| | | | NCI. | 029 Mu | 18184 | |
|--------------------------|---|---|--|----------------------------|-----------------------|--|
| , RE(| QUEST FOR RECORDS DISPOSITION AU | L | LEAVE BLANK | | | |
| | (See Instructions on reverse) | | JOB NO. | | | |
| | RAL SERVICES ADMINISTRATION, AL ARCHIVES AND RECORDS SERVICE, WASHINGTON, I | DC 20408 | - NC1-4: | 51-81 | - 4 | |
| | ENCY OR ESTABLISHMENT) | | | 9 191 | 1 | |
| U.S. NUC 2. MAJOR SUI | <u>clear Regulatory Commission</u> | | NOTIFIC | ATION TO AGEN | | |
| Office of 3. MINOR SUE | of Administration, Division of | 11. a | In accordance with the prov quest, including amendmen be stamped "dispusal not | ts, is approved except | ot for items that may | |
| Technica | 1 Information and Document Contro |] | | | A / | |
| 4. NAME OF F | PERSON WITH WHOM TO CONFER | 5. TEL EXT | 12 9 81 | John . | Name | |
| <u>A. E. Wa</u> | | 492-8137 | Date | Archivist of the | United States | |
| | e of agency representative certify that I am authorized to act for this agence | | | | | |
| | Request for disposal after a speci retention. D. SIGNATURE OF AGENCY REPRESENTATIVE | E. TITLE | of time or requ | est for pe | rmanent | |
| 4/81 | R. Stephen Scottatt | Records | Officer | | | |
| 7. ITEM NO | 8. DESCRIPTION OI (With Inclusive Dates or Rete | TEM | | 9. SAMPLE OR JOB NO. | 10. Action taken | |
| | AUDIOVISUAL F | RECORDS | | | | |
| 1. | Still Photography Files | | | | | |
| | a. Portraits of NRC Commissioner by the Printing and Graphics Administration, and photograp noteworthy NRC-related activi or subject. (Accumulation st 2 linear feet.) | Branch, Offi bhs of reacto ities. Arran | ce of r sites and ged by name | l | | |
| | The original negative ar contact sheet, and inter | nd captioned mative, if o | print or ne exists. | | | |

PERMANENT. Break file every five years. Offer to NARS five years after file break.

SHEET

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VINNB

(2) Duplicate prints maintained in any NRC office.

DESTROY when no longer needed.

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115-107

b. 35mm color slides of reactor sites, maintained by Printing and Graphics Branch, Office of Administration, Arranged by reactor name. (Accumulation since 1974, approximately 6 inches.)

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STANDARD FORM 115 Revised April, 1975 Prescribed by General Services Administration FPMR (41 CFR) 101–114

23

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS-Continuation Sheet

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS) | | 10. ACTION TAKEN |
|----------------|--|---|---------------------|
| | The original transparency and one duplicate, if one exists. | | |
| | PERMANENT. Break file every five years. Offer to NARS five years after file break. | | |
| | (2) Duplicate copies maintained in any NRC office. | | |
| | DESTROY when no longer needed. | | |
| | c. Portraits of NRC officials below the Commissioner level, and photographs of routine activities such as awards, retirements, and administrative functions, maintained by the Printing and Graphics Branch, Office of Administration. | | |
| | DESTROY when no longer needed. | | |
| | d. Aerial and oblique photography of facilities maintained by the Office of Inspection and Enforcement in connection with emergency response. Prints and some negatives are maintained in NRC and remaining negatives are maintained by contractor. Photographs cover approximately 70 sites and are arranged alphabetically by name of site. (Accumulation since 1974, approximately 24 cubic feet.) | d | |
| | PERMANENT. Break file every 10 years and offer to NARS 10 years after file break. | | |
| | e. Still photographs of instruments, facilities, procedures and special visits associated with the LOFT reactor. Prints are maintained in the Office of Nuclear Regulatory Research, Division of Accident Evaluation, Experimental Programs Branch and negatives are maintained by the research contractor. Arranged by subject. (Accumulation about 3 linear feet.) | | |
| | PERMANENT. Break file every five years. Offer negative and print to NARS five years after file break. | | |
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| dminist | ration | |

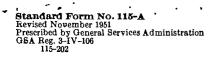


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REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS-Continuation Sheet

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS) | 9. SAMPLE OR JOB NO. | 10. Action taken |
|----------------|--|----------------------------|---------------------|
| 2. | Graphic Arts Files | | |
| | a. Original artwork line and half-tone negatives, and other camera-ready copy prepared for brochures, poster and other NRC publications by the Graphics Section, Office of Administration. | rs | |
| | DESTROY when no longer needed for publication or reprinting. | | |
| | Record set of posters distributed agency-wide or to the public and maintained by the Graphics Section, Office of Administration. Arranged chronologically. Accumulation negligible. PERMANENT OFFER to NARS when ten years old. | | |
| | c. Vu-graphs maintained in any NRC office. | | |
| | DESTROY when no longer needed. | | |
| 3. | Video Recording Files | | |
| | a. NRC-sponsored 3/4-inch video productions intended for public distribution. These include educational programs produced by Los Alamos Scientific Laboratory and distributed by the National Audiovisual Center. Three programs have been produced so far, and anticipated accumulation is one per year. Arranged by title. | | |
| | PERMANENT. Offer master and one dubbing to NARS when no longer in current distribution. | | |
| | b. Off-the-air recordings of media coverage of NRC- related activities and events, or appearances of NRC officials. | | |
| | ERASE and reuse when no longer needed. | | |
| | c. Original 3/4-inch video recordings of public meetings, speeches, conferences, testimony of NRC officials before Congress and other hearings made and maintained by the Printing and Graphics Branch, Office of Administration. Arranged chronologically. Accumulation since 1974, approximately 30 3/4-inch cassettes. | | |
| , | PERMANENT Break file every five years. Offer master | | |

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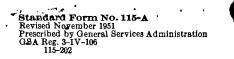
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Page <u>4</u> of <u>5</u> pages

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS) | | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN | |
|----------------|--|-------|--|---------------------|--|
| | d. Video productions purchased from outside sources for technical training of NRC staff and maintained in the Printing and Graphics Branch, Office of Administration | | • | | |
| | | DEST | ROY and re-use when no longer needed. | | |
| | e. | | icate dubbings of any recording described in , c or d above maintained in any NRC office. | | |
| | - | ERAS | | | |
| | f. Experiment and Test records for research projects, as follows: | | | | |
| | | (1) | Edited, educational motion picture films or videorecordings on the LOFT program. Originals may be maintained by contractor and prints or dubbings maintained in the Office of Nuclear Regulatory Research, Division of Accident Evaluation, Experimental Programs Branch. | | |
| | | | PERMANENT. Offer original, intermediate copy and print or dubbing to the National Archives when 5 years old. | | |
| | | (2) | Unedited documentary motion picture film or video recordings resulting from LOFT experiments and tests. | | |
| | | | DESTROY when no longer needed. | | |
| 4. | Soun | d Rec | ording Files | | |
| | | | · · | | |
| | Audiocassettes purchased from outside sources for technical training of NRC staff and maintained in the Printing and Graphics Branch, Office of Administration ERASE and re-use when no longer needed. Oral history sound recordings of NRC officials maintained by the Chief Historian, Office of the Secretary. | | | | |
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| | | ERAS | E and re-use when no longer needed. | | |
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REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS-Continuation Sheet

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|----------------|---|----------------------------|---------------------|
| | Full transcriptions of oral history sound recordings. <u>See</u> SCHEDULE NRC (م لار) | em 356 | 1. |
| | Sound recordings of open and closed Commission meetings maintained by the Office of the Secretary. | | |
| | ERASE and re-use 3 months after transcription. | | |
| | Full transcriptions of Commission meetings. <u>See</u> SCHEDULE NRC کی | r 8. | |
| | d. Sound recordings of Commission discussions of internal NRC management organizational and personnel matters. | | |
| | ERASE and re-use when 18 months old. | | |
| | Duplicate dubbings of any recording described in a, b, d or f above, maintained in any NRC office. | | |
| | ERASE and re-use when no longer needed. | | |
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