

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-431-02-1</i>	
1. FROM (Agency or establishment) U.S. Nuclear Regulatory Commission		DATE RECEIVED <i>4-22-02</i>	
2. MAJOR SUBDIVISION Office of the Secretary of the Commission		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <i>2-25-03</i>	ARCHIVIST OF THE UNITED STATES <i>Justin W. Carl</i>

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 4 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		
DATE <i>4/17/02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Brenda Jo. Shelton</i> Brenda Jo. Shelton	TITLE 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)
1.	<p>This schedule covers text records of the Nuclear Regulatory Commission (NRC) in the Office of the Secretary of the Commission. NRC will maintain the records in paper form and not in the Agencywide Documents Access and Management System (ADAMS). Item 1.a.(1) supersedes a previous schedule as shown. The remaining items in Item 1 are unscheduled. Items 2.a(1) and b(1) are based on the schedules approved under NC1-431-81-5, Items 1.2.15 a and 1.2.15.c. Item 2.a(1) revises the original description of records for clarity. Item 2.b(1) revises the original authorized disposition to increase the retention period.</p> <p><u>Commission Decision-Making Files</u></p> <p>Commission Papers, generally referred to as SECY Papers, and Commission Action Memoranda (COMs), are formal documents prepared by NRC staff offices, Commission staff offices, ACRS, and Boards and Panels as the principal instrument by which the Commission receives recommendations for decision and information on significant matters. Copies of all decision-making papers are filed subjectively in the Secretariat subject files (NRC Schedule 1, Part 2, Item 2.a).</p> <p>a. <u>Commission (SECY) Paper Comment Folders</u></p> <p>(1) SECY Paper Comment Folders are case files comprising the official record of the Commissioners' voting and their comments. Folders include a copy of the SECY Paper, the Commission Voting Record (CVR) which contains the individual votes</p>	<p>Supersedes NC1-431-81-5, Item 2.3.7 to</p>	<p>Archivist signature not needed.</p>

cc Agency, NRC, NRC

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	<p>of the Commissioners, and related comments and correspondence, arranged numerically by SECY Paper Number.</p> <p><u>Permanent.</u> Transfer to NARA when 20 years old.</p> <p>(2) Electronic records created or received used as the source to create paper records that are filed in the SECY Paper Comment Folders. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, E-mail, etc.) and electronic records received internally and from outside the agency.</p> <p>Create paper record of the electronic document on the day created or received or as soon as practical and file in appropriate official files. Destroy electronic version immediately after creating official record copy or when no longer needed for reference or updating, whichever is later.</p> <p>b. <u>Commission Action Memoranda (COMs) Comment Folders</u></p> <p>(1) COM Comment Folders contain written exchanges between the Commissioners or memoranda from the staff or other Commission-level offices to the Commission seeking guidance from the Commission. Folders include a copy of the original memoranda, individual votes of the Commissioners, and related comments and correspondence, arranged by the unique COM number.</p> <p><u>Permanent.</u> Transfer to NARA when 20 years old.</p> <p>(2) Electronic records created or received used as the source to create paper records that are filed in the COM Comment Folders. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, E-mail, etc.) and electronic records received internally and from outside the agency.</p> <p>Create paper record of the electronic document on the day created or received or as soon as practical and file in appropriate official files. Destroy electronic version immediately after creating official record copy or when no longer needed for reference or updating, whichever is later.</p>	revise the description of records.	

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7. ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
2.	<p><u>General Program Correspondence Files (Subject Files)</u></p> <p>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 Secretary of the Commission (SECY) program and staff activities.</p> <p>a. <u>Program Correspondence Files at the Commission Level.</u></p> <p>(1) Files that document the Commission's policymaking decisions or significant NRC program management functions that are addressed to the Commission and signed by the Chairman. Excluded is program correspondence that documents routine transactions for which the record content is summarized or duplicated in higher level documents.</p> <p><u>Permanent.</u> Cut off at close of fiscal year. Hold 10 years and retire to the Washington National Record Center through OCIO. OCIO will transfer to NARA when 20 years old.</p> <p>(2) Electronic records created or received used as the source to create paper records that are filed in the Program Correspondence Files. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, E-mail, etc.) and electronic records received internally and from outside the agency.</p> <p>Create paper record of the electronic document on the day created or received or as soon as practical and file in appropriate official files. Destroy electronic version immediately after creating official record copy or when no longer needed for reference or updating, whichever is later.</p> <p>b. <u>Routine Program Correspondence Files Created or Received at all Organizational Levels.</u></p> <p>(1) Files documenting program transactions of a routine or recurring nature, the record content of which is summarized or duplicated in Item a, above.</p> <p>Destroy when 10 years old, or sooner if purpose has been served.</p> <p>(2) Electronic records created or received used as the source to create paper records that are filed in the Routine Program Correspondence Files. Included are electronic records created internally using office automation tools</p>	<p>Archivist's signature not required.</p> <p>Archivist's signature not required.</p>	

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	<p>(e.g., WordPerfect, Lotus, InForms, E-mail, etc.) and electronic records received internally and from outside the agency.</p> <p>Create paper record of the electronic document on the day created or received or as soon as practical and file in appropriate official files. Destroy electronic version immediately after creating official record copy or when no longer needed for reference or updating, whichever is later.</p>		