

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA Use Only)	
TO NATIONAL ARCHIVES AND RECORDS ADMINISTRATION WASHINGTON, DC 20408		JOB NUMBER NI-431-08-14	
1 FROM (Agency or establishment) U S Nuclear Regulatory Commission		DATE RECEIVED 7/29/08	
2 MAJOR SUBDIVISION or PROGRAM NRC Regional Offices		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>DHA</i>	5 TELEPHONE 301-415-7228	DATE <i>8/1/08</i>	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,

☒ is not required,

☐ is attached, or

☐ has been requested

DATE 07/23/08	SIGNATURE OF AGENCY REPRESENTATIVE Russell Nichols <i>Russell A. Nichols</i>	TITLE NRC Records Officer
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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS or Superseded Job Citation	10 Action Taken (NARA Use Only)
	<p>Title REGIONAL LICENSEE INFORMATION TRACKING SYSTEMS (PITA and FFITS)</p> <p>(See Attached Schedule)</p> <p><i>Rebecca V. Rathee</i> 6/30/08 Region II PMDA Director Date</p> <p><i>N. Sanchez</i> 7/15/08 Office of General Counsel Date</p>		

U. S. Nuclear Regulatory Commission
REGIONAL LICENSEE INFORMATION TRACKING SYSTEMS (PITA and FFITS)

REGIONAL LICENSEE INFORMATION TRACKING SYSTEMS

The Regional Licensee Information Tracking Systems are databases with a password secure website interface used to store and manage information about licensee plant status and incident reporting. Data is entered by the Resident Inspectors for use in assembling reports to NRC Regional and Headquarters management. Two systems have currently been identified in this record series, Plant Information Tracking System (PITA) and the Fuel Facility Information Tracking System (FFITS), both of which have been developed by NRC Region II.

PITA is used to record information on Region II operating nuclear power plant status and incidents. FFITS, which is still in development, will provide the same function for the Region II Fuel Facilities, when it is completed and becomes operational. Other NRC Regions may use similar systems to collect and report status information for those plant and facility licensees under their cognizance.

1) Inputs/Source Documents

Reference information (e.g., resident inspector notes) is directly entered into the systems through the web interface. This information may be updated as more information becomes available.

Disposition: TEMPORARY. Cut off after data entry and the information in the system is verified to be correct. Destroy at cut off or when no longer required for business purposes. [GRS 20, Item 2 a]

Approval
by
Archivist
not
needed

2) Master File

Information contained in PITA and FFITS includes

- Licensee Specific Information
 - Docket number
 - Plant or Facility Name
 - Owner
 - Location
- Status or Incident Information
 - Date Submitted
 - Description of status or event information

~~**Disposition:** TEMPORARY. Cut off at the end of the fiscal year and destroy 5 years after cutoff~~

Disposition: TEMPORARY. Cut off at the end of the fiscal year and destroy 10 years after cutoff

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

3) Outputs

The reports created from PITA and FFITS databases provide the basis for status report summaries for NRC Regional and Headquarters management.

Disposition: TEMPORARY. Cut off at the end of the fiscal year and destroy 5 years after cutoff

4) System Documentation

System Documentation has been developed 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. These include both the initial and revised documentation.

- 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

Disposition:

~~a) Initial and Revised System 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 currently approved record keeping system, in a format acceptable to the ADAMS Administrators and Records Officer. Cut off and destroy when the documents are superseded or when the associated system is decommissioned. [GRS-20, Item 11 a]~~

Approval
by Archivist
not
needed