

REQUEST FOR RECORDS DISPOSITION AUTHORITY		DO NOT WRITE IN THESE SPACES (NARA Use Only)	
TO: NATIONAL ARCHIVES AND RECORDS ADMINISTRATION WASHINGTON, DC 20408		JOB NUMBER NI-431-08-4	
1. FROM (Agency or establishment) U.S. Nuclear Regulatory Commission		DATE RECEIVED 5/2/08	
2. MAJOR SUBDIVISION Office of Federal and State Materials and Environmental Management Programs		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Deborah H. Armentrout, CRM <i>DAH</i>	5. TELEPHONE 301-415-7228	DATE 1/23/08	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 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 4/21/08	SIGNATURE OF AGENCY REPRESENTATIVE <i>Margaret A. Janney</i> Margaret A. Janney, CRM/NS	TITLE NRC Records Officer

7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS or Superseded Job Citation	10. Action Taken (NARA Use Only)
	Title: Decommissioning Radioactive Material Sites and Terminating Licenses [CSTS and TLTS] (See Attached Schedule)	NI-431-00-17, Item 9.a NI-431-00-19, Item 2.d	
	<i>[Signature]</i> FSME PMDA Director Apr 28, 2008 Date		
	<i>[Signature]</i> Office of General Counsel 4/23/08 Date		

**U. S. Nuclear Regulatory Commission
Decommissioning Radioactive Material Sites and Terminating Licenses**

Decommissioning Radioactive Material Sites and Terminating Licenses [CSTS and TLTS]

The NRC uses two independent, but related, databases to manage:

- Clean up and decommissioning former radioactive material handling site locations having residual radioactive material contamination exceeding the NRC's unrestricted release limits, and
- Tracking the termination of NRC issued licenses.

Both information systems are relational databases with a password secure web interface used to store and manage information about complex decommissioning sites and license termination.

A. Complex Site Tracking System (CSTS)

CSTS contains information describing the location, the licensee and decontamination status for the decommissioning projects. After a complex decommissioning site completes the decommissioning process and is released for general or limited use, the site specific information is removed from CSTS.

1) ~~Inputs/Source Documents~~

Site information is input by the NRC project manager and database management is performed by ORNL. The information used to populate CSTS is updated quarterly. *GRS 20.26*

Disposition: TEMPORARY. Cut off after data entry and verification. Information is ~~destroyed 2 months after cut off or when no longer required for business purposes.~~

2) Master File

Information contained in CSTS includes:

- Site Summary data including Location, License and Docket Numbers
- License status and a text summary of the site usage and decommissioning status
- Summary of the major technical and regulatory issues related to the site
- Information describing the approval of the site's Decommissioning Plans and projected completion

Disposition: TEMPORARY. Cut off and transfer individual site information to TLTS when the decommissioning operations have been completed as directed by the Project Manager. Destroy site information in CSTS after transfer and verification to TLTS.

3) ~~Outputs~~

CSTS provides input to the annual, "NUREG-1814 - Status of the Decommissioning Program" reports by creating the appendices. Status information is also updated quarterly on the NRC public website. The record copies of the NUREG Reports are maintained in ADAMS; the annual ~~report appendices are snapshots of the CSTS database.~~ *GRS 20.11a(1)*

- a. NUREG--1814, "Status of the Decommissioning Program," an annual NRC publication

(2)

Disposition: PERMANENT. Cut off files at end of Calendar Year. Transfer electronic copy to the National Archives for pre-accessioning two years after cut off. Transfer to the legal custody of the National Archives 10 years after cut off in accordance with NARA Bulletin 2004-02 and NARA regulations at 36 CFR 1228.270 and destroy the NRC copy of the files. [supersedes N1-431-00-17, Item 9.a]

- b. Decommissioning and Clean-up Status as posted on NRC web pages

(3)

Disposition: TEMPORARY. Cut off when superseded by new information (e.g., quarterly). Destroy by fiscal year, 2 years after the latest cut off date when no longer required for business reasons.

~~4) System Documentation~~

~~System Design and User documentation is available for CSTS at ORNL.~~

~~**Disposition: TEMPORARY.** Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database or upon destruction of the output of the system if the system is needed to protect legal rights, whichever is latest. Destroy 1 year after cut off. [GRS 20, Item 11]~~

~~625 20.11~~

B. Terminated License Tracking System (TLTS)

Licenses undergoing the termination process are initially registered in the TLTS system and supporting documents are added to the database after scanning. As the actions necessary to terminate the license are completed, these actions are recorded in TLTS. Documents that support the information in the database are maintained both in TLTS, and in ADAMS or other approved record keeping system as the record copy.

Licenses entered in TLTS include those discussed for the CSTS as well as those associated with the following types of Licenses:

- 1) Nuclear Materials and Sources
- 2) Fuel Cycle facilities
- 3) Uranium Recovery facilities
- 4) Research and Test Reactors, and
- 5) Power Reactors

1) Inputs/Source Documents

(4)

Information necessary to identify the location, holder and scope of the license is transferred from the CSTS database to TLTS for complex sites. For other license types, the Licensee submits an application to terminate the license. Supporting documents are scanned and converted to an electronic file that is linked to TLTS. Site information is verified by the NRC project manager. Data entry is performed by ORNL. The information is updated quarterly.

Disposition: TEMPORARY. Cut off CSTS and licensee information used as TLTS input after data entry and the database is verified to be correct. Destroy 2 months after cut off or when no longer required for business purposes.

2) Master File

TLTS contains information related to terminated site licenses such as:

(5)

- License Number
- Licensee name and contact information
- Data describing the type of license, amount and type of residual contamination

- Location and license holder, contact information and the license's status
- Actions taken to terminate the license, with the date completed
- Links to supporting documentation in ADAMS

Disposition: PERMANENT. Cut off files at end of Fiscal Year. Transfer electronic copy to the National Archives for pre-accessioning one year after cut off. Transfer to the legal custody of the National Archives 10 years after cut off in accordance with NARA Bulletin 2004-02 and NARA regulations at 36 CFR 1228.270 and destroy the NRC copy of the files. [supersedes N1-431-00-19, Item 2.d]

⑥ 3) **Outputs**

The TLTS information is publicly available and searchable through License Status Reports posted on the NRC public web pages.

Disposition: TEMPORARY. Cut off when superseded by new information (e.g., quarterly). Destroy by fiscal year, 2 years after the latest cut off date and when no longer required for business reasons.

4) **System Documentation**

a) **Initial and Revised Documentation.**

⑦ **Disposition: TEMPORARY.** Retain current revisions of these records in an approved controlled repository (e.g., Rational ClearCase or ADAMS) until development is complete and the software is operational. Transfer the final approved versions and subsequent revisions of these documents to ADAMS or other approved record keeping system in a format acceptable to the ADAMS Administrators and Records Officer. Cut off when the documents are superseded and the revisions placed in ADAMS. Destroy 2 years after cutoff.

b) ~~Final System Documentation.~~

GRS 20.11a(2)

Disposition: PERMANENT. Cut off files at end of Calendar Year. Transfer an electronic copy to the National Archives for pre-accessioning one year after cut off with the TLTS Master File data, (Item B.2).

BACKGROUND:

The Complex Site Tracking System (CSTS) contains information for approximately 80 sites regulated by the NRC. When the decommissioning and clean up processes are completed the site information is transferred to the Terminated License Tracking System (TLTS) to manage the completion of remaining actions. Information concerning sites whose cleanup is regulated by an Agreement State or another Federal agency (e.g., DOE and EPA) is not contained in either CSTS or TLTS.

The CSTS information is used to prepare the annual report on the decommissioning status (NUREG-1814) and to assist the NRC staff in responding to Freedom of Information Act requests related to the decommissioning. Both CSTS and TLTS were developed and are maintained by Oak Ridge National Laboratory (ORNL) for the NRC. CSTS and TLTS provide summary information concerning the decommissioning of complex sites; the official NRC records are contained in ADAMS, and are permanent records [N1-431-00-13, Item 5.d] (CRS Item 2.17.5d – page 2.17.9).

Information contained in the previous information system for terminated licenses, LEADIS (License Evaluation and Data Information System), was transferred to TLTS when TLTS was implemented.

The Program Authority for CSTS/TLTS is the Nuclear Waste Policy Act of 1983 (as amended) and 10 CFR 61, 40.42(k)(2).

Dates: data dates to 1987.