

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-431-00-8</i>	DATE RECEIVED <i>10/13/1999</i>
1 FROM (Agency or establishment) U.S. Nuclear Regulatory Commission		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Nuclear Reactor Regulation		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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		DATE <i>12-28-01</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
4. NAME OF PERSON WITH WHOM TO CONFER John Harris	5 TELEPHONE 301-415-5885		

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 40 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 <i>10/8/99</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Dennis J. Helton</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>Agencywide Documents Access and Management System (ADAMS) Programmatic Records of the NRC Office of Nuclear Reactor Regulation.</p> <p>ADAMS is an electronic information system that maintains the Nuclear Regulatory Commission's (NRC's) unclassified official programmatic and administrative records in a centralized electronic document repository. ADAMS is designed to meet all National Archives and Records Administration (NARA) regulations to ensure NARA approval of ADAMS as an official electronic recordkeeping system. Beginning ^{April} January 1, 2000, NRC headquarters and regional offices will no longer create or maintain paper-based record collections because the electronic documents in ADAMS will become the "official records" of the agency. The "official record" of documents maintained in ADAMS is a Portable Document Format (PDF) file or a Tagged Image File Format (TIFF) file with an associated document profile containing "fielded" data to describe the document and its attributes. In addition, any electronic data related to a digital signature and/or electronic data that evidence final NRC management and staff concurrence in a document is linked to and considered part of the official record.</p> <p>Records disposition schedules for the NRC records maintained in ADAMS are divided into two broad groups:</p> <p>1) Programmatic records created or received by each individual NRC office</p> <p>2) Administrative records created or received by any NRC offices</p>		

This form was designed using InForms

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>The records disposition schedules for the administrative records series of all NRC offices are under development for later submittal to NARA.</p> <p>The records disposition schedules for the programmatic records series of each NRC office will be submitted to NARA under separate SF 115 for each office.</p> <p>This SF 115 pertains to the programmatic records of the NRC Office of Nuclear Reactor Regulation.</p>		

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TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-431-00-R	
1. FROM (Agency or establishment) U.S. Nuclear Regulatory Commission		DATE RECEIVED	
2. MAJOR SUBDIVISION Office of Nuclear Reactor Regulation		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		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 John Harris	5. TELEPHONE 301-415-5885		

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 **40** 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
10/8/99	Brenda Jo. Shelton /SI/ Revised 03/20/00	NRC Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDE D JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>Agencywide Documents Access and Management System (ADAMS) Programmatic Records of the NRC Office of Nuclear Reactor Regulation.</p> <p>ADAMS is an electronic information system that maintains the Nuclear Regulatory Commission's (NRC's) unclassified official programmatic and administrative records in a centralized electronic document repository. ADAMS is designed to meet all National Archives and Records Administration (NARA) regulations to ensure NARA approval of ADAMS as an official electronic recordkeeping system. Beginning April 1, 2000, NRC headquarters and regional offices will no longer create or maintain paper-based record collections because the electronic documents in ADAMS will become the "official records" of the agency. The "official record" of documents maintained in ADAMS is a Portable Document Format (PDF) file or a Tagged Image File Format (TIFF) file with an associated document profile containing "fielded" data to describe the document and its attributes. In addition, any electronic data related to a digital signature and/or electronic data that evidence final NRC management and staff concurrence in a document is linked to and considered part of the official record.</p> <p>Records disposition schedules for the NRC records maintained in ADAMS are divided into two broad groups:</p> <ol style="list-style-type: none"> 1) Programmatic records created or received by each individual NRC office 2) Administrative records created or received by any NRC offices 		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>The records disposition schedules for the administrative records series of all NRC offices are under development for later submittal to NARA.</p> <p>The records disposition schedules for the programmatic records series of each NRC office will be submitted to NARA under separate SF 115 for each office</p> <p>This SF.115 pertains to the programmatic records of the NRC Office of Nuclear Reactor Regulation.</p>		

RECORDS OF THE OFFICE OF NUCLEAR REACTOR REGULATION
PROGRAMMATIC RECORDS

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ADAMS RECORDS SCHEDULES
OFFICE OF NUCLEAR REACTOR REGULATION

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	NARA-APPROVED CITATION
1.	<u>Allegation Case Files</u>		
	Official case files located in NRR documenting the receipt, evaluation, and resolution of allegations that pertain to issues associated with NRC licensees and nuclear industry vendors. Case files include, for example, the original incoming document, minutes and summaries of allegation review panel meeting, correspondence with alлегers and licensees, memos to and from OI, inspection reports, staff safety evaluations, Allegation Management System printouts, documents showing staff resolution, and closure documents to the alлегer.		
a.	Paper records for allegations received before 04/01/2000.	Cut off files upon final resolution of allegation. Retain in office for two years or until no longer needed for current activities, then retire to the NRC Archival Facility. Destroy 10 years after cut off.	Supersedes: N1-431-96-2 Item 1 (Approved 5/7/99) to revise wording of description and disposition.
b.	Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
c.	Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD

Withdrawn per 4/6/00 e-mail from John Harris

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA-APPROVED CITATION
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~~Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.~~

d. ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.

Cut off electronic files upon final resolution of allegation. Destroy 10 years after cutoff.

TBD

withdrawn per 4/6/00 e-mail from J. Harris

2. Antitrust Case Files

Files consist of copies of licensee applications with antitrust information on applicant, correspondence with the Office of the General Counsel, and Department of Justice relating to findings on the applicant's financial background.

- ~~a. Paper records created before 04/01/2000. Destroy 20 years after license is approved. NC1-431-81-5 Item 4.7.26 (NUREG-0910 NRCS 2-20.1)~~
- b. Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files. Destroy paper documents 2 months after creation of ADAMS electronic record. TBD
- c. Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, Destroy after creation of ADAMS electronic record or when no longer needed for TBD

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	NARA-APPROVED CITATION
	TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	reference or updating, whichever is later.	
d.	ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic files upon license approval. Destroy 20 years after cutoff.	TBD
3.	<u>Committee and Conference Records</u>		
a.	Records relating to establishment, organization, membership and policy of interagency, intra-agency and international committees and conferences, and agenda, minutes, final reports, and related records documenting accomplishments created by committees and conferences when NRC is the sponsoring agency. <i>Excluding routine committee and conference records covered by ORS 16.8.</i>		
(1)	Paper records created before 04/01/2000.	<u>Permanent</u> . Cut off when NRC involvement terminates. OCIO will transfer to NARA 10 years after cutoff.	Supersedes: NC1-431-81-5 Item 1.5.30.a.1 (NUREG-0910 NRCS 1-2.1.a.1);

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			NC1-431-81-5 Item 1.5.30.a.2
			(NUREG-0910 NRCS 1-2.1.a.2),
			and NC1-431-81-5 Item 1.5.30.b.1.a
			(NUREG-0910 NRCS 1-2.1.b.1.a)
	(2) Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
	(3) Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files when NRC involvement terminates. Convert image files to paper, microform, magnetic tape, 3480 class tape cartridge, or any other medium and format that meets NARA regulations found in Subchapter B of 36	TBD
	<u>PERMANENT.</u> Cut-off electronic files when NRC involvement terminates. Transfer to the National Archives 2 years after cut-off. At the time of transfer, NARA and NRC will determine medium and format in which records will be transferred as well as their arrangement. Every effort will be made to transfer records electronically in accordance with the standards for permanent electronic records contained in 36 CFR 1228.270 or standards applicable at the time. If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform. Destroy NRC copy 8 years after transferring records to NARA.	7	

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	NARA-APPROVED CITATION
		<p>CFR Chapter XII and transfer to NARA 2 years after cutoff. Prior to transfer, NARA and NRC will determine the medium and format in which the records will be transferred. Destroy NRC copy 8 years after transferring record to NARA.</p>	
	<p>(5) ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files, and ADAMS data related to digital signatures, and data that evidence final NRC management and staff concurrences in documents that are linked to and considered part of the official records.</p>	<p><u>Permanent.</u> Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.188 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.</p>	TBD
	<p>b. Agenda, minutes, final reports, and related records documenting accomplishments created by committees and for conferences when NRC is not the sponsoring agency.</p>		
	<p>(1) Paper records created before 04/01/2000.</p>	<p>Destroy when 3 years old or earlier if no longer needed for reference.</p>	<p>Supersedes: NC1-431-81-5 Item 1.5.30.b.1.b (NUREG-0910 NRCS 1-2.1.b.1.b)</p>
	<p>(2) Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.</p>	<p>Destroy paper documents 2 months after creation of ADAMS electronic record.</p>	TBD

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	(3) Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD
	(4) ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic files upon termination of committee. Destroy 3 years after cutoff.	TBD
c. All other records created by committees regardless of whether NRC is the sponsor agency, excluding the agenda, minutes, final reports and related records described in Item a, above.			
	(1) Paper records created before 04/01/2000.	Destroy when 3 years old or earlier if no longer needed for reference.	Supersedes: NC1-431-81-5 Item 1.5.30.b.2 (NUREG-0910 NRCS 1-2.1.b.2)

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(2)	Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
(3)	Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD
(4)	ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic files upon termination of committee. Destroy 3 years after cutoff.	TBD
4.	<u>General Program Correspondence Files (Subject Files)</u>	Letters, memoranda, messages, studies, reports, forms, and other data documenting and/or implementing plans, policies, procedures, accomplishments, opinions, and decisions pertaining to	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED CITATION
	Office of Nuclear Reactor Regulation (NRR) program and staff activities.		
a.	<u>Program Correspondence Files at the Office Director Level.</u>		
	Files that document policy- making decisions or significant NRR program management functions that are signed by or addressed to the NRR Director and Deputy Director. Excluded is program correspondence that documents routine transactions for which the record content is summarized or duplicated in higher level documents. (See item c. below.)		
	(1) Paper records created before 04/01/2000.	<u>Permanent.</u> Cut off at close of fiscal year. Hold 2 years and retire to the Washington National Record Center through OCIO. OCIO will transfer to NARA when 20 years old.	NC1-431-81-5 Item 1.2.15.a (NUREG-0910 NRCS 1-2.2.a)
	(2) Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
	(3) Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED CITATION
	internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.		
(4)	<p>ADAMS PDF files and TIFF files.</p> <p><u>PERMANENT.</u> Cut-off electronic files at close of fiscal year. Transfer to the National Archives 2 years after cut-off. At the time of transfer, NARA and NRC will determine medium and format in which records will be transferred as well as their arrangement. Every effort will be made to transfer records electronically in accordance with the standards for permanent electronic records contained in 36 CFR 1228.270 or standards applicable at the time. If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform. Destroy NRC copy 18 years after transferring records to NARA.</p>	<p><u>Permanent.</u> Cut off electronic files at close of fiscal year. Convert image files to paper, microform, magnetic tape, 3480 class tape cartridge, or any other medium and format that meets NARA regulations found in Subchapter B of 36 CFR Chapter XII and transfer to NARA 2 years after cutoff. Prior to transfer, NARA and NRC will determine the medium and format in which the records will be transferred. Destroy NRC copy 18 years after transferring record to NARA.</p>	TBD
(5)	ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files, and ADAMS data related to digital signatures, and data that evidence final NRC management and staff concurrences in documents that are linked to and considered part of the official records.	<p><u>Permanent.</u> Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.188 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA.</p>	TBD

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA-APPROVED CITATION
b.	<u>Program Correspondence Files Created or Received Below the Office Director Level.</u>		
	Files that document policy making decisions, significant or NRR program management functions and program operations. They are signed by or addressed to NRR management and staff below the NRR Director and Deputy Director level. Excluded is program correspondence that documents routine transactions for which the record content is summarized or duplicated in higher level documents. (See item c. below.)		
	(1) Paper records created before 04/01/2000.	Cut off at close of fiscal year. Hold 2 years and retire to the Washington National Record Center through OCIO. Destroy 10 years after cutoff.	NC1-431-81-5 Item 1.2.15.b (NUREG-0910 NRCS 1-2.2.b)
	(2) Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
	(3) Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD

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	automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.		
	(4) ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic files at close of fiscal year. Destroy 10 years after cutoff.	TBD
c.	<u>Routine Program</u> <u>Correspondence Files Created or Received at All Organizational Levels.</u>		
	Files documenting program transactions of a routine or recurring nature, the record content of which is summarized or duplicated in Item a. or b. above.		
	(1) Paper records created before 04/01/2000.	Destroy when 2 years old, or sooner if purpose has been served.	NC1-431-81-5 Item 1.2.15.c (NUREG-0910 NRCS 1-2.2.e)
	(2) Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
	(3) Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format	Destroy after creation of ADAMS electronic record or when no longer needed for	TBD

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(PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.

reference or updating, whichever is later.

(4) ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.

Cut off electronic files at close of fiscal year. Destroy 2 years after cutoff.

TBD

5. Headquarters and Regional Operator Licensing Files

The information pertaining to the licensing of operators at power and non-power reactors.

a. 10 CFR Part 55 Docket Files

Case files containing information pertaining to 10 CFR Part 55 applicants for a license, licensed operators, and individuals who previously held licenses. Documentation includes applications for a license, licenses, denial letters and related licensing correspondence, correspondence

w: withdrawn per J. Harris 11/2/01 e-mail

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	<p>pertaining to actions taken against a licensee, 10 CFR Part 50.74 notifications, certifications of medical examinations and related medical information, fitness for duty information, examination results, and other docket information.</p>		
(1)	<p>Paper records created before 04/01/2000.</p>	<p>Cut off files upon latest license expiration/termination/revocation, application denial or withdrawal, or issuance of denial letter. Retire to Washington National Records Center when 3 years old. Destroy when 10 years old.</p>	<p>Supersedes N1-431-90-4 Item 1 (NUREG-0910 NRCS 2-24.13)</p>
(2)	<p>Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.</p>	<p>Destroy paper documents 2 months after creation of ADAMS electronic record.</p>	<p>TBD</p>
(3)	<p>Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.</p>	<p>Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.</p>	<p>TBD</p>

Withdraw per ITIRIS 4/20/2001 email

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA-APPROVED CITATION
(4)	ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic files upon latest license expiration/ termination/revocation, application denial or withdrawal, or issuance of denial letter. Destroy 10 years after cutoff.	TBD
b. <u>Examination Packages</u>			
Files containing information pertaining to 10 CFR Part 55 Operators Licensing examinations at power and non-power reactors. Documentation includes corporate notification letter, examination assignment sheet, and related licensing correspondence as described in NUREG-1021, ES-501.			
(1)	Paper records created before 04/01/2000.	Cut off examination on file upon receipt of the facility's next exam. Destroy 4 years after cutoff.	TBD
(2)	Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
(3)	Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD

Withdraw per J. Harris 1/2/01 email

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electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.

- (4) ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.

Cut off electronic examination files upon receipt of the facility's next exam. Destroy 4 years after cutoff.

TBD

c. General Correspondence

*Power Plant Examination Summary Sheet (ES 501W-2), Non-Power Plant Examination Results Summary Sheets (ES 501W-1)
Per John Harris e-mail 12/19/01*

Any internal memoranda, forms, notes, or correspondence between the NRC and the facility licensees that does not directly pertain to a 55 Docket File or Exam Package.

- (1) Paper records created before 04/01/2000.

Cut off at close of fiscal year. Retire to the Washington National Record Center through OCIO when 3 years old. Destroy 10 years after cutoff.

TBD. Based on NC1-431-81-5 Item 1.2.15.b (NUREG-0910 NRCS 1-2.2.b)

- (2) Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.

Destroy paper documents 2 months after creation of ADAMS electronic record.

TBD

- (3) Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format

Destroy after creation of ADAMS electronic record or when no longer needed for

TBD

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	(PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	reference or updating, whichever is later.	
	(4) ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic files at close of fiscal year. Destroy 10 years after cutoff.	TBD
6.	<u>Licensing Project Files</u>		
	Applications for construction permits and/or licensing and related records on withdrawn or otherwise cancelled projects.		
	a. Files under 10 CFR Part 50.		
	(1) Paper records created before 04/01/2000.	Destroy 20 years after withdrawal or cancellation.	NC1-431-81-1 Item 1.a
	(2) Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA-APPROVED CITATION
(3)	Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD
(4)	ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic files ^{upon withdrawal or cancellation.} at close of fiscal year. Destroy 20 years after cutoff.	TBD JE 10/17/00
b. Files under other applicable parts of 10 CFR.			
(1)	Paper records created before 04/01/2000.	Destroy 1 year after withdrawal or cancellation.	NC1-431-81-1 Item 1.b (NUREG-0910 NRCS 2-20.4.b)
(2)	Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA-APPROVED CITATION
(3)	Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD
(4)	ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic files at close of fiscal year. Destroy ^{upon withdrawal or cancellation} 2 years after cutoff. <i>JMS. 10/7/01</i>	TBD
7.	<u>Non-licensing Project Files</u>		
	Reports and correspondence relating to specific DOE developmental projects involving use of nuclear materials.		
a.	Paper records created before 04/01/2000.	Destroy 20 years after completion of project.	NC1-431-81-1 Item 2 (NUREG-0910 NRCS 2-20.6)

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b.	Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
c.	Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD
d.	ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic files upon completion of project. Destroy 20 years after cutoff.	TBD
8.	<u>NRC Inspection Manual</u> Record copy of the NRC Inspection Manual including all changes thereto.		
a.	Paper records created before 04/01/2000.	<u>Permanent.</u> Transfer to NARA at periodic intervals when superseded or obsolete.	NC1-431-81-5 Item 4.4.8 (NUREG-0910 NRCS 2-20.7)

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b.	Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
c.	Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD
d.	ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files upon complete republishing of manual. Convert image files to paper, microform, magnetic tape, 3480 class tape cartridge, or any other medium and format that meets NARA regulations found in Subchapter B of 36 CFR Chapter XII and transfer to NARA 2 years after cutoff. Prior to transfer, NARA and NRC will determine the medium and format in which the records will be transferred. Destroy NRC copy 8 years after transferring record to NARA.	TBD
	<u>PERMANENT.</u> Cut-off electronic files upon complete republishing of manual. Transfer to the National Archives 2 years after cut-off. At the time of transfer, NARA and NRC will determine medium and format in which records will be transferred as well as their arrangement. Every effort will be made to transfer records electronically in accordance with the standards for permanent electronic records contained in 36 CFR 1228.270 or standards applicable at the time. If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform. Destroy NRC copy 8 years after transferring records to NARA.		
e.	ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files, and	<u>Permanent.</u> Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.188 when the	TBD

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9.	<u>Nuclear Power Plant Docket Files</u>	PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	
	<p>Records documenting licensing of the construction and operation of commercial nuclear reactors for power generation and non-power reactors pursuant to Parts 2, 20, 50, 52, 54, 100, and 140 of Title 10, Code of Federal Regulations. Material consists of individual applicant case files, identified by assigned docket numbers, containing copies of all documents received or generated in review, evaluation, and authorization stages of the licensing process. Each operating license issued is for a fixed time period specified in the license document but in no case exceeds 40 years. Licenses may be renewed by the NRC upon the expiration of the initially authorized operating period. Decommissioning records for these licenses are permanent and require maintenance as a subset of each case file as specified in SECY 90-316. Reference item b. below for authorized disposition.</p>		
	<p>a. Official docket files of the Office of Nuclear Reactor Regulation, including the decommissioning segment, located at the NRC File Center, determined by the NRC to have</p>		

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	<p>exceptional value because of the historical significance of their contents or their uniqueness. Included are files that:</p>		
	<ol style="list-style-type: none"> 1. Result in judicial decisions or legislation that affect the functions and activities of NRC, e.g., Enrico Fermi No. 1 (Power Reactor Demonstration Co.Reactor); 2. Result in significant changes in regulatory activities and procedures, e.g., Brown's Ferry; or 3. Were the subject of Congressional investigation or were of great public interest e.g., TMI. 		
(1)	<p>Paper records created before 04/01/2000.</p>	<p><u>Permanent.</u> Retain current fiscal year and last four years in NRC File Center. Retire, by facility, to Washington National Records Center through OCIO annually if the records consist of at least one cubic foot and are over five years old. Closing date is the termination date following completion of decommissioning procedure (which is the license date plus 40 years). Transfer to NARA 20 years after termination of license.</p>	<p>N1-431-92-2 Item 1.a (NUREG-0910 NRCS 2-20.9.a)</p>
(2)	<p>Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.</p>	<p>Destroy paper documents 2 months after creation of ADAMS electronic record.</p>	<p>TBD</p>

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(3)	Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD
(4)	ADAMS PDF files and TIFF files.	<u>Permanent.</u> Cut off electronic files upon license termination following completion of decommissioning procedure. Convert image files to paper, microform, magnetic tape, 3480 class tape cartridge, or any other medium and format that meets NARA regulations found in Subchapter B of 36 CFR Chapter XII and transfer to NARA 2 years after cutoff. Prior to transfer, NARA and NRC will determine the medium and format in which the records will be transferred. Destroy NRC copy 18 years after transferring record to NARA.	TBD
	<u>PERMANENT.</u> Cut-off electronic files upon license termination following completion of decommissioning procedure. Transfer to the National Archives 2 years after cut-off. At the time of transfer, NARA and NRC will determine medium and format in which records will be transferred as well as their arrangement. Every effort will be made to transfer records electronically in accordance with the standards for permanent electronic records contained in 36 CFR 1228.270 or standards applicable at the time. If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform. Destroy NRC copy 18 years after transferring records to NARA.		
(5)	ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files, and ADAMS	<u>Permanent.</u> Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.188 when the PDF files and TIFF files are	TBD

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	data related to digital signatures, and data that evidence final NRC management and staff concurrences in documents that are linked to and considered part of the official records.	transferred. Destroy NRC copy 8 years after transferring record to NARA.	
	b. Decommissioning records segment of disposal ^{disposable} licensing case files located at NRC File Center consisting of the following types of records:		
	1. Application for Possession-Only license.		
	2. Possession-Only license amendment and any associated technical specifications (TS).		
	3. Decommissioning or Dismantling Plan and associated TS changes.		
	4. Requests for additional information on applications for Possession-Only licenses, Decommissioning and Dismantling Plans, and responses from licensee.		
	5. Federal Register Notices for applications for Possession-Only licenses and Decommissioning and Dismantling Plans.		
	6. Decommissioning and Dismantling Orders.		

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7.	Final site surveys by licensee.		
8.	Final site surveys by regional inspectors.		
9.	All license amendments and associated TS changes following the initial application by the licensee for Possession-Only license.		
10.	All documents related to determining the appropriate amounts for decommissioning of facilities, including cost estimates, certifications of financial assurance for decommissioning or decommissioning funding plans. This item excludes documents related to funding methods, standby trust agreements, letters of credit, insurance policies, self-guarantee documents, or other monetary instruments that are maintained by NMSS or the Regions.		
11.	Records of spills and other unusual occurrences involving the spread of contamination in and around the facility, equipment, or site.		
12.	License termination orders and associated safety evaluations.		

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13.	As-built drawings and modifications of structures and equipment in restricted areas where radioactive materials were used or stored and locations of possible inaccessible contamination.		
14.	Any additional documents which refer to decommissioning, decontamination, or termination of the license, including interim or partial decommissioning of specific facilities at any time during the history of licensed operations.		
15.	Any enforcement documents related to decommissioning and decontamination activities.		
(1)	Paper records created before 04/01/2000.	<u>Permanent.</u> Retain current fiscal year and last four years in NRC File Center. Retire, by facility, to Washington National Records Center through OCIO annually if the records consist of at least one cubic foot and are over five years old. Closing date is the termination date following completion of decommissioning procedure (which is the license date plus 40 years). Transfer to NARA 20 years after termination of license.	Supersedes: N1-431-92-2 Item 1.b to revise Item 9.b.10. (NUREG-0910 NRCS 2-20.9.b)

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(2)	Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
(3)	Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD
(4)	ADAMS PDF files and TIFF files.	<u>Permanent.</u> Cut off electronic files upon license termination following completion of decommissioning procedure. Convert image files to paper, microform, magnetic tape, 3480 class tape cartridge, or any other medium and format that meets NARA regulations found in Subchapter B of 36 CFR Chapter XII and transfer to NARA 2 years after cutoff. Prior to transfer, NARA and NRC will determine the medium and format in which the records will be transferred. Destroy NRC copy 18 years after transferring record to NARA.	TBD
	<u>PERMANENT.</u> Cut-off electronic files upon license termination following completion of decommissioning procedure. Transfer to the National Archives 2 years after cut-off. At the time of transfer, NARA and NRC will determine medium and format in which records will be transferred as well as their arrangement. Every effort will be made to transfer records electronically in accordance with the standards for permanent electronic records contained in 36 CFR 1228.270 or standards applicable at the time. If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform. Destroy NRC copy 18 years after transferring records to NARA.		

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(5)	ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files, and ADAMS data related to digital signatures, and data that evidence final NRC management and staff concurrences in documents that are linked to and considered part of the official records.	<u>Permanent.</u> Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.188 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA.	TBD
c.	NRR copies of hearing and intervention correspondence and information; hearing transcripts of boards and panels; inspection reports and related correspondence; and any other documentation duplicated in the permanent file described in a. above and NRC Schedule 2, Part 25, Item 3 (Commission's Decisional License Docket File) and NRC Schedule 2, Part 24, Item 7.b (Permanent Regional Inspection and Enforcement Case Files).	Destroy when 5 years old.	NC1-431-81-5 Item 1.3.20.c
(1)	Paper records created before 04/01/2000.	Destroy when 5 years old.	(NUREG-0910 NRCS 2-20.9.e)

Note: NRR maintenance of separate organized collections of hearing correspondence, hearing transcripts, inspection reports of boards and panels, inspection reports and related

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	<p>correspondence will be discontinued when ADAMS is implemented as access to these records can be obtained by searching the ADAMS. Accordingly, this series will be discontinued on 01/01/2000 with the implementation of ADAMS and this disposition applied only to the files up to that date.</p>		
d.	Other docket files of NRR, excluding the decommissioning segment, that do not meet the criteria for permanent retention.		
(1)	Paper records created before 04/01/2000.	Retain current fiscal year and last four years in NRC File Center. Retire, by facility, to Washington National Records Center through OCIO annually if the records consist of at least one cubic foot and are over five years old. Closing date is the termination date following completion of decommissioning procedure (which is the license date plus 40 years). Destroy 20 years after termination of license.	N1-431-92-2 Item 1.c (NUREG-0910 NRCS 2-20.9.e)
(2)	Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
(3)	Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD

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	processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.		
	(4) ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic files upon license termination following completion of decommissioning procedure. Destroy NRC copy 20 years after cutoff.	TBD
10.	<u>Regulatory Effectiveness Reviews (RER)</u>		
	Case files documenting the evaluations of the overall effectiveness of regulations under which a Nuclear Power Plant operates. Included are team inspections comprising "Vital Area Analyses," "Facility Systems Analysis Reports," internal memoranda, Regulatory Effectiveness Review Reports, and related correspondence.		
	a. Paper records created before 04/01/2000.	Cut off when all RER findings are closed (normally 1-5 years). Retire to the Archival Facility one year after cutoff. Destroy 10 years after cutoff.	NC1-431-88-5 Item 1 (NUREG-0910 NRCS 2-20.T1.a)

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b.	Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
c.	Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD
d.	ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic files when all RER findings are closed. Destroy 10 years after cutoff.	TBD
11.	<u>Regulatory History Files for Proposed and Final Rulemaking</u>		
	Case files documenting proposed and final rulemakings. Contents include interoffice correspondence, all source documents relied upon to prepare proposed and final rules, public comments, Committee to Review Generic Requirements (CRGR) minutes and recommendations, Advisory Committee on Reactor Safeguards		

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	and Nuclear Waste comments, Commission papers, transcripts, indexes, and <i>Federal Register</i> Notices.		
a.	Official case files created by NRR.		
(1)	Paper records created before 04/01/2000.	<u>Permanent</u> . Cut off when final regulation is issued through notice in the <i>Federal Register</i> . OCIO will transfer to NARA in 5-year blocks when the earliest closed case file is 25 years old and the most recent case file is 20 years old.	Supersedes NC1-431-85-1 Item 1.a to clarify cutoff and blocking. (NUREG-0910 NRCS 1-2.3.a)
(2)	Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
(3)	Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD
(4)	ADAMS PDF files and TIFF files.	<u>Permanent</u> . Cut off electronic files when final regulation is issued through notice in the	TBD

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PERMANENT. Cut-off electronic files when final regulation is issued through notice in the *Federal Register*. Transfer to the National Archives 2 years after cut-off. At the time of transfer, NARA and NRC will determine medium and format in which records will be transferred as well as their arrangement. Every effort will be made to transfer records electronically in accordance with the standards for permanent electronic records contained in 36 CFR 1228.270 or standards applicable at the time. If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform. Destroy NRC copy 8 years after transferring records to NARA.

~~*Federal Register.* Convert image files to paper, microform, magnetic tape, 3480 class tape cartridge, or any other medium and format that meets NARA regulations found in Subchapter B of 36 CFR Chapter XII and transfer to NARA 2 years after cutoff. Prior to transfer, NARA and NRC will determine the medium and format in which the records will be transferred. Destroy NRC copy 8 years after transferring record to NARA.~~

(5) ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files, and ADAMS data related to digital signatures, and data that evidence final NRC management and staff concurrences in documents that are linked to and considered part of the official records.

Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.188 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.

TBD

12. Safeguard Status Reports

Monthly computer printouts containing an inventory of all nuclear material located in NRC licensed facilities throughout the United States. Reports are derived from information furnished by regional inspectors.

~~a. Paper records created before 04/01/2000.~~

~~Destroy when superseded by new report.~~

~~NC1-431-81-5
Item 4.4.9~~

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			(NUREG-0910 NRCS 2-20.14)
	b. Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
	c. Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD
	d. ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic files when superseded by a new report and destroy immediately.	TBD
13.	<u>Vendor Case Files</u> Case files documenting NRC inspections of vendor facilities, notifications of inspection findings, and correspondence documenting the corrective actions taken. Case files include vendor inspection reports, Notices of Violations, Notices of Nonconformance,		

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	correspondence related to resolving deficiencies, and correspondence to vendors related to their Quality Assurance programs, Part 21 programs, and other regulatory requirements about the their products.		
a.	Paper records created before 04/01/2000.	Cut off case file when notified that vendor is no longer in business or when latest document is more than 10 years old, whichever is earlier. Retire to the Washington National Records Center through the OCIO 2 years after cutoff. Destroy 10 years after cutoff.	TBD (Unscheduled)
b.	Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
c.	Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD
d.	ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files;	Cut off electronic files when notified that vendor is no longer in business or when latest document is more than 10 years	TBD

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	ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	old, whichever is earlier. Destroy 10 years after cutoff.	
14.	<u>Vendor Topical Reports</u>		
	Reports submitted as part of licensing requirements by nuclear steam supply systems vendors or nuclear vendors containing information of use to utility companies as well as the Commission.		
	a. Paper records created before 04/01/2000.	Cut off files at close of fiscal year. Retire to the Washington National Records Center through the OCIO 20 years after cutoff. Destroy 60 years after cutoff.	Supersedes: NC1-431-81-5 Item 1.1.10.a&b (NUREG-0910 NRCS 2-20.18.a&b)
	b. Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
	c. Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD

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d.	ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic files at close of fiscal year. Destroy 60 years after cutoff.	TBD

RECORDS OF THE OFFICE OF NUCLEAR REACTOR REGULATION
PROGRAMMATIC RECORDS

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ADAMS RECORDS SCHEDULES
OFFICE OF NUCLEAR REACTOR REGULATION

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1.	<p><u>Allegation Case Files</u></p> <p>Official case files located in NRR documenting the receipt, evaluation, and resolution of allegations that pertain to issues associated with NRC licensees and nuclear industry vendors. Case files include, for example, the original incoming document, minutes and summaries of allegation review panel meeting, correspondence with allegers and licensees, memos to and from OI, inspection reports, staff safety evaluations, Allegation Management System printouts, documents showing staff resolution, and closure documents to the alleger.</p>		
	a. Paper records created before 01/01/2000.	Cut off files upon final resolution of allegation. Retain in office for two years or until no longer needed for current activities, then retire to the NRC Archival Facility. Destroy 10 years after case is closed.	Supersedes N1-431-96-2 Item 1 to revise description and disposition. Approved 5/7/99
	b. Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
	c. Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating.	TBD

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	Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.		
d.	ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic files upon final resolution of allegation. Destroy 10 years after cutoff.	TBD
2.	<u>Antitrust Case Files</u>		
	Files consist of copies of licensee applications with antitrust information on applicant, correspondence with the Office of the General Counsel, and Department of Justice relating to findings on the applicant's financial background.		
a.	Paper records created before 01/01/2000.	Destroy 20 years after license is approved.	NC1-431-81-5 Item 4.7.26 (NUREG-0910 NRCS 2-20.1)
b.	Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
c.	Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files,	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating.	TBD

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	TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.		
	d. ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic files upon license approval. Destroy 20 years after cutoff.	TBD
3.	<u>Committee and Conference Records</u>		
	a. Records relating to establishment, organization, membership and policy of interagency, intra-agency and international committees and conferences, and agenda, minutes, final reports, and related records documenting accomplishments created by committees and conferences when NRC is the sponsoring agency.		
	(1) Paper records created before 01/01/2000.	<u>Permanent</u> . Cut off when NRC involvement terminates. OCIO will transfer to NARA 10 years after cutoff.	Supersedes: NC1-431-81-5 Item 1.5.30 a.1 (NUREG-0910 NRCS 1-2.1.a.1),

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			NC1-431-81-5 Item 1.5.30.a.2
			(NUREG-0910 NRCS 1-2.1.a.2),
			and NC1-431-81-5 Item 1.5.30.b.1.a
			(NUREG-0910 NRCS 1-2.1.b.1.a)
	(2) Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
	(3) Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating.	TBD
	(4) ADAMS PDF files and TIFF files.	<u>Permanent</u> . Cut off electronic files when NRC involvement terminates. Convert image files to paper, microform, magnetic tape, 3480 class tape cartridge, or any other medium that meets NARA regulations found in Subchapter B of 36 CFR	TBD

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		Chapter XII and transfer to NARA 2 years after cutoff. Prior to transfer, NARA and NRC will determine the medium in which records will be transferred. Destroy NRC copy 8 years after transferring record to NARA.	
	(5) ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files, and ADAMS data related to digital signatures, and data that evidence final NRC management and staff concurrences in documents that are linked to and considered part of the official records.	<u>Permanent</u> . Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.188 when the PDF files and TIFF files are transferred.	TBD
	b. Agenda, minutes, final reports, and related records documenting accomplishments created by committees and for conferences when NRC is not the sponsoring agency.		
	(1) Paper records created before 01/01/2000.	Destroy when 3 years old or earlier if no longer needed for reference.	Supersedes: NC1-431-81-5 Item 1.5.30.b.1.b (NUREG-0910 NRCS 1-2.1.b.1.b)
	(2) Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD

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(3)	Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating.	TBD
(4)	ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic files upon termination of committee. Destroy 3 years after cutoff.	TBD
c.	All other records created by committees regardless of whether NRC is the sponsor agency, excluding the agenda, minutes, final reports and related records described in Item a, above.		
(1)	Paper records created before 01/01/2000.	Destroy when 3 years old or earlier if no longer needed for reference.	Supersedes: NC1-431-81-5 Item 1.5.30.b.2 (NUREG-0910 NRCS 1-2.1.b.2)

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	(2) Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
	(3) Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating.	TBD
	(4) ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic files upon termination of committee. Destroy 3 years after cutoff.	TBD
4.	<u>General Program Correspondence Files (Subject Files)</u>		
	Letters, memoranda, messages, studies, reports, forms, and other data documenting and/or implementing plans, policies, procedures, accomplishments, opinions, and decisions pertaining to		

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	Office of Nuclear Reactor Regulation (NRR) program and staff activities.		
a.	<u>Program Correspondence Files at the Office Director Level.</u>		
	Files that document policy-making decisions or significant NRR program management functions that are signed by or addressed to the NRR Director and Deputy Director. Excluded is program correspondence that documents routine transactions for which the record content is summarized or duplicated in higher level documents. (See item c. below.)		
(1)	Paper records created before 01/01/2000.	<u>Permanent.</u> Cut off at close of fiscal year. Hold 2 years and retire to the Washington National Record Center through OCIO. OCIO will transfer to NARA when 20 years old.	NC1-431-81-5 Item 1.2.15.a (NUREG-0910 NRCS 1-2.2.a)
(2)	Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
(3)	Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating.	TBD

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	internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.		
(4)	ADAMS PDF files and TIFF files.	<u>Permanent.</u> Cut off electronic files at close of fiscal year. Convert image files to paper, microform, magnetic tape, 3480 class tape cartridge, or any other medium that meets NARA regulations found in Subchapter B of 36 CFR Chapter XII and transfer to NARA 2 years after cutoff. Prior to transfer, NARA and NRC will determine the medium in which records will be transferred. Destroy NRC copy 18 years after transferring record to NARA.	TBD
(5)	ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files, and ADAMS data related to digital signatures, and data that evidence final NRC management and staff concurrences in documents that are linked to and considered part of the official records.	<u>Permanent.</u> Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.188 when the PDF files and TIFF files are transferred.	TBD

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b.	<u>Program Correspondence Files Created or Received Below the Office Director Level.</u>		
	Files that document policy making decisions, significant or NRR program management functions and program operations. They are signed by or addressed to NRR management and staff below the NRR Director and Deputy Director level. Excluded is program correspondence that documents routine transactions for which the record content is summarized or duplicated in higher level documents. (See item c. below.)		
	(1) Paper records created before 01/01/2000.	Cut off at close of fiscal year. Hold 2 years and retire to the Washington National Record Center through OCIO. Destroy 10 years after cutoff.	NC1-431-81-5 Item 1.2.15.b (NUREG-0910 NRCS 1-2.2.b)
	(2) Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
	(3) Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating.	TBD

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	automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.		
	(4) ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic files at close of fiscal year. Destroy 10 years after cutoff.	TBD
c.	<u>Routine Program Correspondence Files Created or Received at All Organizational Levels.</u>		
	Files documenting program transactions of a routine or recurring nature, the record content of which is summarized or duplicated in Item a. or b. above.		
	(1) Paper records created before 01/01/2000.	Destroy when 2 years old, or sooner if purpose has been served.	NC1-431-81-5 Item 1.2.15.c (NUREG-0910 NRCS 1-2.2.c)
	(2) Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
	(3) Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating.	TBD

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	(PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.		
	(4) ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic files at close of fiscal year. Destroy 2 years after cutoff.	TBD
5.	<u>Headquarters and Regional Operator Licensing Files</u>		
	The information pertaining to the licensing of operators at power and non-power reactors.		
	a. <u>10 CFR Part 55 Docket Files</u>		
	Case files containing information pertaining to 10 CFR Part 55 applicants for a license, licensed operators, and individuals who previously held licenses. Documentation includes applications for a license, licenses, denial letters and related licensing correspondence, correspondence		

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	<p>pertaining to actions taken against a licensee, 10 CFR Part 50.74 notifications, certifications of medical examinations and related medical information, fitness for duty information, examination results, and other docket information.</p>		
	<p>(1) Paper records created before 01/01/2000.</p>	<p>Cut off files upon latest license expiration/termination/revocation, application denial or withdrawal, or issuance of denial letter. Retire to Washington National Records Center when 3 years old. Destroy when 10 years old.</p>	<p>Supersedes N1-431-90-4 Item 1 (NUREG-0910 NRCS 2-24.13)</p>
	<p>(2) Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.</p>	<p>Destroy paper documents 2 months after creation of ADAMS electronic record.</p>	<p>TBD</p>
	<p>(3) Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.</p>	<p>Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating.</p>	<p>TBD</p>

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	(4) ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic files upon latest license expiration/ termination/revocation, application denial or withdrawal, or issuance of denial letter. Destroy 10 years after cutoff.	TBD
	b. <u>Examination Packages</u>		
	Files containing information pertaining to 10 CFR Part 55 Operators Licensing examinations at power and non-power reactors. Documentation includes corporate notification letter, examination assignment sheet, and related licensing correspondence as described in NUREG-1021, ES-501.		
	(1) Paper records created before 01/01/2000.	Cut off examination on file upon receipt of the facility's next exam. Destroy 4 years after cutoff.	TBD
	(2) Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
	(3) Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating.	TBD

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	electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.		
(4)	ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic examination files upon receipt of the facility's next exam. Destroy 4 years after cutoff.	TBD
c. <u>General Correspondence</u>			
	Any internal memoranda, forms, notes, or correspondence between the NRC and the facility licensees that does not directly pertain to a 55 Docket File or Exam Package.		
(1)	Paper records created before 01/01/2000.	Cut off at close of fiscal year. Retire to the Washington National Record Center through OCIO when 3 years old. Destroy 10 years after cutoff.	TBD. Based on NC1-431-81-5 Item 1.2.15.b (NUREG-0910 NRCS 1-2.2.b)
(2)	Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
(3)	Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating.	TBD

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	(PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.		
	(4) ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic files at close of fiscal year. Destroy 10 years after cutoff.	TBD
6.	<u>Licensing Project Files</u>		
	Applications for construction permits and/or licensing and related records on withdrawn or otherwise cancelled projects.		
	a. Files under 10 CFR Part 50.		
	(1) Paper records created before 01/01/2000.	Destroy 20 years after withdrawal or cancellation.	NC1-431-81-1 Item 1.a (NUREG-0910 NRCS 2-20.4.a)
	(2) Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD

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	(3) Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating.	TBD
	(4) ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic files at close of fiscal year. Destroy 2 years after cutoff.	TBD
b. Files under other applicable parts of 10 CFR.			
	(1) Paper records created before 01/01/2000.	Destroy 1 year after withdrawal or cancellation.	NC1-431-81-1 Item 1.b (NUREG-0910 NRCS 2-20.4.b)
	(2) Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD

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	(3) Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating.	TBD
	(4) ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic files at close of fiscal year. Destroy 2 years after cutoff.	TBD
7.	<p data-bbox="294 1276 627 1306"><u>Non-licensing Project Files</u></p> <p data-bbox="294 1348 740 1478">Reports and correspondence relating to specific DOE developmental projects involving use of nuclear materials.</p>		
	a. Paper records created before 01/01/2000.	Destroy 20 years after completion of project.	<p data-bbox="1265 1520 1443 1583">NC1-431-81-1 Item 2</p> <p data-bbox="1265 1625 1443 1688">(NUREG-0910 NRCS 2-20.6)</p>

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b.	Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
c.	Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating.	TBD
d.	ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic files upon completion of project. Destroy 20 years after cutoff.	TBD
8.	<u>NRC Inspection Manual</u> Record copy of the NRC Inspection Manual including all changes thereto.	<u>Permanent.</u> Transfer to NARA at periodic intervals when superseded or obsolete.	NC1-431-81-5 Item 4.4.8 (NUREG-0910 NRCS 2-20.7)

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b.	Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
c.	Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating.	TBD
d.	ADAMS PDF files and TIFF files.	<u>Permanent.</u> Cut off electronic files upon complete republishing of manual. Convert image files to paper, microform, magnetic tape, 3480 class tape cartridge, or any other medium that meets NARA regulations found in Subchapter B of 36 CFR Chapter XII and transfer to NARA 2 years after cutoff. Prior to transfer, NARA and NRC will determine the medium in which records will be transferred. Destroy NRC copy 8 years after transferring record to NARA.	TBD
e.	ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files, and	<u>Permanent.</u> Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.188 when the	TBD

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	<p>ADAMS data related to digital signatures, and data that evidence final NRC management and staff concurrences in documents that are linked to and considered part of the official records</p>	<p>PDF files and TIFF files are transferred.</p>	
9.	<p><u>Nuclear Power Plant Docket Files</u></p> <p>Records documenting licensing of the construction and operation of commercial nuclear reactors for power generation and non-power reactors pursuant to Parts 2, 20, 50, 52, 54, 100, and 140 of Title 10, Code of Federal Regulations. Material consists of individual applicant case files, identified by assigned docket numbers, containing copies of all documents received or generated in review, evaluation, and authorization stages of the licensing process. Each operating license issued is for a fixed time period specified in the license document but in no case exceeds 40 years. Licenses may be renewed by the NRC upon the expiration of the initially authorized operating period. Decommissioning records for these licenses are permanent and require maintenance as a subset of each case file as specified in SECY 90-316. Reference item b. below for authorized disposition.</p> <p>a. Official docket files of the Office of Nuclear Reactor Regulation, including the decommissioning segment, located at the NRC File Center, determined by the NRC to have</p>		

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	<p>exceptional value because of the historical significance of their contents or their uniqueness. Included are files that:</p>		
	<ol style="list-style-type: none"> 1. Result in judicial decisions or legislation that affect the functions and activities of NRC, e.g., Enrico Fermi No. 1 (Power Reactor Demonstration Co. Reactor); 2. Result in significant changes in regulatory activities and procedures, e.g., Brown's Ferry; or 3. Were the subject of Congressional investigation or were of great public interest e.g., TMI. 		
	(1) Paper records created before 01/01/2000.	<p><u>Permanent</u>. Retain current fiscal year and last four years in NRC File Center. Retire, by facility, to Washington National Records Center through OCIO annually if the records consist of at least one cubic foot and are over five years old. Closing date is the termination date following completion of decommissioning procedure (which is the license date plus 40 years). Transfer to NARA 20 years after termination of license.</p>	<p>N1-431-92-2 Item 1.a (NUREG-0910 NRCS 2-20.9.a)</p>
	(2) Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	<p>Destroy paper documents 2 months after creation of ADAMS electronic record.</p>	<p>TBD</p>

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(3)	Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating.	TBD
(4)	ADAMS PDF files and TIFF files.	<u>Permanent</u> . Cut off electronic files upon license termination following completion of decommissioning procedure. Convert image files to paper, microform, magnetic tape, 3480 class tape cartridge, or any other medium that meets NARA regulations found in Subchapter B of 36 CFR Chapter XII and transfer to NARA 2 years after cutoff. Prior to transfer, NARA and NRC will determine the medium in which records will be transferred. Destroy NRC copy 18 years after transferring record to NARA.	TBD
(5)	ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files, and ADAMS data related to digital	<u>Permanent</u> . Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.188 when the PDF files and TIFF files are transferred.	TBD

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signatures, and data that evidence final NRC management and staff concurrences in documents that are linked to and considered part of the official records.

- b. Decommissioning records segment of disposal licensing case files located at NRC File Center consisting of the following types of records:
 1. Application for Possession-Only license.
 2. Possession-Only license amendment and any associated technical specifications (TS).
 3. Decommissioning or Dismantling Plan and associated TS changes.
 4. Requests for additional information on applications for Possession-Only licenses, Decommissioning and Dismantling Plans, and responses from licensee.
 5. Federal Register Notices for applications for Possession-Only licenses and Decommissioning and Dismantling Plans.
 6. Decommissioning and Dismantling Orders.

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	7. Final site surveys by licensee.		
	8. Final site surveys by regional inspectors.		
	9. All license amendments and associated TS changes following the initial application by the licensee for Possession-Only license.		
	10. All documents related to determining the appropriate amounts for decommissioning of facilities, including cost estimates, certifications of financial assurance for decommissioning or decommissioning funding plans. This item excludes documents related to funding methods, standby trust agreements, letters of credit, insurance policies, self-guarantee documents, or other monetary instruments that are maintained by NMSS or the Regions.		
	11. Records of spills and other unusual occurrences involving the spread of contamination in and around the facility, equipment, or site.		
	12. License termination orders and associated safety evaluations.		

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13.	As-built drawings and modifications of structures and equipment in restricted areas where radioactive materials were used or stored and locations of possible inaccessible contamination.		
14.	Any additional documents which refer to decommissioning, decontamination, or termination of the license, including interim or partial decommissioning of specific facilities at any time during the history of licensed operations.		
15.	Any enforcement documents related to decommissioning and decontamination activities.		
(1)	Paper records created before 01/01/2000.	<u>Permanent.</u> Retain current fiscal year and last four years in NRC File Center. Retire, by facility, to Washington National Records Center through OCIO annually if the records consist of at least one cubic foot and are over five years old. Closing date is the termination date following completion of decommissioning procedure (which is the license date plus 40 years). Transfer to NARA 20 years after termination of license.	Supersedes: N1-431-92-2 Item 1.b to revise Item 9.b.10. (NUREG-0910 NRCS 2-20.9.b)

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(2)	Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
(3)	Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating.	TBD
(4)	ADAMS PDF files and TIFF files.	<u>Permanent.</u> Cut off electronic files upon license termination following completion of decommissioning procedure. Convert image files to paper, microform, magnetic tape, 3480 class tape cartridge, or any other medium that meets NARA regulations found in Subchapter B of 36 CFR Chapter XII and transfer to NARA 2 years after cutoff. Prior to transfer, NARA and NRC will determine the medium in which records will be transferred. Destroy NRC copy 18 years after transferring record to NARA.	TBD

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	(5) ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files, and ADAMS data related to digital signatures, and data that evidence final NRC management and staff concurrences in documents that are linked to and considered part of the official records.	<u>Permanent.</u> Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.188 when the PDF files and TIFF files are transferred.	TBD
c.	NRR copies of hearing and intervention correspondence and information; hearing transcripts of boards and panels; inspection reports and related correspondence; and any other documentation duplicated in the permanent file described in a. above and NRC Schedule 2, Part 25, Item 3 (Commission's Decisional License Docket File) and NRC Schedule 2, Part 24, Item 7.b (Permanent Regional Inspection and Enforcement Case Files).	Destroy when 5 years old.	NC1-431-81-5 Item 1.3.20.c (NUREG-0910 NRCS 2-20.9.c)
(1)	Paper records created before 01/01/2000.	Destroy when 5 years old.	NC1-431-81-5 Item 1.3.20.c (NUREG-0910 NRCS 2-20.9.c)
	Note: NRR maintenance of separate organized collections of hearing correspondence, hearing transcripts, inspection reports of boards and panels, inspection reports and related		

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	<p>correspondence will be discontinued when ADAMS is implemented as access to these records can be obtained by searching the ADAMS. Accordingly, this series will be discontinued on 01/01/2000 with the implementation of ADAMS and this disposition applied only to the files up to that date.</p>		
	<p>d. Other docket files of NRR, excluding the decommissioning segment, that do not meet the criteria for permanent retention.</p>		
	<p>(1) Paper records created before 01/01/2000.</p>	<p>Retain current fiscal year and last four years in NRC File Center. Retire, by facility, to Washington National Records Center through OCIO annually if the records consist of at least one cubic foot and are over five years old. Closing date is the termination date following completion of decommissioning procedure (which is the license date plus 40 years). Destroy 20 years after termination of license.</p>	<p>N1-431-92-2 Item 1.c (NUREG-0910 NRCS 2-20.9.e)</p>
	<p>(2) Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.</p>	<p>Destroy paper documents 2 months after creation of ADAMS electronic record.</p>	<p>TBD</p>
	<p>(3) Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO</p>	<p>Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating.</p>	<p>TBD</p>

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	<p>processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.</p>		
	<p>(4) ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.</p>	<p>Cut off electronic files upon license termination following completion of decommissioning procedure. Destroy NRC copy 20 years after cutoff.</p>	<p>TBD</p>
<p>10.</p>	<p><u>Regulatory Effectiveness Reviews (RER)</u></p>		
	<p>Case files documenting the evaluations of the overall effectiveness of regulations under which a Nuclear Power Plant operates. Included are team inspections comprising "Vital Area Analyses," "Facility Systems Analysis Reports," internal memoranda, Regulatory Effectiveness Review Reports, and related correspondence.</p>		
	<p>a. Paper records created before 01/01/2000.</p>	<p>Cut off when all RER findings are closed (normally 1-5 years). Retire to the Archival Facility one year after cutoff. Destroy 10 years after cutoff.</p>	<p>NC1-431-88-5 Item 1 (NUREG-0910 NRCS 2-20.11.a)</p>

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b.	Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
c.	Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating.	TBD
d.	ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic files when all RER findings are closed. Destroy 10 years after cutoff.	TBD
11.	<u>Regulatory History Files for Proposed and Final Rulemaking</u>		
	Case files documenting proposed and final rulemakings. Contents include interoffice correspondence, all source documents relied upon to prepare proposed and final rules, public comments, Committee to Review Generic Requirements (CRGR) minutes and recommendations, Advisory Committee on Reactor Safeguards		

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	and Nuclear Waste comments, Commission papers, transcripts, indexes, and <i>Federal Register</i> Notices.		
	a. Official case files created by NRR.		
	(1) Paper records created before 01/01/2000.	<u>Permanent</u> . Cut off when final regulation is issued through notice in the <i>Federal Register</i> . OCIO will transfer to NARA in 5-year blocks when the earliest closed case file is 25 years old and the most recent case file is 20 years old.	Supersedes NC1-431-85-1 Item 1.a to clarify cutoff and blocking. (NUREG-0910 NRCS 1-2.3.a)
	(2) Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
	(3) Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating.	TBD
	(4) ADAMS PDF files and TIFF files.	<u>Permanent</u> . Cut off electronic files when final regulation is issued through notice in the	TBD

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		<p><i>Federal Register</i>. Convert image files to paper, microform, magnetic tape, 3480 class tape cartridge, or any other medium that meets NARA regulations found in Subchapter B of 36 CFR Chapter XII and transfer to NARA 2 years after cutoff. Prior to transfer, NARA and NRC will determine the medium in which records will be transferred. Destroy NRC copy 8 years after transferring record to NARA.</p>	
	<p>(5) ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files, and ADAMS data related to digital signatures, and data that evidence final NRC management and staff concurrences in documents that are linked to and considered part of the official records.</p>	<p><u>Permanent</u>. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.188 when the PDF files and TIFF files are transferred.</p>	TBD
12.	<p><u>Safeguard Status Reports</u></p> <p>Monthly computer printouts containing an inventory of all nuclear material located in NRC licensed facilities throughout the United States. Reports are derived from information furnished by regional inspectors.</p>		
	<p>a. Paper records created before 01/01/2000.</p>	<p>Destroy when superseded by new report.</p>	<p>NC1-431-81-5 Item 4.4.9</p>

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			(NUREG-0910 NRCS 2-20.14)
	b. Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
	c. Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating.	TBD
	d. ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic files when superseded by a new report and destroy immediately.	TBD
13.	<u>Vendor Case Files</u> Case files documenting NRC inspections of vendor facilities, notifications of inspection findings, and correspondence documenting the corrective actions taken. Case files include vendor inspection reports, Notices of Violations, Notices of Nonconformance,		

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	correspondence related to resolving deficiencies, and correspondence to vendors related to their Quality Assurance programs, Part 21 programs, and other regulatory requirements about the their products.		
a.	Paper records created before 01/01/2000.	Cut off case file when notified that vendor is no longer in business or when latest document is more than 10 years old, whichever is earlier. Retire to the Washington National Records Center through the OCIO 2 years after cutoff. Destroy 10 years after cutoff.	TBD (Unscheduled)
b.	Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
c.	Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating.	TBD
d.	ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files;	Cut off electronic files when notified that vendor is no longer in business or when latest document is more than 10 years	TBD

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	ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	old, whichever is earlier. Destroy 10 years after cutoff.	
14.	<u>Vendor Topical Reports</u>		
	Reports submitted as part of licensing requirements by nuclear steam supply systems vendors or nuclear vendors containing information of use to utility companies as well as the Commission.		
	a. Paper records created before 01/01/2000.	Cut off files at close of fiscal year. Retire to the Washington National Records Center through the OCIO 20 years after cutoff. Destroy 60 years after cutoff.	Supersedes: NC1-431-81-5 Item 1.1.10.a&b (NUREG-0910 NRCS 2-20.18.a&b)
	b. Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
	c. Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating.	TBD

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d.	ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic files at close of fiscal year. Destroy 60 years after cutoff.	TBD