REQUEST FOR RECORDS DISPOSITION AUTHORITY

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TO **NATIONAL ARCHIVES AND RECORDS ADMINISTRATION WASHINGTON, DC 20408**

JOB NUMBER
N1-431-08-21

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

DATE RECEIVED
9/12/08

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request including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn in column 10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

ARCHIVIST OF THE UNITED STATES

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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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
	~~Russell Nichols~~ *Deborah H Armentrout, CRM*	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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS or Superseded Job Citation	10 Action Taken (NARA Use Only)
	Title **GENERIC ISSUE MANAGEMENT CONTROL SYSTEM)** _____ 8/28/08 RES PMDA Director Date _____ 9/8/08 Office of General Counsel Date		

GENERIC ISSUE MANAGEMENT CONTROL SYSTEM (GIMCS)

The Generic Issue Management Control System (GIMCS) is a password restricted secure Access database used to store and manage information identifying reactor and non-reactor Generic Issues and the process for their resolution GIMCS provides an integrated system of reports and procedures maintained on a stand-alone computer In addition to the technical description, work scope, status of problem/resolution, the schedule milestones and resources assigned to the issue resolution are maintained within GIMCS GIMCS provides the historical record of all generic issues development and resolution since 1983

The Generic Issue Program is managed by the NRC Office of Nuclear Regulatory Research (RES)

1. **Inputs/Source Documents**
   Generic Issues are submitted from many sources including the NRC staff and the public The submittals provide descriptive information and the resolution status and schedules milestones are provided and updated by assigned NRC staff The GIMCS data are entered and verified by RES staff The information for open items is updated at least quarterly until the issue is closed

   Disposition: TEMPORARY Information used to provide input and status to the GIMCS issues is cut off after data entry and the information is verified to be correct The input information is destroyed at cut off **LGRS 20, items 2a(4) and 2b.)**

   Approval by Archivist not needed

2. **Master File**
   Information contained in GIMCS includes Issue-Specific Information such as
   - Generic Safety Issue number and title
   - Selected dates (Date identified, Date prioritization screening is complete (prior to 1999), Date of technical assessment, Resolution date)
   - Status summary and descriptive text
   - Cost and financial data (FIN/expenditures/TAC number)
   - Task Manager/Office & Branch assignments
   - Description
   - Work scope
   - Milestones and dates (original, current, actual)
   - Closure document / ADAMS ML number

   ~~Disposition PERMANENT Cut off files at end of each Calendar Year. Transfer an electronic copy to the National Archives for pre-accessioning at cut off. Transfer the Master File to the legal custody of the National Archives when the system is replaced or retired in accordance with NARA Bulletin 2004-02 and NARA regulations at 36 CFR 1228 270~~

   Disposition: TEMPORARY. Maintain the information (data) for as long as the NRC administers a program on generic issues If the generic issues program is terminated, cut off when generic issues system is decommissioned, and delete the data between one and 5 years after cut off

   Above revised disposition for Master File was approved by NRC Records Officer Deborah Armentrout, 9/14/12.

3. **Outputs**
   This system provides reports that are included in the annual NUREG-0933, "A Prioritization of Generic Safety Issues " Information from GIMCS provides the basis for the appendix and is used to create quarterly reports and semi-annual reports to the Commission These reports are available to the public The record copies of the Quarterly Reports are maintained in ADAMS, or other currently approved record keeping system

   a. **Published GIMCS Contents (e.g., NUREG-0933, Quarterly and Semi-Annual Reports, SECY papers)**

      Disposition: PERMANENT Cut off at the close of the fiscal year and transfer to the National Archives 5 years after cut off Destroy NRC copy 10 years after transferring the record to NARA [Supersedes N1-431-00-17, Item 9 a]

   b. **Report as posted on NRC web pages**
      Status information is also updated quarterly on the NRC public website

      Disposition: TEMPORARY. Cut off when superseded by new Destroy by fiscal year, 2 years after cutoff

   c. ~~Ad hoc~~ **System Reports**
      Reports created ~~from~~ the information in GIMCS are used for the administration of the generic issues resolution program ~~Typical reports~~ may include status listings of the open generic issues *(GRS 20, item 16)*

      Disposition: TEMPORARY Cut off and destroy when no longer required ~~for business~~ purposes as determined by RES management

      Approval by Archivist not needed

4. **GIMCS System Documentation**
   Limited system documentation has been created for GIMCS

   - Operational Support Guide
   - User Guide

   Disposition:
   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 currently 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 at cutoff *(GRS 20, item 11a(1))*

      Approval by Archivist not needed

   b) **Final System Documentation.**

      ~~Disposition: PERMANENT. Cut off files when the system is retired or superseded. Transfer an electronic copy to the National Archives at cut off with the GIMCS system data. (Item 2, Master File)~~

      Approval by Archivist not needed

      Disposition: TEMPORARY. Destroy no less than one year and no more than five years after the system is decommissioned or superseded [GRS 20, Item 11 a (1)]

   Above revised disposition for Final System Documentation was approved by NRC Records Officer Deborah Armentrout, 9/14/12.