports a a	42

a ser i de la filita del en englis proposis en substances de proposis en substances. Ser en en de substances en antes de la contrato de la secondada de substances de la substances.

* *12 | 1

ι γ΄ • ι ι • ι • ι − 1

NARA-

ADAMS RECORDS SCHEDULES OFFICE OF NUCLEAR REGULATORY RESEARCH

ITEM <u>NO.</u>	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	APPROVED <u>CITATION</u>
1.	Abnormal Occurrence Case Files		
	All formal correspondence with detailed background documentation relating to preparation of abnormal occurrence reports submitted quarterly to Congress.		
	a. Paper records created before 04/01/2000.	Permanent. Cut off files every 3 years and retire to Washington	NI-431-87-1 Item 1
		National IRecordCenter. Transfer to NARA when 20 years old.	(NUREG-0910 NRCS 2-4_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 TIFF files.	<u>Permanent.</u> Cut off electronic files when 3 years old. Convert image files to paper, microform, magnetic tape, 5480 class tape cartridge, or any other medium-	TBD
	· .	4	n an airte an

- - -

۰...

· · · · · · · · ·

All and a second

and the second secon Second second

end the second s

· *

Ĩ.

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.

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

2. <u>Case Study Report Files</u>

Copies of reports with all background documentation providing detailed information on formal evaluations of events with the highest potential risk to the public as identified by prior screening of Licensee Event Reports (LERs) by Office of Nuclear Regulatory Research (RES) engineers. Arranged numerically by case study number.

· . . *

AUTHORIZED DISPOSITION

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 15 years after transferring record to NARA.

<u>Permanent.</u> Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.188 when the PDF files and TIFF files are transferred. Destroy NRC copy 15 years after transferring record to NARA.

NARA-APPROVED CITATION

TBD

م مع بالمعلمين بيد الموجع مع المع المع بالمع بي تعلي ما محمة المعادين المع بي المع بي المعادين المعادين المعاد المعادي علي المعادية أوليا المعادية المعادية المعادية المعادية المعادين المعادين المعادين المعادين المعادين الم

··· 、 、 关、关、关 选择区

. • . .

ITEM <u>NO.</u>	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
	a: Papen records created before 04/01/2000.	Permanent. Transfer to NARA when 20 years old.	NC1-431-81 Item 4.1.2
			(NUREG-09 NRCS 2-4.4
	b. Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
	c. Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD
of fis years NAR forma well a made accor electr or sta an ele transi conve	d. ADAMS PDF files and TIFF files. <u>MANENT.</u> Cut-off electronic files at close cal year. Transfer to the National Archives 2 after cut-off. At the time of transfer, A and NRC will determine medium and at in which records will be transferred as as their arrangement. Every effort will be to transfer records electronically in rdance with the standards for permanent ronic records contained in 36 CFR 1228.270 undards applicable at the time. If transfer in ectronic medium is not feasible, prior to fer, with NARA concurrence, records will be erted to paper or to microform. Destroy NRC 18 years after transferring records to A.	Permanent. Cut off electronic files at close of fiscal year. Convert image files to paper, microtorm, 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	TBD

۰.

• رنجان ا

· · · · ·

and the second second

ا المراجع ال

ITEM

NO. DESCRIPTION OF RECORDS

- e. ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files, and ADAMS data related to digital signatures, and data that evidence final NRC Management and staff concurrences in documents that are linked to and considered part of the official records.
- 3. <u>Committee and Conference</u> <u>Records</u>
 - a. Records relating to establishment, organization, membership and policy of interagency, intra-agency and international committees and conferences, and agenda, minutes, final reports, and related records documenting accomplishments created by committees and conferences when NRC is the sponsoring agency.

AUTHORIZED DISPOSITION

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

TBD

(1) Paper records created before
04/0172000Permanent. Cut off when NRC
involvement terminates. OCIO
will transfer to NARA 10 years
after cutoff.NC1-431-81-5
Item 1.5.30.a.1(NUREG-0910
NRCS 1-2.1.a.1)Supersedes:
NC1-431-81-5
Item 1.5.30.a.2(NUREG-0910
NRCS 1-2.1.a.2)NUREG-0910
NRCS 1-2.1.a.2

- 77,



AUTHORIZED DISPOSITION

NARA-APPROVED CITATION

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

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

TBD

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

PERMANENT. Cut-off electronic files when NRC involvement terminates. 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.

2 months after creation of ADAMS electronic record.

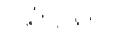
Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.

TBD

TBD

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

8



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

- 17 . - - - -

AUTHORIZED DISPOSITION

NRC will determine the medium and format in which records will be transferred. Destroy NRC copy 8 years after transferring record to NARA.

<u>Permanent.</u> Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.188 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA. TBD

1. Shire in the

. .

_ -2 L

NARA-APPROVED

CITATION

(1) Paper records created before 04/01/2000.	Destroy when 3 years old or earlier if no longer needed for reference.	NC1-431-81-5 Item 1.5.30.b.1.b (NUREG-0910 NRCS 1-2.T.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	Destroy after creation of ADAMS electronic record or when no longer needed for	TBD
	9	

NARA-ITEM APPROVED NO. **DESCRIPTION OF RECORDS** AUTHORIZED DISPOSITION <u>CITATION</u> reference or updating, (PDF) files, TIFF files, and ASCII files that remain with whichever is later. 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. 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. (I) Paper records created before Destroy when 3 years old or NC1-431-81-5 04/01/2000. earlier if no longer needed for Item 1.5.30.b.2 reference. (NUREG-0910 NRCS 1-2.1.6.2) (2) Paper records used as the Destroy paper documents TBD 2 months after creation of source to create ADAMS Tagged Image File Format ADAMS electronic record. (TIFF) files and ASCII files. 10

المراجع المراجع

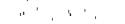
a ' , **S** ' ,

n in dian in the time. The second states

-	NARA- APPROVED <u>V CITATION</u>	TBD	TBD		· · · · · · · · · · · · · · · · · · ·		• •
•	AUTHORIZED DISPOSITION	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	Cut off electronic files upon termination of committee. Destroy 3 years after cutoff.				
-	DESCRIPTION OF RECORDS	 (3) Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency. 	(4) ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document profiles and ADAMS digital signature and concurrence data.	<u>Committee to Review Generic</u> <u>Requirements (CRGR) Files</u>	Case files documenting CRGR reviews of proposed rulemakings and other generic NRC regulatory requirements. Records include requests for reviews, meeting agendas, issue sheets and other background information, meeting minutes, member comments, recommendations, documentation of final actions, bulletins to licensees, and related correspondence. Case files are arranged by meeting date.		
	ITEM NO.			4.		• • •	

•

, i, i





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

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

d. ADAMS PDF files and TIFF files.

PERMANENT. 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.

AUTHORIZED DISPOSITION

<u>Permanent.</u> Cut off meeting case files at the close of the fiscal year in which meeting occurred. Retire to the Washington National Record Center 5 years after cutoff. . Transfer to NARA 20 years after cutoff.

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.

<u>Rermanent.</u> Cut off electronic

Convert image files to paper,

microform, magnetic tape, 3480

class tape cartridge, or any other

medium and format that meets

NARA regulations found in

Chapter XII and transfer to

NARA 2 years after cutoff.

Prior to transfer, NARA and

NRC will determine the medium

and format in which the records,

Subchapter B of 3 CFR

files at close of fiscal year.

NARA-

TBD

APPROVED

(Unscheduled)

CITATION

TBD

TBD

TBD

يدينه وتبديقه باليلا يركني

DESCRIPTION OF RECORDS ON **ITEM**

NOITISOAZID DISPOSITION

ана (1946) К. К. а 1947 — Практира 1947 — Практира

transferring record to WARA. NRC copy 8 years after will be transferred. Destroy

to NARA. 8 years after transferring record transferred. Destroy NRC copy PDF files and TIFF files are in 36 CFR § 1228.188 when the according to regulations found TIFF files. Transfer to NARA files with related PDF files and Permanent. Cut off electronic

· • • •

of the official records. are linked to and considered part concurrences in documents that Ttate bna tnemeganaM evidence final NRC signatures, and data that ADAMA data related to digital tiles and THF tiles, and Search, and retrieval of the PDF created for the management, ADAMS document packages e. ADAMS document profiles and

Formal Arrangement and Agreement ٠ς

<u>Files</u>

country. alphabetically by name of foreign foreign organizations. Arranged foreign governments or other copies of research agreements with documents and original or certified Signed bi-lateral arrangement

- .916b paper format created after that and research agreements in lateral arrangement documents -id bangis bns ,0002\10\40 . s Paper records created prior to
- . səlit IIDSA bns səlif əgsmi bəqqsm to create ADAMS electronic bit-Paper records used as the source 'q
- create ADAMS PDF files, bitot beau SMAGA to ebistuo Copies of electronic files stored ·. כ

.insmsgenent. NARA 10 years after expiration arrangement expires. Offer to Permanent. Cut off file when

above after ADAMS processing. in accordance with item 5.1, for maintenance and disposition Return to Official File Station

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

(Dacheduled) TBD

NC1-431-81-2 (Reference

(čľ.č.4 mojl

TBD

TBD

CITATION

-AAAN

ΥΡΡΑΚΟΥΕD

TBD

en en entre

÷,

 $\tilde{Y} \geq 1$

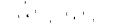
NATE AND THE ANALY STREAM OF A

. • " **-** ~

· marker with the weather of the second

7.. * .

εī





mapped image 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 upon revocation or termination of agreement. 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 documents that are linked to and considered part of the official records.

AUTHORIZED DISPOSITION

reference or updating, whichever is later.

NARA-APPROVED <u>CITATION</u>

Rermanent. Cut off electronic TBD files upon revocation or termination of agreement. 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 ∂f 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 8 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 8 years after transferring record to NARAa TBD

تى تىر ئە

AUTHORIZED DISPOSITION

NARA-APPROVED <u>CITATION</u>

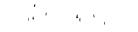
6. <u>General Program Correspondence</u> Files (Subject Files)

> Letters, memoranda, messages, studies, reports, forms, and other data documenting and/or implementing plansa policies, procedures, accomplishments, opinions, and decisions pertaining to Office of Nuclear Regulatory Research (RES) program and staff activities.

a. <u>Program Correspondence Files</u> <u>at the Office Director Level.</u>

Files that document policymaking decisions or significant RES program management functions that are signed by or addressed to the RES Director or Deputy Director. 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	Permanent. Cut off at close of	NCa-431-81-5
04/01/2000.	fiscal year. Hold 2 years and	Item 1.2.15.a
	retire to the Washington	
	National Record Center through	(NUREG-0910
	OCIO. OCIO will transfer to	NRCS 1-2.2.a)
	NARA when 20 years old.	
(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.		



ITEM DESCRIPTION OF RECORDS NO.

. . . .

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

(4) ADAMS PDF files and TIFF files.

PERMANENT. Cut-off electronic files 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 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

> > . .

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 TBD 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 8 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 transferreda Destroy NRC copy

TBD

Star and the first

، • ، ، ¹ • ، ¹ • .

NARA-

ITEM <u>NO.</u>	DESCRIPTION OF RECORDS evidence final NRC Management and staff concurrences in documents that are linked to and considered part of the	<u>AUTHORIZED DISPOSITION</u> 8 years after transferring record to NARA.	NARA- APPROVED <u>CITATION</u>
	official records. b. <u>Program Correspondence Files</u> <u>Created or Received Below the</u> <u>Office Director Level.</u> Files that document policy making decisions, significant RES program management functions and program operations. They are signed by or addressed to RES management and staff below the Office Director 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.) (T) Paper records created before 04/01/2000. (2) Paper records used as the source to create ADAMS 	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. Destroy paper documents 2 months after creation of	NC1-431-81-5 Item 1.2.15.b (NUREG-0910 NRCS I-2.2.b) TBD
	 Tagged Image File Format (TIFF) files and ASCII files. (3) Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with 	ADAMS electronic record. Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD

• • • • • • • •

. . 17,

مير مر^{ير م}ريخ المريخ

- - - تغني بالمع ال

- ,

/ .

-

ای میرین کر ایسی مرکز میرین کر ایسی

+£+, _-, ŗ

51

."

_ <

.

ITEM NO. DESCRIPTION OF RE	CORDS <u>AUTHORIZED DISPOSITI</u>	NARA- APPROVED ON <u>CITATION</u>
staff members a processing staff creation of the A records. Includ electronic recor internally using automation tool WordPerfect, L InForms, e-mai electronic recor from outside the	after ADAMS ed area ds created office s (e.g., otus, l, etc.) and ds received	
 (4) ADAMS PDF f linked native ap source files; AI files and their li files; ADAMS o profiles and door packages; and A digital signature concurrence data 	plication of fiscal year. Destroy 10 y DAMS TIFF after cutoff. nked ASCII document cument ADAMS e and	
c. <u>Routine Program</u> <u>Correspondence Fil</u> <u>or Received at All</u> <u>Organizational Leve</u>		
Files documenting p transactions of a rou -recurring nature, th content of which is or duplicated in Iter above.	utine or e record summarized	
(1) Paper records c 04/01/2000.	reated before Destroy when 2 years old, o sooner if purpose has been served.	r NC1-431-81-5 Item 1.2.15.c
		(NUREG-0910 NRCS 1-2.2.c)

n sign sign son the Sign sign son

<u>.</u> ·

-

si. J

1.4 1

ITEM NO. **DESCRIPTION OF RECORDS**

.

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

ч

- (3) Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.
- (4) ADAMS PDF files and 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.
- 7. Grants Files
 - a. Case files of contracts, reports, studies, agreements, correspondence, and other records relating to receipt, award, and monitoring of grants.

Sec. 7 3. 62

APPROVED AUTHORIZED DISPOSITION **CITATION** Destroy paper documents TBD 2 months after creation of ADAMS electronic record. Destroy after creation of

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

TBD

NARA-

Cut off electronic files at close of fiscal year. Destroy 2 years after cutoff.

TBD

ъč 5

ITEM NO. DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
(1) Paper reco rds created before 04/01/2000.	Destroy 6 years and three months after case is closed.	NC a -431-81-5 Item 1.5.33.a
		<u>(NUREG-0910</u> NRCS 2-21.3.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 files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic files when case is closed. Destroy 6 years and three months after cutoff.	TBD
b. Reports, books, studies, or any other final grant product and related records.		-
•	20	

-

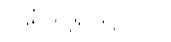
11 72

٦,

.

-

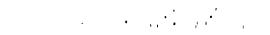
ITEM NO. DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
(1) Paper records created before 04/01/2000.	<u>Permanent.</u> Transfer to NARA when 10 years old.	NC a -431-81-5 Item 1.5.33.b
		<u>(NUREG-0910</u> NRCS 2-21:3.b)
 (2) Paper records used as the source to create ADAMS 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
 (4) 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 	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	TBD
transfer, with NARA concurrence, records will be converted to paper or to microform. Destroy NRC copy 8 years after transferring records to NARA.	21	



,

.

•



ITEM <u>NO.</u>	<u>DE</u>	SCRIPTION OF RECORDS	AUTHORIZED DISPOSITION NRC will determine the medium and format in which the records will be transferred. Destroy NRC copy 8 years after transferring record to NARA	NARA- APPROVED <u>CITATION</u>
		(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
	c.	Unsuccessful grant application files consisting of applications, correspondence, and other records relating to unsuccessful (rejected or withdrawn) applications.		
		(1) Paper-records created before 04/01/2000.	Destroy 3 years after rejection	GRS 3-13
			· · · · · · · · · · · · · · · · · · ·	(NUREG-0910 NRCS 2-21.3.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 	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updatinga whichever is later.	TBD
	-		22	

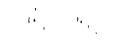
م المراجع مي المراجع مي المراجع المراجع

، ج: د

ITEM <u>NO.</u>	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
	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 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 3 years after cutoff.	TBD
	d. Grant administrative files consisting of correspondence and/or subject files relating to routine operations and daily activities in administration of the grant program.		- -
	(1) Paper records created before 04/01/2000.	Destroy when 2 years old.	GRS 3-14 (NUREG-0910 NRCS 2-21.3.d)
	 (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

-

÷

۵۲۰۰۰ ۱ يريخ أشترية محمد مريد محمد مريد 

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

8. <u>Nuclear Safety Standards Program</u> Files

· · · // ...--

10

 Records accumulated in connection with the development of nuclear safety standards and guides pertaining to the siting of suitable location, design of nuclear power plants, etc. Included are draft standards and guides, comments from staff offices and the public, and related records. Standards are

.24

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

Cut off electronic files at end of fiscal year. Destroy 2 years after cutoff.

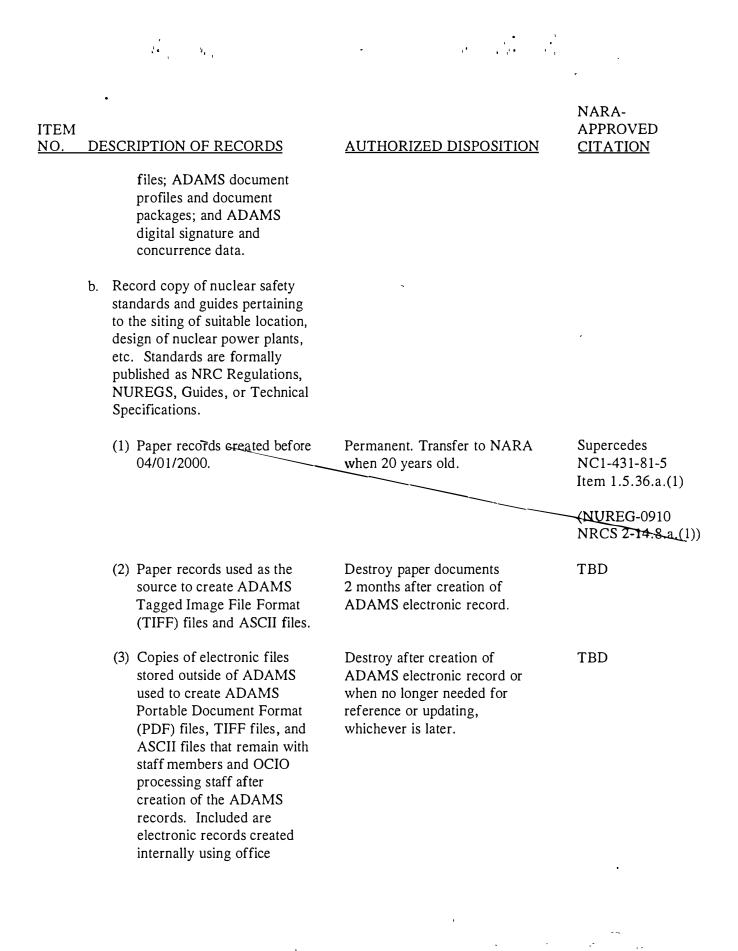
TBD

۲. ۱

		1
ITEM NO. DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
formally published as NRC Regulations, NUREGS, Guides, or Technical Specifications, which are retained permanently in microfiche form. See NRCS 2, Part 14, Item 8.a.(2).		
(1) Paper records created before 04/01/2000.	Destroy when 20 years old.	NC1-431-81-5 Item 4.9.37
		<u>(NUREG-0910</u> NRCS 2-21.7)
 (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	Cut off electronic files at end of fiscal year. Destroy when 20 years old.	TBD

. ,

. 25



£

AUTHORIZED DISPOSITION

NARA-APPROVED CITATION

automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.

(4) ADAMS PDF files and TIFF files.

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

> (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>Rermanent.</u> Cut off electronic files at end 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.

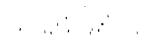
Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.188 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA. TBD

TBD

i de la companya de la			
ITEM <u>NO.</u>	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
9.	Personnel Monitoring Report Files		
	Personnel monitoring reports and related information consisting of reports of individual monitoring from licensees required under 10 CFR Part 20. Documents consist of annual personnel monitoring reports and periodic reports of overexposures including NRC Form 5, the information from which is maintained on magnetic tapes accessed using the Radiation Exposure Information Reporting System (REIRS) at Oak Ridge National Lab.		
	a. Personnel monitoring reports and personnel overexposure reports submitted by licensees, from which all data are entered into the Radiation Exposure Information System (REIRS).		
	(1) Paper records created before 04/01/2000.	Destroy 2 years after data are input into REIRS.	NC1-431-89 Item 1.a
			(NUREG-09 NRC S 2-21.
	 (2) Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII 	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
	files.		
	 (3) Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO 	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD
÷		28	
			•

NARA-ITEM APPROVED NO. DESCRIPTION OF RECORDS AUTHORIZED DISPOSITION **CITATION** 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 at end of TBD linked native application fiscal year. Destroy 2 years source files: ADAMS TIFF after cutoff. files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data. b. Personnel monitoring reports and personnel overexposure reports that are not placed in the REIRS or of which only selected data are entered into REIRS. (I) Paper records created before Permanent. Cut off at end of NC1-431-89-6 04/01/2000. fiscal year. Retire to Item 1.b Washington National Record Center in 5 year blocks. (NUREG-0910 Transfer to NARA when 20 NRCS 2-21.8.b) years old. (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

. .



1 4

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

(4) ADAMS PDF files and TIFF files.

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

> (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

AUTHORIZED DISPOSITION

reference or updating, whichever is later.

Cut off electronic files at end 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

<u>Permanent.</u> Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.488 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA. TBD

NARA-

APPROVED

CITATION

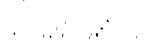
TBD

ITEM <u>NO.</u>	DESCRIPTION OF RECORDS Management and staff concurrences in documents that are linked to and considered part of the official records.	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
	 <u>Electronic records of personnel</u> monitoring report data, 1978- present (maintained at Oak Ridge National Laboratory). (Reference NRCS 2-21.12 "REIRS System." 	<u>Permanent.</u> Transfer data copy immediately on magnetic tape according to NARA technical requirements. Transfer revised data copies to the NARA every 5 years.	N1-431-89-6 Item 1.c (NUREG-0910 NRCS 2-21.8.c)
	d. REIRS system programming and documentationa		
	(1) Paper records created before 04/01/2000.	Permanent. Transfer to NARA on an ongoing basis in conjunction with item 9ca	NC à -431-89-6 Item 1.d (NUREG-0910 NRCS 2-21.8.d)
	 (2) Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII filesa 	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 filesa 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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is latera	TBD

31

The second s





automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.

(4) ADAMS PDF files and TIFF files.

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

> (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.

AUTHORIZED DISPOSITION

NARA-APPROVED

<u>Rermanent.</u> Cut off electronic

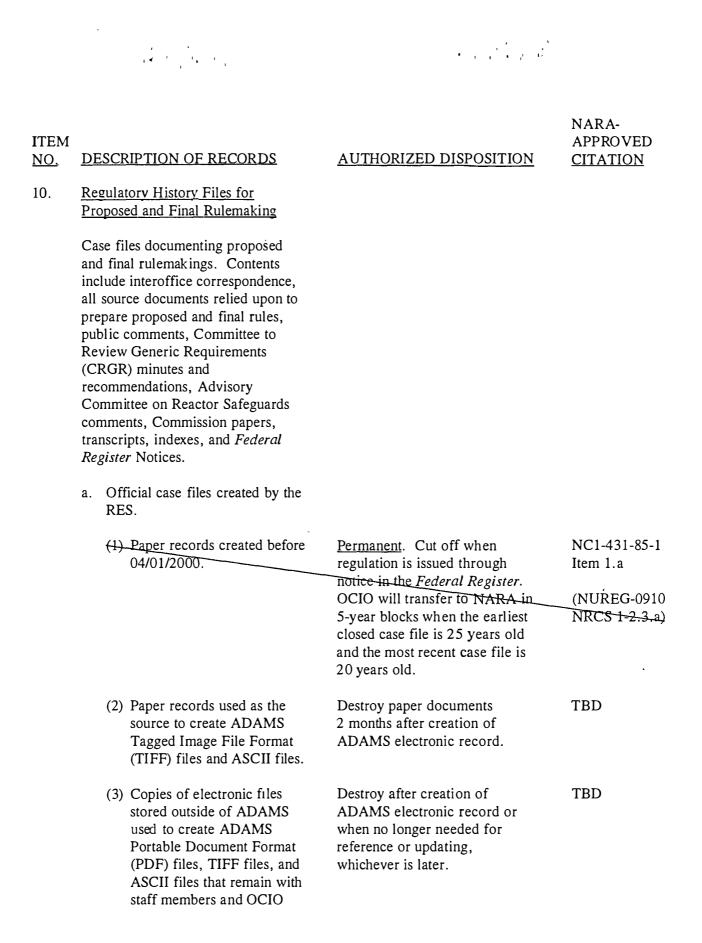
CITATION

TBD

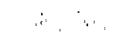
files at end of fiscal year. Convert image files to paper, microforma magnetic tape, 3480 class tabe cartridge, or any other medium and format that meets NARA regulations found in Subchapter B of 36 CFR Chapter XII and transfer to NARA 2 years after cutoff. Prior to transfer, NARA and NRC will determine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

TBD



in success and and the



AUTHORIZED DISPOSITION

NARA-APPROVED <u>CITATION</u>

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 a TIFF files.

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 18 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.

Rermanent. Cut off electronic files when regulation is issued through notice in the Federal Register. 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 XIL 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 8 years after transferring record to NARA

<u>Permanent.</u> Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.188 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA. TBD

ITEM <u>NO.</u>	DE	ESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
11.	<u>Re</u>	jected Research Project Proposals		
	con pro org	l proposals for research projects nsisting of unsolicited contract oposals from individuals and ganizations which were not funded NRC.	L	
	a.	Paper records created before 04/01/2000.	Destroy 2 years after disapproval of funding.	N1-43a-89-5 Item 2
				(NUREG-0910 NRCS 2-21:11)
	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
٨	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 disapproval of funding. Destroy 2 years after cutoff.	TBD
			35	

ITEM <u>NO.</u> 12.	DESCRIPTION OF RECORDS Research Program Files	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
	Records consisting of documents, data, and correspondence relating to the formulation, planning, direction, review, and evaluation of research in major program areas.		
	a. Documents generated, received, signed, or maintained at the Office Director level.		
	(1) Paper records created before 04/01/2000.	Permanent. Cut off files annually and retire to OCIO when 2 years old. Transfer to NARA when 20 years old.	N1-43 d -89-5 Item 3.a (NUREG-0910 NRCS 2-21-1 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

,

.

م المراجعة من ا مراجعة من المراجعة من المراج مراجعة من المراجعة من المراج

.-

4,7

.

(4) ADAMS PDF files and TIFF files.

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

AUTHORIZED DISPOSITION

Rermanent. Cut off electronic files annually. Convert image files to paper, microform, magnètic 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>

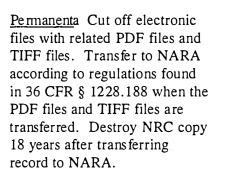
TBD

(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.

b. Documentation at the division level and below.

04/01/2000.

(T) <u>Haper records</u> created before



Cut off files annually. Destroy

10 years after cutoff.

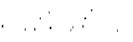
TBD

N1-431-89-5 Item 3.b

(NUREG-0910 NRCS 2-21 12:b)-



<u>NO.</u>



NARA-

ITEM APPROVED DESCRIPTION OF RECORDS AUTHORIZED DISPOSITION **CITATION** (2) Paper records used as the Destroy paper documents TBD 2 months after creation of source to create ADAMS Tagged Image File Format ADAMS electronic record. (TIFF) files and ASCII files. Destroy after creation of TBD (3) Copies of electronic files ADAMS electronic record or stored outside of ADAMS used to create ADAMS when no longer needed for reference or updating, Portable Document Format whichever is later. (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, InFormsa e-mail, etc.) and

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

electronic records received from outside the agency.

13. Research Project Case Files

Technical documents, memoranda, monthly or quarterly highlight reports, program reports, status reports, management letters, original of tracings of drawings,

Cut off electronic files at close of fiscal year. Destroy 10 years after cutoff.





AUTHORIZED DISPOSITION

ITEM	
<u>NO.</u>	DESCRIPTION OF RECORDS

ti, - 1 - - - -

-<u>*</u> - - .

specifications, and duplicate photographs of completed products, or apparatus, and references pertinent to a project maintained by the project manager.

a. Case files deemed by the NRC or NARA to have exceptional value because of the highly significant nature of the research involved or uniqueness of the case file. Included are files that (1) show development of new and significant techniques, (2) relate to new and significant methodology and materials, (3) were the subject of Congressional investigation or came under intensive public scrutiny, (4) result injudicial decisions or legislative activities affecting the functions and activities of the NRC, or (5) result in significant changes in regulatory activities and functions of the NRC. (1) Paper records created before Permanent. Cut off files after N1-431-89-5 04/01/2000. completion or termination of the Item 4.a project and retire to OCIO when 2 years old. Transfer to NARA (NUREG-0910 in annual blocks when 20 years NRCS 2-21-13.a) old. Destroy paper documents (2) Paper records used as the TBD 2 months after creation of source to create ADAMS Tagged Image File Format ADAMS electronic record. (TIFF) files and ASCII files. Destroy after creation of (3) Copies of electronic files TBD stored outside of ADAMS ADAMS electronic record or used to create ADAMS when no longer needed for Portable Document Format

NARA-APPROVED <u>CITATION</u>

1827 V





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

(4) ADAMS PDF files and TIFF files.

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

> (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

AUTHORIZED DISPOSITION

reference or updating, whichever is later.

Permanent. Cut off electronic files upon completion or termination of the project. 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 ∂ 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. TBD

NARA-

APPROVED

CITATION

TBD

				•	
ITEM <u>NO.</u>	DE	SCI	RIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
			Management and staff concurrences in documents that are linked to and considered part of the official records.		
	b.	All	other case files.		
		(1)	Paper records created before	Destroy when 20 years old.	N1-431-89-5 Item 4.b
					<u>(NUREG-0910</u> NRCS 2-21.13. 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	Cut off electronic files upon completion or termination of the project. Destroy when 20 years old.	TBD
			-	41	

.

-3 <u>-</u>

.`

.

e,

.

• *

		· · · · · · ·	
ITEM <u>NO.</u>	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
	filesa ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.		
14.	Scientific and Technical Reports		
	These are published and unpublished scientific and technical reports, as defined in NRC Management Directive 3.8.		
	a. Record copy officially designated by the originating NRC office or contractor.		
	(1) Published reports.		
	(a) Paper records created before 04/01/2000.	Permanent. Transfer to NARA when 10 years old.	NCa-431-81-5 Item 4.8.28.a.1
			<u>(NUREG-0910</u> NRCS 2-21.14:a.1)
	 (b) Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) 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 	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD

42

. .

ŝ

~

•

4.1

4. 2

<u>.</u>...





AUTHORIZED DISPOSITION

NARA-**APPROVED** CITATION

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

(d) ADAMS PDF files and TIFF files.

PERMANENT. Cut-off electronic files at close of fiscal year. Transfer to the National Archives 2 microform, magnetic tape, 3480 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 documents that are linked to and considered part of the official records.

<u>Rermanent.</u> Cut off electronic files at close of fiscal year. Convert image files to paper, 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 8 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 8 years after transferring record to NARA.

·. '.

TBD

			,
	PTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
-(z	t) Paper records created before 04/01/2000.	Permanent. Cut off files at close of fiscal year. Transfer to NARA in annual blocks when 20 years old.	N1-431-81-5 Item 4.8.28.a.2 (NUREG-0910 NRCS 2-21.14.a.2)
(t	 Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) and ASCII files. 	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
(ε	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
2 years after cu NARA and NF	 d) ADAMS PDF files and TIFF files. Transfer to the National Archives at-off At the time of transfer, RC will determine medium and th records will be transferred as trangement. 	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	TBD
		44	

.

• 1. % '•1 1. .

J

.

44

_

. . .

· · ·

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.

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

AUTHORIZED DISPOSITION

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 CFRa§ 1228.188 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA.

NARA-APPROVED <u>CITATION</u>