

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on reverse)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1 FROM (Agency or establishment) U.S. Nuclear Regulatory Commission	
2. MAJOR SUBDIVISION Office of Nuclear Material Safety and Safeguards	
3 MINOR SUBDIVISION	
4 NAME OF PERSON WITH WHOM TO CONFER John Harris	5 TELEPHONE 301-415-5885

LEAVE BLANK (NARA use only)	
JOB NUMBER W1-431-00-13	
DATE RECEIVED 11/29/99	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE 4-3-02	ARCHIVIST OF THE UNITED STATES <i>John W. Cal</i>

6 AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 53 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 11/24/99	SIGNATURE OF AGENCY REPRESENTATIVE <i>Beth St. May Jr</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 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 Material Safety and Safeguards.</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 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>		

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 Material Safety and Safeguards.</p>		

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1. FROM (Agency or establishment) U.S. Nuclear Regulatory Commission		DATE RECEIVED	
2. MAJOR SUBDIVISION Office of Nuclear Material Safety and Safeguards		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 53 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		
DATE 11/24/99	SIGNATURE OF AGENCY REPRESENTATIVE /S/ Beth St. Mary for Brenda Jo. Shelton, Revised 03/24/00	TITLE 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 Material Safety and Safeguards</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> <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>		

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 Material Safety and Safeguards.</p>		

RECORDS OF THE OFFICE OF NUCLEAR MATERIAL SAFETY AND SAFEGUARDS
PROGRAMMATIC RECORDS

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ADAMS RECORDS SCHEDULES
OFFICE OF NUCLEAR MATERIAL SAFETY AND SAFEGUARDS

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	NARA- APPROVED <u>CITATION</u>
1.	<u>Allegation Case Files</u> Official case files located in NMSS 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.		
	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 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
not in ADAMS*

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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. Certificate of Compliance Files

Original of NRC Certificates of Compliance documenting approval of licensee transportation of radioactive materials package design under 10 CFR Part 71. These certificates are published by NRC and a copy of all certificates are filed in applicable docket file.

withdrawn not in ADAMS

- a. Paper records created before 01/01/2000.

Retain current certificates in notebook. Destroy when certificates are revised.

NC1-431-81-5
Item 4.6.20

(NUREG-0910
NRCS-2-19-1)

Note: The maintenance of a separate collection of certificates will be discontinued when ADAMS is implemented as access to all certificates can be obtained by searching the ADAMS records. Accordingly, this series will be discontinued on 01/01/2000 with the

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA-APPROVED CITATION
	implementation of ADAMS and this disposition applied only to the files up to that date.		
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), 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

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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 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 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 when NRC involvement terminates. Transfer to the National Archives 2 years after cutoff. 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.		
(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.	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
(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

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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 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.		Supersedes: NC1-431-81-5 Item 1.5.30.b.2 (NUREG-0910 NRCS 1-2.1.b.2)
(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)
(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.,	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD

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	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 termination of committee. Destroy 3 years after cutoff.	TBD
4.	<u>Docket Files for the Disposal of High-Level Radioactive Wastes in Geologic Repositories</u>		
	Case files documenting the licensing of the U.S. Department of Energy to receive and possess source, special nuclear, and byproduct material at a Geologic Repository Operations Area pursuant to 10 CFR Part 60. Included are license application, site characterization, environmental report, license, amendments, and all other related documentation.		
	a. Paper records created before 01/01/2000.	Permanent. Retire to WNRC 10 years after expiration or termination of license. Transfer to NARA in 5-year blocks after license expiration or termination.	NC1-431-83-2 Item 1 (NUREG-0910 NRCS 2-19-2.a)
	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

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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.	<u>Permanent.</u> Cut off electronic files upon expiration or termination of license. 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 expiration or termination of license. Transfer to the National Archives 2 years after cutoff. 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 ADAMS data related to digital signatures, and data that evidence final NRC management and staff concurrences in	<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.	TBD

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	documents that are linked to and considered part of the official records.		
5.	<u>Docket Files for the Land Disposal of Radioactive Wastes</u>		
	Case files documenting the licensing of persons, companies, institutions, and facilities to receive, possess, and dispose of low-level radioactive wastes containing byproduct, source, and special nuclear material at a land disposal facility. Records include application, environmental report, license and license amendments, and all other related documentation.		
	a. Paper records created before 01/01/2000.	Permanent. Retire to WNRC 10 years after expiration or termination of license. Transfer to NARA in 5-year blocks after license expiration or termination.	NC1-431-83-3 Item 1 (NUREG-0910 NRCS 2-19.3.a)
	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,	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD

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	e-mail, etc.) and electronic records received from outside the agency.		
d.	ADAMS PDF files and TIFF files.	<p>Permanent. Cut off electronic files upon expiration or termination of license. 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.</p>	TBD
	<p><u>PERMANENT.</u> Cut-off electronic files upon expiration or termination of license. Transfer to the National Archives 2 years after cutoff. 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.</p>		
e.	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 8 years after transferring record to NARA.</p>	TBD
6.	<p><u>Fuel Facilities, Transportation, Byproduct, Source, and Special Nuclear Material Docket Files</u></p>		
	<p>Case files documenting the licensing or certifying of persons, institutions, facilities, or companies to use byproduct, source, and special nuclear material, and to transport nuclear material as defined in 10</p>		

ITEM
NO.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

NARA-
APPROVED
CITATION

CFR Parts 30, 40, 50, 70, 71, 73, 74, 75, and 76. Included are the application, license or certificate and amendments, and all related licensing or certifying documentation. This series also includes general licenses, NRC Form 241, issued to Agreement States licensees to conduct business outside of the Agreement State. Decommissioning records for these licenses or certificates are permanent and require maintenance as a subset of each case file as specified in SECY 90-316. Reference Item c. below for authorized disposition of decommissioning files.

Excluded are case files (under 10 CFR Part 40) with license prefix of "SUA" which are covered by the High-Level, Low-Level, and Uranium Recovery Docket File schedule. Post 1983 Regional case files include the Inspection and Enforcement Case File documentation described in the Inspection and Enforcement Case File schedule and are retained as one case file under this schedule. For the purposes of applying the authorized disposition instructions, a withdrawn or denied license or certificate application is considered terminated on the date of withdrawal or denial.

Also excluded are classified and safeguards information records that will not be maintained in ADAMS, but will be maintained in paper format. (See NRCS 2-19.3)

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	but will be maintained in paper format. (See NRCS 2-19.3)		
a.	Case Files covering licensee for which licensing or certifying jurisdiction is transferred to the State under agreement covering transfer of function.		
	(1) Paper records created before 01/01/2000.	Transfer to Agreement States.	Supersedes: NC1-431-81-5 Item 1.3.22.b to revise description of records. (NUREG-0910 NRCS 2-19.4.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
	(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

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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 request for transfer. Convert to media acceptable to NRC and Agreement State (paper, electronic, microform). Transfer to Agreement States. Destroy NRC copy 3 years after cutoff.	TBD
b.	<p>Official case files of the NMSS and the Regional offices including the decommissioning segment, determined by the NRC to have exceptional value because of the historical significance of their contents or their uniqueness. Included are files that:</p> <ul style="list-style-type: none"> - Result in judicial decisions or legislation that affect the functions and activities of NRC; - Result in significant changes in regulatory activities and procedures; or - Were the subject of Congressional investigation or were of great public interest. 	<p><u>Permanent.</u> Cut off upon license or certificate termination, following completion of decommissioning procedure. Retire to WNRC through OCIO at end of fiscal year. Transfer to NARA 20 years after termination of license.</p>	<p>Supersedes: N1-431-92-3 Item 1.b (NUREG-0910 NRCS 2-19.4.d)</p>
(1)	Paper records created before 01/01/2000.	<p><u>Permanent.</u> Cut off upon license or certificate termination, following completion of decommissioning procedure. Retire to WNRC through OCIO at end of fiscal year. Transfer to NARA 20 years after termination of license.</p>	<p>Supersedes: N1-431-92-3 Item 1.b (NUREG-0910 NRCS 2-19.4.d)</p>

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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.	Permanent. Cut off electronic files upon licence 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

PERMANENT. 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.

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	NARA- APPROVED <u>CITATION</u>
(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.	Decommissioning records segment of disposable licensing or certifying case files located at the NRC File Center consisting of the following types of documents:		
	1. All license or certificate applications, amendment requests, and renewal requests.		
	2. Complete license or certificate, including all amendments.		
	3. Termination amendment.		
	4. Licensee request for license or certificate termination and all supporting documentation including plans for completion of decommissioning.		
	5. Forms dealing with disposition of material (NRC/AEC Form 314, AEC Form HQ-277, and other forms)		

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	and/or letters from licensees dealing with disposition and status of material.		
	6. Reports of NRC closeout inspections.		
	7. Letter of certification from NRC official stating that license or certificate can be terminated.		
	8. Any closeout survey by NRC, the licensee, or a contractor working for either NRC or the licensee.		
	9. Any additional documents dealing with disposition of waste or other material or residual contamination on the site, including records of on-site burials.		
	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. (See Item 6.d)		

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	11. Records of spills and other unusual occurrences involving the spread of contamination in and around the facility, equipment, or site.		
	12. 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.		
	13. Any additional documents which refer to decommissioning, decontamination, or termination of the license or certificate, including interim or partial decommissioning or specific facilities at any time during the history of licensed operations.		
	14. Any enforcement documents related to decommissioning and decontamination activities.		
(1)	Paper records created before 01/01/2000.	<u>Permanent.</u> Cut off upon license or certificate termination, following completion of decommissioning procedure. Retire to WNRC through OCIO at end of fiscal year. Transfer to NARA 20 years after termination of license or certificate.	N1-431-92-3 Item 1.c (NUREG-0910 NRCS 2-19.4.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

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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 licence 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.	<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 18 years after transferring record to NARA.	
	d. All documents related to funding methods for financial assurance for decommissioning, including standby trust agreements, letters of credit, surety bonds, statements of intent, certificates of deposit, government securities, external sinking funds, parent company or self guarantees, standby trust agreements, decommissioning cost estimates, financial tests, or other financial assurance instrument documentation.		
	(1) Paper records created before 01/01/2000, and those created after that date.	Cut off upon license or certificate termination following completion of decommissioning procedure. Return documents to licensee in accordance with Management Directive (MD) 8.12.	TBD; Based on a revision to N1-431-92-2 Item 1.a.10 (NUREG-0910 NRCS 2-20.9.b.10)
	(2) Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Forward paper documents to the Financial Assurance Instrument Custodian for storage in an approved container per MD 8.12. Upon termination of license or certificate or superseding of the document, return the superceded documents to the licensee.	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 license or certificate termination following decommissioning procedure. Destroy 20 years after cutoff.	TBD
e.	Other case files, excluding the decommissioning segment, that do not meet the criteria for permanent retention.		
(1)	Paper records created before 01/01/2000.	Cut off upon license or certificate termination, following completion of decommissioning procedure. Retire to WNRC through OCIO at the end of fiscal year. Destroy 20 years after termination of license or certificate.	N1-431-92-3 Item 1.d (NUREG-0910 NRCS 2-19.4.f)

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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 license or certificate termination following completion of decommissioning procedure. Destroy 20 years after cutoff.	TBD
7.	<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 Material Safety and Safeguards (NMSS) program and staff activities.		
	Excluded are classified and safeguards information records that will not be maintained in ADAMS, but will be maintained in paper format. (See NRCS 1-2.2)		
	a. <u>Program Correspondence Files at the Office Director Level.</u>		
	Files that document policy-making decisions or significant NMSS program management functions that are signed by or addressed to the NMSS 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 10 years old.	Supersedes: NC1-431-81-5 Item 1.2.15.a to decrease retention by NRC from 20 to 10 years prior to transfer. (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

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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.	Permanent. 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 8 years after transferring record to NARA.	TBD
<p><u>PERMANENT</u>- Cut-off electronic files at close of fiscal year. Transfer to the National Archives 2 years after cutoff. 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.</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	<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. Program Correspondence Files Created or Received Below the Office Director Level.

Files that document policy making decisions, significant or NMSS program management functions and program operations. They are signed by or addressed to NMSS management and staff below the NMSS 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

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

TBD

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	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.	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
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 I-2.2.c)

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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 at close of fiscal year. Destroy 2 years after cutoff.	TBD
8.	<u>High-Level, Low-Level, and Uranium Recovery Docket Files</u>		
	Case Files documenting the licensing of high-level, or low-level and uranium recovery operations including mills, solution mining, and heat leaching of ion exchange facilities in non-Agreement States as defined in 10 CFR 40 with license		

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	transfer prefix of "SUA." Includes applications, licenses and amendments, and other related material. The files are arranged by docket number.		
a.	Paper records created before 01/01/2000.	Permanent. Transfer to NARA when 10 years old.	NC1-431-81-5 Item 1.3.23 (NUREG-0910 NRCS 2-19-18)
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.	<u>Permanent.</u> Cut off electronic files upon licence 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	TBD

PERMANENT. 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 ~~3~~ years after transferring records to NARA. *JE*

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		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.	
	e. 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 8 years after transferring record to NARA.	TBD
9.	<u>Independent Spent Fuel Storage Installation Docket Files (ISFSI)</u>		
	Case files documenting the licensing to possess power reactor spent fuel and other radioactive materials associated with spent fuel storage, in an Independent Spent Fuel Storage Installation (ISFSI) as defined in 10 CFR Part 72. Each license issued is for a period of 20 years. Records consist of all required licensing documents including license application, license, and amendments; all required periodic reports; and all other related documentation.		

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a. Official ISFSI Docket files corresponding to Nuclear Power Plant Docket files selected for permanent retention.

~~(1) Paper records created before 01/01/2000.~~

~~Permanent. Cut off files upon termination of license. Retire files to RMB 1 year after cut off. Transfer to National Archives 20 years after termination of license.~~

~~N1-431-89-4
Item 1.a~~

~~(NUREG-0910
NRCS 2-19.5.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 upon termination of license. 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~~

TBD

PERMANENT. Cut-off electronic files upon termination of license. Transfer to the National Archives 2 years after cutoff. 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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		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.	
	(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
	b. Official ISFSI Docket files not selected for permanent retention.		
	(1) Paper records created before 01/01/2000.	Cut off files upon termination of license. Retire files to RMB 1 year after cut off. Destroy 20 years after termination of license.	N1-431-89-4 Item 1.b (NUREG-0910 NRCS 2-19.5.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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD

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	<p>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>(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 termination of license. Destroy 20 years after cutoff.</p>	<p>TBD</p>
<p>10.</p>	<p><u>International Safeguards Program Office (ISPO) Files</u></p>		
	<p>The ISPO is a part of the Brookhaven National Laboratory and is responsible for coordinating the comments and development process or the POTAS reports. ISPO files include copies of reports developed by U.S. contractors under the Program for Technical Assistance to the International Atomic Energy Agency (IAEA) Safeguards (POTAS); reviews of the international safeguards and physical protection technical aspects of export and import licencing and retransfer requests (some are classified); the technical evaluations of the safeguards provisions of</p>		

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	<p>agreements for cooperation (some are classified); the evaluations of efforts to support the strengthening of IAEA safeguards (some are classified); the onsite reviews of foreign physical programs (classified); reports of efforts to enhance safeguards programs in other countries including the republics of the former Soviet Union (some are classified); and reports of activities in support of implementation of IAEA safeguards agreement (company proprietary). Also included in the files are correspondence between ISPO and NRC, DOE, and DOJ and NRC response to ISPO requests for comments on draft reports and copies of final reports.</p> <p>Excluded are classified and safeguards information records that will not be maintained in ADAMS, but will be maintained in paper format. (See NRCS 2-19.6)</p>		
	<p>a. Paper records created before 01/01/2000.</p>	<p><u>Permanent.</u> Transfer to NARA when 20 years old.</p>	<p>Supersedes: NC1-431-81-5 Item 4.6.24 to revise records description.</p> <p>(NUREG-0910 NRCS 2-19.6)</p>
	<p>b. 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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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.	<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
	<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>		
e.	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	<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

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	documents that are linked to and considered part of the official records.		
11.	<u>Licensee Mismanagement Files</u>		
	Licensee reports and other records relating to incidents of the mismanagement of radiation administered to individuals by licensees (primarily doctors or other medical facilities) containing name of individuals and other data pertaining to the mismanagement.		
	a. Paper records created before 01/01/2000.	Files to be maintained by licensee or State office of radiological safety for 75 years from date of report. If records are deposited with NRC, destroy 75 years from date of report.	NC1-431-81-5 Item 1.4.26 (NUREG-0910 NRCS 2-19.7)
	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 75 years after cutoff.	TBD
12.	<u>Part 71 Safety Evaluation Reports</u>		
	NRC narrative reports and revisions describing actions taken by applicants and NRC, and individual aspects of radioactive material package design under the requirements of 10 CFR Part 71. Safety Evaluations for other parts are filed in their licensing docket files. (See Item 6)		
a.	Paper records created before 01/01/2000.	Destroy in accordance with the authorized disposition for schedule 2-19.4.b, d, e, and f.	Supersedes: NC1-431-81-5 Item 4.6.22 to revise description of records and update reference in authorized disposition. (NUREG-0910 NRCS 2-19.13)

Note: The maintenance of a separate collection of safety evaluation reports will be discontinued when ADAMS is implemented as the safety evaluation reports will be filed in the docket files and can be obtained by searching the ADAMS records.

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	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.		
13.	<u>Part 71 Quality Assurance Files</u>		
	Originals of NRC 311 or its equivalent documenting NRC determination that licensee meets requirements of Sec. 71.51 of 10 CFR Part 71 (Quality Assurance Program on Radioactive Material Packages). QA files for other parts are filed in their licensing docket files. (See Item 6)		
	a. Paper records created before 01/01/2000.	Destroy 5 years after termination of license.	Supersedes: NC1-431-81-5 Item 4.6.21 to revise description of records. (NUREG-0910 NRCS 2-19.11)
	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	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.		
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 termination. Destroy 5 years after cutoff.	TBD
14.	<u>Personnel Exposure Files</u>		
	Records accumulated to measure the degree of radiation exposure of individuals to external radiation and internally deposited isotopes.		
a.	Individual NRC personnel folders containing data and radiation exposure.		
	(1) Paper records created before 01/01/2000.	Destroy 75 years from the date of the creation of the record.	NC1-431-81-5 Item 1.4.25.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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD

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	<p>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>		
(4)	<p>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 at close of fiscal year. Destroy 75 years after cutoff.</p>	TBD
b.	<p>Personal Dosimetry Processing Reports.</p>		
(1)	<p>Paper records created before 01/01/2000.</p>	<p>Destroy 75 years from date of report.</p>	<p>Supersedes: NC1-431-81-5 Item 1.4.25.b to revise series title. (NUREG-0910 NRCS 2-22.4.b)</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>	TBD
(3)	<p>Copies of electronic files stored outside of ADAMS used to create ADAMS</p>	<p>Destroy after creation of ADAMS electronic record or when no longer needed for</p>	TBD

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	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.	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 75 years after cutoff.	TBD
15.	<u>Process Operator License Files</u>		
	Case files documenting the licensing of process operators in reprocessing plants including new and/or renewal applications, medical certificates, licenses and amendments, examinations and results, and related correspondence, including denial information.		
	a. Latest applications and related correspondence, license, examinations, and results; all medical certificates and data; and all examiners reports.		

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(1)	Paper records created before 01/01/2000.	Destroy 4 years after expiration or termination of license or issuance of denial letter.	NC1-431-81-5 Item 4.6.19.a (NUREG-0910 NRCS 2-19.10.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 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 expiration or termination of license or issuance of denial letter. Destroy 4 years after cutoff.	TBD
b.	Superseded applications and related correspondence, licenses, examinations, and results; denial letters.		

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(1)	Paper records created before 01/01/2000.	Destroy when 2 years old or when superseded, whichever is later.	NC1-431-81-5 Item 4.6.19.b (NUREG-0910 NRCS 2-19.10.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 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 in which superseded or denial letter issued. Destroy 2 years after cutoff.	TBD

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16. Radiation Protection Program
Records

Files located in NMSS and the Regions documenting the management and implementation of the NRC's internal radiation protection program, and compliance by the NRC and its employees with the provisions of NRC Management Directive (MD) 10.131.

Records include reports of lost, stolen, or missing radioactive material; reports of overexposure, excessive levels, and concentrations of radioactive material; surveys and records documenting equipment calibrations, and computations determining radiation exposure hazard or compliance with the requirements of Management Directive 10.131; records of measurements and calculations to evaluate the release of radioactive effluent to the environment; records documenting compliance with the dose limit for individual members of the public; records of waste disposal; and all correspondence, reports, surveys, audits, and reviews related to the implementation, compliance, and management of the NRC Radiation Protection Program.

- a. Paper records created before 01/01/2000.

Cut off at close of fiscal year. TBD
 Retain 2 years then retire to
 OCIO in annual blocks.
 Destroy when ~~10~~ years old.

⁷⁵
 per NRC email of
 01/29/2002

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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 at close of fiscal year. Destroy ¹⁰ years after cutoff.	TBD
17.	<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		

75 per NRC e-mail of 01/28/2002

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	and Nuclear Waste comments, Commission papers, transcripts, indexes, and <i>Federal Register</i> Notices.		
a.	Official case files created by NMSS.		
(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, 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 cutoff. 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

18. Sealed Source and Device Review Files

Case files which document NRC review and approval of the design of sealed sources and/or devices containing licensed radioactive materials. A certificate or registration for sealed sources and/or devices is issued when the design is considered acceptable for licensing. Included are copies of applications,

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	Certificates of Registration, safety analysis summaries, and related correspondence.		
	a. Case files located with NRC.		
	(1) Paper records created before 01/01/2000.	<u>Permanent.</u> Cut off files upon assignment of inactive status. Transfer to Washington National Records Center 2 years after cutoff. NRC to retain ownership and custody of records for permanent reference.	Supersedes: NC1-431-81-5 Item 4.6.23 (See schedule 1-22.a) (NUREG-0910 NRCS 2-19.14)
	(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 assignment of inactive status. Convert image files to paper, microform, magnetic tape, 3480 class tape cartridge, or any other medium and format	TBD
	<u>PERMANENT.</u> Cut-off electronic files upon assignment of inactive status. Transfer to the National Archives 2 years after cutoff. 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.		

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If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform. Retain NRC copy for permanent reference.

~~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. Retain NRC copy for permanent reference.~~

(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. Retain NRC copy for permanent reference.

TBD

b. Case Files covering licensee or which licensing jurisdiction is transferred to the State under agreement covering transfer of function.

(1) ~~Paper records created before 01/01/2000.~~

Transfer to Agreement States.

NC1-431-81-5
Item 4.6.23 (See
schedule 1-22.b)

~~(NUREG-0910
NRCS 2-19.4.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, 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 request for transfer. Convert to media acceptable to NRC and Agreement State (paper, electronic, microform). Transfer to Agreement States. Retain NRC copy for permanent reference.	TBD
19.	<u>Uranium Mill Tailings Remedial Action Program (UMTRAP) Project Licensing Case Files</u>		
	Project files documenting the concurrence and licensing activities for UMTRAP, pursuant to the Uranium Mill Tailings Radiation Control Act of 1978.		
	a. Paper records created before 01/01/2000.	Permanent. Cut off files in 1995 and retire in 5 year blocks thereafter. Retire to Washington National Records Center 1 year after cutoff. Case files are to	NC1-431-89-1 Item 1 (NUREG-0910 NRCS 2-19-17)

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remain in NRC custody until licenses are terminated, expired, or 75 years old, whichever is earlier. Review and transfer terminated or expired licenses and material more than 75 years old to NARA at 20 year intervals beginning year 2020.

Note: Transfer textual finding aid to NARA at the time of transfer of official files corresponding to finding aid.

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 termination, expiration, or latest document is 75 years old. Convert image files to paper, microform, magnetic tape, 3480 class tape cartridge, or any other medium and format that meets NARA

TBD

PERMANENT. Cut-off electronic files upon termination, expiration or latest document is 75 years old.. Transfer to the National Archives 2 years after cutoff. At the time of transfer, NARA and NRC will determine medium and format in which records will be transferred as well as their arrangement.

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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 to 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 cutoff.~~

- e. 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 cutoff.

TBD

RECORDS OF THE OFFICE OF NUCLEAR MATERIAL SAFETY AND SAFEGUARDS
PROGRAMMATIC RECORDS

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ADAMS RECORDS SCHEDULES
OFFICE OF NUCLEAR MATERIAL SAFETY AND SAFEGUARDS

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1.	<p><u>Allegation Case Files</u></p> <p>Official case files located in NMSS 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 alleged 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 alleged.</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 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

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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. Certificate of Compliance Files

Original of NRC Certificates of Compliance documenting approval of licensee transportation of radioactive materials package design under 10 CFR Part 71. These certificates are published by NRC and a copy of all certificates are filed in applicable docket file.

- a. Paper records created before 01/01/2000.

Retain current certificates in notebook. Destroy when certificates are revised.

NC1-431-81-5
Item 4.6.20

(NUREG-0910
NRCS 2-19.1)

Note: The maintenance of a separate collection of certificates will be discontinued when ADAMS is implemented as access to all certificates can be obtained by searching the ADAMS records. Accordingly, this series will be discontinued on 01/01/2000 with the

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implementation of ADAMS and this disposition applied only to the files up to that date.

3. Committee and Conference Records

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.

Permanent. 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),

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

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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 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 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
(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.	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
(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

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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 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)
	(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.,	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD

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	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 termination of committee. Destroy 3 years after cutoff.	TBD
4.	<u>Docket Files for the Disposal of High-Level Radioactive Wastes in Geologic Repositories</u>		
	Case files documenting the licensing of the U.S. Department of Energy to receive and possess source, special nuclear, and byproduct material at a Geologic Repository Operations Area pursuant to 10 CFR Part 60. Included are license application, site characterization, environmental report, license, amendments, and all other related documentation.		
	a. Paper records created before 01/01/2000.	Permanent. Retire to WNRC 10 years after expiration or termination of license. Transfer to NARA in 5-year blocks after license expiration or termination.	NC1-431-83-2 Item 1 (NUREG-0910 NRCS 2-19.2.a)
	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

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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.	<u>Permanent.</u> Cut off electronic files upon expiration or termination of license. 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
e.	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	<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.	TBD

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	documents that are linked to and considered part of the official records.		
5.	<u>Docket Files for the Land Disposal of Radioactive Wastes</u>		
	Case files documenting the licensing of persons, companies, institutions, and facilities to receive, possess, and dispose of low-level radioactive wastes containing byproduct, source, and special nuclear material at a land disposal facility. Records include application, environmental report, license and license amendments, and all other related documentation.		
	a. Paper records created before 01/01/2000.	<u>Permanent.</u> Retire to WNRC 10 years after expiration or termination of license. Transfer to NARA in 5-year blocks after license expiration or termination.	NC1-431-83-3 Item 1 (NUREG-0910 NRCS 2-19.3.a)
	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,	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD

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	e-mail, etc.) and electronic records received from outside the agency.		
d.	ADAMS PDF files and TIFF files.	<u>Permanent.</u> Cut off electronic files upon expiration or termination of license. 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
e.	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 8 years after transferring record to NARA.	TBD
6.	<u>Fuel Facilities, Transportation, Byproduct, Source, and Special Nuclear Material Docket Files</u>		
	Case files documenting the licensing or certifying of persons, institutions, facilities, or companies to use byproduct, source, and special nuclear material, and to transport		

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nuclear material as defined in 10 CFR Parts 30, 40, 50, 70, 71, 73, 74, 75, and 76. Included are the application, license or certificate and amendments, and all related licensing or certifying documentation. This series also includes general licenses, NRC Form 241, issued to Agreement States licensees to conduct business outside of the Agreement State. Decommissioning records for these licenses or certificates are permanent and require maintenance as a subset of each case file as specified in SECY 90-316. Reference Item c. below for authorized disposition of decommissioning files.

Excluded are case files (under 10 CFR Part 40) with license prefix of "SUA" which are covered by the High-Level, Low-Level, and Uranium Recovery Docket File schedule. Post 1983 Regional case files include the Inspection and Enforcement Case File documentation described in the Inspection and Enforcement Case File schedule and are retained as one case file under this schedule. For the purposes of applying the authorized disposition instructions, a withdrawn or denied license or certificate application is considered terminated on the date of withdrawal or denial.

Also excluded are classified and safeguards information records that will not be maintained in ADAMS,

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	but will be maintained in paper format. (See NRCS 2-19.3)		
a.	Case Files covering licensee for which licensing or certifying jurisdiction is transferred to the State under agreement covering transfer of function.		
(1)	Paper records created before 01/01/2000.	Transfer to Agreement States.	Supersedes: NC1-431-81-5 Item 1.3.22.b to revise description of records. (NUREG-0910 NRCS 2-19.4.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
(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

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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 request for transfer. Convert to media acceptable to NRC and Agreement State (paper, electronic, microform). Transfer to Agreement States. Destroy NRC copy 3 years after cutoff.	TBD
b.	<p>Official case files of the NMSS and the Regional offices including the decommissioning segment, determined by the NRC to have exceptional value because of the historical significance of their contents or their uniqueness. Included are files that:</p> <ul style="list-style-type: none"> - Result in judicial decisions or legislation that affect the functions and activities of NRC; - Result in significant changes in regulatory activities and procedures; or - Were the subject of Congressional investigation or were of great public interest. 	<u>Permanent.</u> Cut off upon license or certificate termination, following completion of decommissioning procedure. Retire to WNRC through OCIO at end of fiscal year. Transfer to NARA 20 years after termination of license.	Supersedes: N1-431-92-3 Item 1.b (NUREG-0910 NRCS 2-19.4.d)
(1)	Paper records created before 01/01/2000.	<u>Permanent.</u> Cut off upon license or certificate termination, following completion of decommissioning procedure. Retire to WNRC through OCIO at end of fiscal year. Transfer to NARA 20 years after termination of license.	Supersedes: N1-431-92-3 Item 1.b (NUREG-0910 NRCS 2-19.4.d)

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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 licence 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

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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.
- c. Decommissioning records segment of disposable licensing or certifying case files located at the NRC File Center consisting of the following types of documents:
1. All license or certificate applications, amendment requests, and renewal requests.
 2. Complete license or certificate, including all amendments.
 3. Termination amendment.
 4. Licensee request for license or certificate termination and all supporting documentation including plans for completion of decommissioning.
 5. Forms dealing with disposition of material (NRC/AEC Form 314, AEC Form HQ-277, and other forms)

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 18 years after transferring record to NARA.

TBD

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	and/or letters from licensees dealing with disposition and status of material.		
	6. Reports of NRC closeout inspections.		
	7. Letter of certification from NRC official stating that license or certificate can be terminated.		
	8. Any closeout survey by NRC, the licensee, or a contractor working for either NRC or the licensee.		
	9. Any additional documents dealing with disposition of waste or other material or residual contamination on the site, including records of on-site burials.		
	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. (See Item 6.d)		

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	11. Records of spills and other unusual occurrences involving the spread of contamination in and around the facility, equipment, or site.		
	12. 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.		
	13. Any additional documents which refer to decommissioning, decontamination, or termination of the license or certificate, including interim or partial decommissioning or specific facilities at any time during the history of licensed operations.		
	14. Any enforcement documents related to decommissioning and decontamination activities.		
(1)	Paper records created before 01/01/2000.	<u>Permanent.</u> Cut off upon license or certificate termination, following completion of decommissioning procedure. Retire to WNRC through OCIO at end of fiscal year. Transfer to NARA 20 years after termination of license or certificate.	N1-431-92-3 Item 1.c (NUREG-0910 NRCS 2-19.4.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



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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 licence 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
(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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	<p>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>transferred. Destroy NRC copy 18 years after transferring record to NARA.</p>	
	<p>d. All documents related to funding methods for financial assurance for decommissioning, including standby trust agreements, letters of credit, surety bonds, statements of intent, certificates of deposit, government securities, external sinking funds, parent company or self guarantees, standby trust agreements, decommissioning cost estimates, financial tests, or other financial assurance instrument documentation.</p>		
	<p>(1) Paper records created before 01/01/2000, and those created after that date.</p>	<p>Cut off upon license or certificate termination following completion of decommissioning procedure. Return documents to licensee in accordance with Management Directive (MD) 8.12.</p>	<p>TBD; Based on a revision to N1-431-92-2 Item 1.a.10 (NUREG-0910 NRCS 2-20.9.b.10)</p>
	<p>(2) Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.</p>	<p>Forward paper documents to the Financial Assurance Instrument Custodian for storage in an approved container per MD 8.12. Upon termination of license or certificate or superseding of the document, return the superceded documents to the licensee.</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 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 or certificate termination following decommissioning procedure. Destroy 20 years after cutoff.	TBD
e.	Other case files, excluding the decommissioning segment, that do not meet the criteria for permanent retention.		
(1)	Paper records created before 01/01/2000.	Cut off upon license or certificate termination, following completion of decommissioning procedure. Retire to WNRC through OCIO at the end of fiscal year. Destroy 20 years after termination of license or certificate.	N1-431-92-3 Item 1.d (NUREG-0910 NRCs 2-19.4.f)

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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 license or certificate termination following completion of decommissioning procedure. Destroy 20 years after cutoff.	TBD
7.	<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 Material Safety and Safeguards (NMSS) program and staff activities.		
	Excluded are classified and safeguards information records that will not be maintained in ADAMS, but will be maintained in paper format. (See NRCS 1-2.2)		
a.	<u>Program Correspondence Files at the Office Director Level.</u>		
	Files that document policy-making decisions or significant NMSS program management functions that are signed by or addressed to the NMSS 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 10 years old.	Supersedes: NC1-431-81-5
			Item 1.2.15.a to decrease retention by NRC from 20 to 10 years prior to transfer.
			(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

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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 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 8 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	<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. Program Correspondence Files Created or Received Below the Office Director Level.

Files that document policy making decisions, significant or NMSS program management functions and program operations. They are signed by or addressed to NMSS management and staff below the NMSS 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

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

TBD

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	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.	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
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 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)

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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 at close of fiscal year. Destroy 2 years after cutoff.	TBD
8.	<u>High-Level, Low-Level, and Uranium Recovery Docket Files</u> Case Files documenting the licensing of high-level, or low-level and uranium recovery operations including mills, solution mining, and heat leaching of ion exchange facilities in non-Agreement States as defined in 10 CFR 40 with license		

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	transfer prefix of "SUA." Includes applications, licenses and amendments, and other related material. The files are arranged by docket number.		
a.	Paper records created before 01/01/2000.	<u>Permanent.</u> Transfer to NARA when 10 years old.	NC1-431-81-5 Item 1.3.23 (NUREG-0910 NRCS 2-19.18)
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.	<u>Permanent.</u> Cut off electronic files upon licence 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	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 and format in which the records will be transferred. Destroy NRC copy 8 years after transferring record 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 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 8 years after transferring record to NARA.	TBD
9.	<u>Independent Spent Fuel Storage Installation Docket Files (ISFSI)</u>		
	Case files documenting the licensing to possess power reactor spent fuel and other radioactive materials associated with spent fuel storage, in an Independent Spent Fuel Storage Installation (ISFSI) as defined in 10 CFR Part 72. Each license issued is for a period of 20 years. Records consist of all required licensing documents including license application, license, and amendments; all required periodic reports; and all other related documentation.		

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a.	Official ISFSI Docket files corresponding to Nuclear Power Plant Docket files selected for permanent retention.		
(1)	Paper records created before 01/01/2000.	<u>Permanent.</u> Cut off files upon termination of license. Retire files to RMB 1 year after cut off. Transfer to National Archives 20 years after termination of license.	N1-431-89-4 Item 1.a (NUREG-0910 NRCS 2-19.5.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 upon termination of license. 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	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 and format in which the records will be transferred. Destroy NRC copy 18 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. Destroy NRC copy 18 years after transferring record to NARA.	TBD
b.	Official ISFSI Docket files not selected for permanent retention.		
(1)	Paper records created before 01/01/2000.	Cut off files upon termination of license. Retire files to RMB 1 year after cut off. Destroy 20 years after termination of license.	N1-431-89-4 Item 1.b (NUREG-0910 NRCS 2-19.5.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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD

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	<p>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>(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 termination of license. Destroy 20 years after cutoff.</p>	<p>TBD</p>
<p>10.</p>	<p><u>International Safeguards Program Office (ISPO) Files</u></p>		
	<p>The ISPO is a part of the Brookhaven National Laboratory and is responsible for coordinating the comments and development process of the POTAS reports. ISPO files include copies of reports developed by U.S. contractors under the Program for Technical Assistance to the International Atomic Energy Agency (IAEA) Safeguards (POTAS); reviews of the international safeguards and physical protection technical aspects of export and import licencing and retransfer requests (some are classified); the technical evaluations of the safeguards provisions of</p>		

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	<p>agreements for cooperation (some are classified); the evaluations of efforts to support the strengthening of IAEA safeguards (some are classified); the onsite reviews of foreign physical programs (classified); reports of efforts to enhance safeguards programs in other countries including the republics of the former Soviet Union (some are classified); and reports of activities in support of implementation of IAEA safeguards agreement (company proprietary). Also included in the files are correspondence between ISPO and NRC, DOE, and DOJ and NRC response to ISPO requests for comments on draft reports and copies of final reports.</p> <p>Excluded are classified and safeguards information records that will not be maintained in ADAMS, but will be maintained in paper format. (See NRCS 2-19.6)</p>		
	<p>a. Paper records created before 01/01/2000.</p>	<p><u>Permanent.</u> Transfer to NARA when 20 years old.</p>	<p>Supersedes: NC1-431-81-5 Item 4.6.24 to revise records description. (NUREG-0910 NRCS 2-19.6)</p>
	<p>b. 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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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.	<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.	TBD
e.	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	<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

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	documents that are linked to and considered part of the official records.		
11.	<u>Licensee Mismanagement Files</u> Licensee reports and other records relating to incidents of the mismanagement of radiation administered to individuals by licensees (primarily doctors or other medical facilities) containing name of individuals and other data pertaining to the mismanagement.		
a.	Paper records created before 01/01/2000.	Files to be maintained by licensee or State office of radiological safety for 75 years from date of report. If records are deposited with NRC, destroy 75 years from date of report.	NC1-431-81-5 Item 1.4.26 (NUREG-0910 NRCS 2-19.7)
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 75 years after cutoff.	TBD
12.	<p data-bbox="277 634 715 666"><u>Part 71 Safety Evaluation Reports</u></p> <p data-bbox="277 708 715 1017">NRC narrative reports and revisions describing actions taken by applicants and NRC, and individual aspects of radioactive material package design under the requirements of 10 CFR Part 71. Safety Evaluations for other parts are filed in their licensing docket files. (See Item 6)</p>	Destroy in accordance with the authorized disposition for schedule 2-19.4.b, d, e, and f.	<p data-bbox="1252 1091 1458 1410">Supersedes: NC1-431-81-5 Item 4.6.22 to revise description of records and update reference in authorized disposition.</p> <p data-bbox="1252 1453 1458 1517">(NUREG-0910 NRCS 2-19.13)</p>
a.	Paper records created before 01/01/2000.		

Note: The maintenance of a separate collection of safety evaluation reports will be discontinued when ADAMS is implemented as the safety evaluation reports will be filed in the docket files and can be obtained by searching the ADAMS records.

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	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.		
13.	<u>Part 71 Quality Assurance Files</u>		
	Originals of NRC 311 or its equivalent documenting NRC determination that licensee meets requirements of Sec. 71.51 of 10 CFR Part 71 (Quality Assurance Program on Radioactive Material Packages). QA files for other parts are filed in their licensing docket files. (See Item 6)		
	a. Paper records created before 01/01/2000.	Destroy 5 years after termination of license.	Supersedes: NC1-431-81-5 Item 4.6.21 to revise description of records. (NUREG-0910 NRCS 2-19.11)
	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	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.		
	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 termination. Destroy 5 years after cutoff.	TBD
14.	<u>Personnel Exposure Files</u>		
	Records accumulated to measure the degree of radiation exposure of individuals to external radiation and internally deposited isotopes.		
	a. Individual NRC personnel folders containing data and radiation exposure.		
	(1) Paper records created before 01/01/2000.	Destroy 75 years from the date of the creation of the record.	NC1-431-81-5 Item 1.4.25.a
			(NUREG-0910 NRCS 2-22.4.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
	(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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD

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	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 75 years after cutoff.	TBD
	b. Personal Dosimetry Processing Reports.		
	(1) Paper records created before 01/01/2000.	Destroy 75 years from date of report.	Supersedes: NC1-431-81-5 Item 1.4.25.b to revise series title. (NUREG-0910 NRCS 2-22.4.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
	(3) Copies of electronic files stored outside of ADAMS used to create ADAMS	Destroy after creation of ADAMS electronic record or when no longer needed for	TBD

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	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.	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 75 years after cutoff.	TBD
15.	<u>Process Operator License Files</u>		
	Case files documenting the licensing of process operators in reprocessing plants including new and/or renewal applications, medical certificates, licenses and amendments, examinations and results, and related correspondence, including denial information.		
	a. Latest applications and related correspondence, license, examinations, and results; all medical certificates and data; and all examiners reports.		

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	(1) Paper records created before 01/01/2000.	Destroy 4 years after expiration or termination of license or issuance of denial letter.	NC1-431-81-5 Item 4.6.19.a (NUREG-0910 NRCS 2-19.10.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 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 expiration or termination of license or issuance of denial letter. Destroy 4 years after cutoff.	TBD
b.	Superseded applications and related correspondence, licenses, examinations, and results; denial letters.		

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(1)	Paper records created before 01/01/2000.	Destroy when 2 years old or when superseded, whichever is later.	NC1-431-81-5 Item 4.6.19.b (NUREG-0910 NRCS 2-19.10.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 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 in which superseded or denial letter issued. Destroy 2 years after cutoff.	TBD

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16.	<p data-bbox="289 315 652 378"><u>Radiation Protection Program Records</u></p> <p data-bbox="289 420 726 693">Files located in NMSS and the Regions documenting the management and implementation of the NRC's internal radiation protection program, and compliance by the NRC and its employees with the provisions of NRC Management Directive (MD) 10.131.</p> <p data-bbox="289 735 726 1501">Records include reports of lost, stolen, or missing radioactive material; reports of overexposure, excessive levels, and concentrations of radioactive material; surveys and records documenting equipment calibrations, and computations determining radiation exposure hazard or compliance with the requirements of Management Directive 10.131; records of measurements and calculations to evaluate the release of radioactive effluent to the environment; records documenting compliance with the dose limit for individual members of the public; records of waste disposal; and all correspondence, reports, surveys, audits, and reviews related to the implementation, compliance, and management of the NRC Radiation Protection Program.</p>	<p data-bbox="792 1543 1156 1680">Cut off at close of fiscal year. Retain 2 years then retire to OCIO in annual blocks. Destroy when 10 years old.</p>	<p data-bbox="1247 1543 1313 1575">TBD</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, 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 at close of fiscal year. Destroy 10 years after cutoff.	TBD
17.	<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 NMSS.		
	(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, 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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		<p><i>Federal Register.</i> 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.</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
18.	<p><u>Sealed Source and Device Review Files</u></p>		
	<p>Case files which document NRC review and approval of the design of sealed sources and/or devices containing licensed radioactive materials. A certificate or registration for sealed sources and/or devices is issued when the design is considered acceptable for licensing. Included are copies of applications,</p>		

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	Certificates of Registration, safety analysis summaries, and related correspondence.		
	a. Case files located with NRC.		
	(1) Paper records created before 01/01/2000.	<u>Permanent.</u> Cut off files upon assignment of inactive status. Transfer to Washington National Records Center 2 years after cutoff. NRC to retain ownership and custody of records for permanent reference.	Supersedes: NC1-431-81-5 Item 4.6.23 (See schedule 1-22.a) (NUREG-0910 NRCS 2-19.14)
	(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 assignment of inactive status. Convert image files to paper, microform, magnetic tape, 3480 class tape cartridge, or any other medium and format	TBD

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		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. Retain NRC copy for permanent reference.	
	(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. Retain NRC copy for permanent reference.	TBD
	b. Case Files covering licensee or which licensing jurisdiction is transferred to the State under agreement covering transfer of function.		
	(1) Paper records created before 01/01/2000.	Transfer to Agreement States.	NC1-431-81-5 Item 4.6.23 (See schedule 1-22.b)
			(NUREG-0910 NRCS 2-19.4.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, 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 request for transfer. Convert to media acceptable to NRC and Agreement State (paper, electronic, microform). Transfer to Agreement States. Retain NRC copy for permanent reference.	TBD
19.	<u>Uranium Mill Tailings Remedial Action Program (UMTRAP) Project Licensing Case Files</u>		
	Project files documenting the concurrence and licensing activities for UMTRAP, pursuant to the Uranium Mill Tailings Radiation Control Act of 1978.		
a.	Paper records created before 01/01/2000.	<u>Permanent.</u> Cut off files in 1995 and retire in 5 year blocks thereafter. Retire to Washington National Records Center 1 year after cutoff. Case files are to	NCI-431-89-1 Item 1 (NUREG-0910 NRCS 2-19-17)

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	NARA- APPROVED <u>CITATION</u>
		<p>remain in NRC custody until licenses are terminated, expired, or 75 years old, whichever is earlier. Review and transfer terminated or expired licenses and material more than 75 years old to NARA at 20 year intervals beginning year 2020.</p> <p>Note: Transfer textual finding aid to NARA at the time of transfer of official files corresponding to finding aid.</p>	
b.	<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>	TBD
c.	<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>	TBD
d.	<p>ADAMS PDF files and TIFF files.</p>	<p><u>Permanent</u>. Cut off electronic files upon termination, expiration, or latest document is 75 years old. Convert image files to paper, microform, magnetic tape, 3480 class tape cartridge, or any other medium and format that meets NARA</p>	TBD

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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 cutoff.

- e. 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 cutoff.

TBD