

<p>6 AGENCY CERTIFICATION</p> <p>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,</p> <p><input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested</p>		
<p>DATE</p> <p>4/24/08</p>	<p>SIGNATURE OF AGENCY REPRESENTATIVE</p> <p><i>Margaret A. Janney</i> Margaret A. Janney, CFM/NS</p>	<p>TITLE</p> <p>NRC Records Officer</p>

**U. S. Nuclear Regulatory Commission
National Source Tracking System**

National Source Tracking System (NSTS)

The National Source Tracking System (NSTS) supports NRC and Agreement States registration and tracking of nationally tracked radiation sources in the United States as required by the Energy Policy Act of 2005, and includes sources reported by the Department of Energy. The Act requires licensees to report information on the manufacture, transfer, receipt, disassembly, and disposal of nationally tracked sources. This information is entered into NSTS to capture information on the origin of each nationally tracked source (e.g., manufacture or import), all transfers to other licensees, all receipts of nationally tracked sources, and endpoints of each nationally tracked source (e.g., disassembly, disposal, decay, or export). Ultimately, the National Source Tracking System will be able to provide a domestic life history account for all active, nationally tracked sources.

NSTS is classified as Official Use Only – Security Related Information. While the information maintained in NSTS is not available to the general public, the NSTS information is available to

- Licensees, for only sources under their control
- Agreement States, for only licensees within their State and data on lost or stolen sources for all licensees
- Other Federal Agencies, for data on lost or stolen sources for all licensees
- Nuclear Regulatory Commission, for all sources

1) Inputs/Source Documents

The NSTS information is submitted by Agreement State and NRC licensees using a National Source Tracking Transaction Report. It is anticipated that the information will be reported by on-line entry directly to the NSTS or electronically in a computer-readable format. Provisions have also been made to accept and process submittals by mail or fax.

Approval
by
Archivist
not
needed

Disposition: TEMPORARY Information used to provide input to NSTS is cutoff after data entry and the NSTS information is verified to be correct. *Instruction*

2) Master Files

A full list of the information maintained in NSTS is located in 10 CFR 20.2207. The information within NSTS can be summarized as the following:

a) Source descriptions, including

- The manufacturer, model, and serial number of each nationally tracked source or, if not available, other information to uniquely identify the source
- The radioactive material and initial or current source strength in becquerels in the sealed source
- The date for which the source strength is reported

Disposition: PERMANENT Cut off files annually at end of Calendar 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.

b) Licensee Identification and Transfer and Disposal information, including

- The name, address, and license number of the reporting licensee
- The name of the individual preparing the report
- The name, address and license number of the recipient
- Transfer data (dates, recipient)
- Descriptive information (model and serial numbers)
- Method and date of disposal or disassembly

~~**Disposition: PERMANENT** Cut off files annually at end of Calendar 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~~

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Disposition: TEMPORARY. Cut off records when the source is disposed of or disassembled, or is combined into a new source Delete or destroy records 10 years after cutoff

Above revised (Temporary) disposition for item 2a (Master Files) was approved by NRC Records Officer Deborah Armentrout, 9/21/12.

b) Annual data verification confirmation and correction

- Date of verification
- Individual's name and affiliation providing the confirmation

Disposition: TEMPORARY Cut off data related to annual verification information at the end of the calendar year Transfer the data to inactive storage 10 years after cut off with the appropriate system documentation Destroy 20 years after cutoff.

3) Outputs

a. Information used to Prepare Formal Reports

Reports using NSTS information may be used to trend activity or to provide formal published reports to NRC Management or other governmental organizations at the Federal, State or Tribal level. The Reports will be published as an NRC report and records will be managed as specified elsewhere in the NUREG 0910, NRC Comprehensive Records Schedule (e.g., as a NUREG or other formal document). Potential recipients of these reports may include, among others, the Department of Homeland Security (Domestic Nuclear Detection Office), the Federal Bureau of Investigation, and the US Customs Office.

~~**Disposition:** TEMPORARY. Cutoff when superseded or the NRC Published Report is issued. Destroy the information two years after cutoff.~~

Disposition: TEMPORARY. Cutoff when superseded or the NRC Published Report is issued. Destroy the information 5 years after cutoff.

Above revised disposition (Temporary) for item 3a (Outputs: Information used to Prepare Formal Reports) was approved by NRC Records Officer Deborah Armentrout, 9/21/12.

~~b. Adhoc Reports from NSTS~~

~~Reports developed from data in NSTS used for the administration of the source/device licenses and used to support the nuclear material tracking process. Information from these reports is used by the program office in the administration of these sources and may provide the basis for case files and studies, however the adhoc reports are not retained.~~

~~**Disposition:** TEMPORARY. Cut off and destroy when no longer required for business purposes.~~

GRS 20/16

*Approval
by
Archivist
not
needed*

4) NSTS System Documentation

System Documentation has been developed for NSTS in accordance with NUREG/BR-0167, "Software Quality Assurance Program & Guidelines". The following work products are typical of the documentation which is developed in Rational ClearCase:

- Data Dictionary
- Build and Installation Instructions
- Logical Design
- On-Line Help
- Operational Support Guide
- Physical Design
- Training Material
- User Guide

~~a) Initial and Revised Documentation.~~

~~**Disposition:** TEMPORARY. Retain current revisions of these records in a 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 or NSTS is decommissioned. Destroy 2 years after cutoff.~~

GRS 20/11a1

*Approval
by
Archivist
not
needed*

~~b) Final System Documentation.~~

~~**Disposition:** PERMANENT. Cut off files at end of Calendar Year or when NSTS is superseded or decommissioned. Transfer an electronic copy to the National Archives for pre-accessioning one year after cut off with the NSTS system data. (Items 2 a, Master File - Source Descriptions and 2 b, Master Files - Licensee Identification and Transfer and Disposal information)~~

~~b) Final System Documentation~~

~~**Disposition:** TEMPORARY. Destroy one year after the system is decommissioned or superseded [GRS 20, item 11a1]~~

} Approval
by
Archivist
not needed

Above revised (Temporary) disposition for item 4b (Final System Documentation) was approved by NRC Records Officer Deborah Armentrout, 9/21/12.

BACKGROUND

The Office of Federal and State Materials and Enforcement Management Programs, U S NRC manages the NSTS System maintenance and operation including data entry is managed for the NRC by a contractor Information is submitted to NSTS by licensees using a National Source Tracking Transaction Report using one of the following methods

- On-line entry in the NSTS
- Electronically (bulk load) in a computer-readable format
- Facsimile
- Mail, or
- Telephone, with mail or facsimile follow-up

Final implementation of NSTS is planned by January 31, 2009, for Category 1 and Category 2 nationally tracked sources The Agreement States are in the process of implementing complementary standards and program elements to enable the mandatory use of NSTS by all source licensees

The “nationally tracked sources” consist of specific Category 1 or 2 isotopes and activities, which are identified in the regulations NSTS contains a limited computational ability related to the calculation of the source’s current activity level based on the original source activity and the elapsed time If the activity of the source decays below the threshold for a Category 1 or 2 source, a note will be entered in NSTS identifying that the controls applied to the source may be reduced However the source data is not removed from NSTS

Annual verification of the NSTS information is performed by the licensees annually and reported using one of the methods above to the agreement state or the NRC This annual reconciliation is performed to validate the information in NSTS against licensee tracking systems

The Program Authority for NSTS is the Energy Policy Act of 2005 (P L 109-58, 119 Stat 594) and regulated by 10 CFR 20.2207 The listing of nationally tracked sources is contained in 10 CFR 20, Appendix E — Nationally Tracked Source Thresholds The requirements for the NSTS tracking program are contained in 10 CFR 20.2207, “Reports of transactions involving nationally tracked sources ”