REQUEST FOR RECORDS DISPOSITION AUTHORITY

LEAVE BLANK (NARA Use Only)

TO: NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
WASHINGTON, DC 20408

JOB NUMBER _NI-431-08-13_

1. FROM (Agency or establishment)
U.S. Nuclear Regulatory Commission

DATE RECEIVED
7/8/2008

2. MAJOR SUBDIVISION or PROGRAM
Office of Nuclear Regulatory Research

3. MINOR SUBDIVISION

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

4. NAME OF PERSON WITH WHOM TO CONFER

Deborah H. Armentrout, CRM

5. TELEPHONE

301-415-7228

DATE 2/6/09

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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

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

DATE
6/20/08

SIGNATURE OF AGENCY REPRESENTATIVE
Margaret A. Janney, ORM/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 GRS or Superseded Job Citation	10.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: **RESEARCH INFORMATION MANAGEMENT SYSTEM (RIMS)** (See Attached Schedule) RES PMDA Director 6/12/08 Date Office of General Counsel 6/17/08 Date		

RESEARCH INFORMATION MANAGEMENT SYSTEM (RIMS)

The Research Information Management System is a password protected database used to store and manage a convenience copy of information about the Office of Nuclear Regulatory Research (RES) procurement activities and associated funding in one system. RIMS provides an internal tracking system providing high-level working information for use by the RES technical, procurement and budget staff.

RIMS contains information concerning project status and budget /finances for RES activities. The official NRC records are contained in the Federal Financial System, (FFS) or in ADAMS or another approved record keeping system.

1) **Inputs/Source Documents**

Input to RIMS is information contained in other NRC or RES information systems. Financial information (program values, commitments and obligations) is obtained from FFS (Federal Financial System), and procurement information (project descriptions, associated deliverables, funding documentation, and status) are obtained from records in ADAMS or another NRC recordkeeping system.

Approval by Archivist not needed

Disposition: TEMPORARY. Inputs to RIMS are cut off after data entry and the inputs are verified to be correct. The information may be destroyed at cut off or when no longer required for business purposes. [GRS 20, Item 2.b]

GRS 20, Item 2 b

2) **Master File**
Information contained in RIMS includes:
- Financial Information
  - Budget allocation
  - Committed and obligated funds
- Procurement
  - Contractor or Agency (e.g., DOE)
  - Commercial contract number or DOE work order number
  - Job Code Number
  - Dates of performance
  - Scope of Work
- Project Status and Deliverables
  - Project Manager Name and Contact information
  - Project Schedule
  - Deliverables

Disposition: TEMPORARY. Cut off data related to each project when its contract is closed. Destroy the information 2 years after cut off.

3) **Outputs -- System Reports**
Reports created from the information in RIMS are used for the administration of the RES programs. Standard reports are available in the following focus areas:
- Planning,
- Financial,
- Administrative, and
- Change Request.

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

4) RIMS System Documentation

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

- Data Dictionary
- Build and Installation Instructions
- Logical Design
- Online Help
- Operational Support Guide
- Physical Design

- Project Action Plan
- Project Charter
- Tactical Integration Plan
- Test Plan
- Training Material
- User Guide

Approved by Archivist not needed

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 currently approved record keeping system, in a format acceptable to the ADAMS Administrators and Records Officer. Destroy or delete when documents are superseded or obsolete or upon the authorized deletion of the master file or database. [GRS 20, Item 11.a] *GRS 20. Item 11a.1*

Attachment A -- RESEARCH INFORMATION MANAGEMENT SYSTEM

BACKGROUND:

RIMS is a convenience tool that supplies information to the RES staff related to the financial status of their projects, the procurement status and provides information related to project deliverables for procured work. The information is manually transferred from other NRC electronic record keeping systems to RIMS for use by RES staff to monitor and status their work.
- Procurement Project Files, Status and Deliverables – Project Manager's files or ADAMS
- Budget – FFS

The official NRC records themselves are contained in the recordkeeping systems discussed above. Reports may be created from the information in RIMS that are used for the administration of the RES programs. Standard reports are available in the following focus areas (sample reports):
- Planning
  - Commitments/Obligations Report by Funds Source
  - Detailed Planning Report
  - Project Managers and Projects
- Financial
  - Alpha/Numeric Job Code List
  - 3 Year Budget (Detail and Summary)
  - Contract Type by Organization
  - FFS Year-To-Date Payments
  - Licensee Fee Codes Summary
  - Uncommitted Detail Reports (sorted several ways)
  - Unexpended Obligations (with and without Closeouts)
- Administrative
  - Access rights
  - Contractors List
  - Staff sorted by Last Name
- Change Request.
  - Project Change Requests (Full List or Selected)
  - OPER Amount Change Requests (Full List or Selected)

RIMS was developed using Paradox in the early 1990s. RIMS is scheduled to be replaced in FY2010 with a collaboration system containing project schedules and status and the financial and procurement information currently contained in RIMS. The system will be developed using SharePoint or a similar tool and will provide an automatically updated resource for the RES staff to use in monitoring their activities.

Dates: Data collected since the early 1990s