

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK (NARA Use only) JOB NUMBER <i>N1-431-00-14</i>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>11-8-99</i>	
1. FROM (Agency or establishment) <b>U.S. Nuclear Regulatory Commission</b>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2. MAJOR SUBDIVISION <b>Offices of Congressional Affairs and International Programs</b>		DATE <i>12-21-01</i>	
3. MINOR SUBDIVISION		ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>	
4. NAME OF PERSON WITH WHOM TO CONFER <b>John Harris</b>	5. TELEPHONE <b>301-415-5885</b>		

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 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;     
  is attached; or     
  has been requested.

DATE <i>10/28/99</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE <b>NRC Records Officer</b>
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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 GRS OR SUPERSEDED JOB CITATION	10.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><b>Agencywide Documents Access and Management System (ADAMS) Programmatic Records of the NRC Office of Congressional Affairs, and the Office of International Programs.</b></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>This SF 115 pertains to the programmatic records of the NRC Office of Congressional Affairs (Item 1) and the Office of International Programs (Item 2) and forwards replacement schedules for those previously withdrawn from N1-431-99-2 and N1-431-99-3.</p>		

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1 FROM (Agency or establishment) <b>U.S. Nuclear Regulatory Commission</b>		DATE RECEIVED	
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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 <b>John Harris</b>	5 TELEPHONE <b>301-415-5885</b>	DATE	ARCHIVIST OF THE UNITED STATES

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DATE 10/28/99	SIGNATURE OF AGENCY REPRESENTATIVE Brenda Jo Shelton /S/ , 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 Congressional Affairs, and the Office of International Programs</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>This SF 115 pertains to the programmatic records of the NRC Office of Congressional Affairs (Item 1) and the Office of International Programs (Item 2) and forwards replacement schedules for those previously withdrawn from N1-431-99-2 and N1-431-99-3.</p>		

ADAMS RECORDS SCHEDULES  
OFFICE OF CONGRESSIONAL AFFAIRS

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	NARA APPROVED <u>CITATION</u>
1.	<p><u>Congressional Hearing Testimony and Transcript Files</u></p> <p>Testimony and transcript files located in the Office of Congressional Affairs that document NRC presentations before Congressional House and Senate Committees with respect to NRC's policies, programs, plans, budgets and activities that are made by the Chairman, the Commissioners, the Executive Director for Operations, the Chief Information Officer, the Chief Financial Officer, or other NRC representative, as appropriate. Files include correspondence, documentation, and significant background information created for pre-hearing meetings and briefings, Congressional transcripts and testimonies, and post-hearing correspondence documenting any related questions and responses. The files, reflecting the hearing subject and House or Senate Committee names, are arranged by hearing date.</p>		
	a. Paper records created before 04/01/2000.	Cut off at the close of the fiscal year. Hold 2 years and retire to the Washington National Records Center through OCIO. Destroy 20 years after cutoff.	TBD
	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

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	NARA APPROVED <u>CITATION</u>
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 20 years after cutoff.	TBD

ADAMS RECORDS SCHEDULES  
OFFICE OF INTERNATIONAL PROGRAMS

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	NARA- APPROVED <u>CITATION</u>
2.	<u>Representation Fund Files</u>  Files consisting of correspondence, forms, messages, records of memento purchases and distributions, quarterly expense reports and related documents used by OIP to manage funds appropriated for international cooperation activities and other official representation functions.		
	a. Paper records created before 04/01/2000.	Cut off at close of fiscal year. Hold 2 years and retire to the Washington National Record Center through OCIO. Destroy 6 years and 3 months after cutoff.	TBD
	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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	a. Paper records created before 01/01/2000.	Cut off at the close of the fiscal year. Hold 2 years and retire to the Washington National Records Center through OCIO. Destroy 20 years after cutoff.	TBD
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