

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LE: BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI 431.00.16</i>	
1. FROM (Agency or establishment) U.S. Nuclear Regulatory Commission		DATE RECEIVED <i>12-20-99</i>	
2. MAJOR SUBDIVISION Atomic Safety and Licensing Board Panel		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Jeff Bartlett	5. TELEPHONE 301-415-6466	DATE <i>12-28-01</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 **22** 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>12/9/99</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Brenda Jo. Shelton</i> Brenda Jo. Shelton	TITLE NRC Records Officer
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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 Atomic Safety and Licensing Board Panel.</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> <ol style="list-style-type: none"> 1) Programmatic records created or received by each individual NRC office 2) Administrative records created or received by any NRC offices 		

cc: Agency, NR, NWM, NWE, NWMWA

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 Atomic Safety and Licensing Board Panel.</p>		

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TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-431-00-16	
1. FROM (Agency or establishment) U.S. Nuclear Regulatory Commission		DATE RECEIVED 12.20.99	
2. MAJOR SUBDIVISION Atomic Safety and Licensing Board Panel		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 Jeff Bartlett	5. TELEPHONE 301-415-6466	DATE	ARCHIVIST OF THE UNITED STATES

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 **22** 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 12/09/99	SIGNATURE OF AGENCY REPRESENTATIVE Brenda Jo. Shelton /S/; Revised 03/24/00	TITLE NRC Records Officer
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	<p>Agencywide Documents Access and Management System (ADAMS) Programmatic Records of the NRC Atomic Safety and Licensing Board Panel</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 Atomic Safety and Licensing Board Panel.</p>		

RECORDS OF THE ATOMIC SAFETY AND LICENSING BOARD PANEL
PROGRAMMATIC RECORDS

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ADAMS RECORDS SCHEDULES
ATOMIC SAFETY AND LICENSING BOARD PANEL

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	NARA- APPROVED <u>CITATION</u>
1.	<u>Advisory Screening Committee Consultant Personnel Files</u>		
	Correspondence, reports, and other records pertaining to the qualifications and employment of outside technical advisors or consultants under contract with the Committees.		
	a. Paper records created before 04/01/2000.	Destroy 10 years after termination of contract.	NC1-431-81-5 Item 2.2.6 (NUREG-0910 NRCS 2-5.1)
	b. Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
	c. Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, 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

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	NARA- APPROVED <u>CITATION</u>
d.	ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic files when contract terminated. Destroy 10 years after cut off.	TBD
2.	<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 04/01/2000.	Permanent. Cut off when NRC involvement terminates. OCIO will transfer to NARA 10 years after cutoff	<p>NC1-431-81-5 Item 1.5.30.a.1</p> <p>(NUREG-0910 NRCS 1-2.1.a.1)</p> <p>Supersedes: NC1-431-81-5 Item 1.5.30.a.2</p> <p>(NUREG-0910 NRCS 1-2.1.a.2) and NC1-431-81-5 Item 1.5.30.b.1.a</p> <p>(NUREG-0910 NRCS 1-2.1.b.1.a)</p>

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

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA-APPROVED CITATION
(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 8 years after transferring record to NARA.	TBD
b.	Agenda, minutes, final reports, and related records documenting accomplishments created by committees and for conferences when NRC is not the sponsoring agency.		
(1)	Paper records created before 04/01/2000.	Destroy when 3 years old or earlier if no longer needed for reference.	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 records stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	<u>NARA-APPROVED CITATION</u>
	electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.		
(4)	ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic files upon termination of committee. Destroy 3 years after cutoff.	TBD
c.	All other records created by committees regardless of whether NRC is the sponsor agency, excluding the agenda, minutes, final reports and related records described in Item a, above.		
(1)	Paper records created before 04/01/2000.	Destroy when 3 years old or earlier if no longer needed for reference.	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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED CITATION
	<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>		
	<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 committee. Destroy 3 years after cutoff.</p>	<p>TBD</p>
<p>3.</p>	<p><u>General Program Correspondence Files (Subject Files)</u></p>		
	<p>Letters, memoranda, messages, studies, reports, forms, and other data documenting and/or implementing plans, policies, procedures, accomplishments, opinions, and decisions pertaining to Office of the Atomic Safety and Licensing Board Panel (ASLBP) program and staff activities.</p>		
	<p>a. <u>Program Correspondence Files at the Office Director Level.</u></p>		
	<p>Files that document policy-making decisions or significant ASLBP program management functions that are signed by or addressed to the ASLBP</p>		

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED CITATION
	Director or Deputy Director. Excluded is program correspondence that documents routine transactions for which the record content is summarized or duplicated in higher level documents. (See item c. below.)		
(1)	Paper records created before 04/01/2000.	Permanent. Cut off at close of fiscal year. Hold 2 years and retire to the Washington National Records Center through OCIO. Transfer to NARA when 20 years old.	NC1-431-81-5 Item 1.2.15.a (NUREG-0910 NRCS 1-2.2.a)
(2)	Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
(3)	Copies of electronic files stored outside of ADAMS us to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD
(4)	ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files when NRC involvement terminates. Convert image files to paper, microform, magnetic	TBD

ITEM

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	<p><u>PERMANENT.</u> Cut-off electronic files at close of fiscal year. when NRC involvement terminates. Transfer to the National Archives 2 years after cut-off. At the time of transfer, NARA and NRC will determine medium and format in which records will be transferred as well as their arrangement. Every effort will be made to transfer records electronically in accordance with the standards for permanent electronic records contained in 36 CFR 1228.270 or standards applicable at the time. If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform. Destroy NRC copy 8 years after transferring records to NARA.</p>	<p>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
	<p>b. <u>Program Correspondence Files Created or Received Below the Office Director Level.</u></p>		
	<p>Files that document policy making decisions, significant ASLBP program management functions and program operations. They are signed by or addressed to ASLBP management and staff below the Office Director level. Excluded is program correspondence that documents routine transactions for which the record content is</p>		

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	summarized or duplicated in higher level documents. (See item c. below.)		
(1)	Paper records created before 04/01/2000.	Cut off at close of fiscal year. Hold 2 years and retire to the Washington National Records Center through OCIO. Destroy 10 years after cutoff.	NC1-431-81-5 Item 1.2.15.b (NUREG-0910 NRCS 1-2.2.b)
(2)	Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
(3)	Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office 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 10 years after cutoff.	TBD

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA-APPROVED CITATION
c.	<u>Routine Program</u> <u>Correspondence Files Created or Received at All Organizational Levels.</u>		
	Files documenting program transactions of a routine or recurring nature, the record content of which is summarized or duplicated in Item a. or b. above.		
	(1) Paper records created before 04/01/2000.	Destroy when 2 years old, or sooner if purpose has been served.	NC1-431-81-5 Item 1.2.15.c (NUREG-0910 NRCS 1-2.2.c)
	(2) Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
	(3) Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (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 at close of fiscal year. Destroy 2 years after cutoff.	TBD
4.	<u>Memoranda to Panel Board Members</u>		
	Memoranda of an informational nature on technical matters of use to full-time and part-time panel members, arranged numerically by memorandum numbers within fiscal years.		
	a. Legal Memos.		
	(1) Paper records created before 04/01/2000.	Permanent. Offer to NARA when 20 years old.	NC1-431-81-5 Item 2.2.2 (NUREG-0910 NRCS 2-5.2)
	(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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD

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

(4) ADAMS PDF files and TIFF files.

PERMANENT. 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.

~~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 18 years after transferring record to NARA.~~

TBD

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

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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b. Technical memos.			
(1)	Paper records created before 04/01/2000.	<u>Permanent</u> . Offer to NARA when 20 years old.	NC1-431-81-5 Item 2.2.2 (NUREG-0910 NRCS 2-5.2)
(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 use 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	TBD
<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			

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		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
5.	<u>Minutes of Advisory Screening Committees</u>		
	Minutes of each advisory screening committee and copies of other documents related to the minutes.		
	a. Paper records created before 04/01/2000.	Retain for life of committee.	NC1-431-81-5 Item 2.2.5
			(NUREG-0910 NRCS 2-5.3)
	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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD

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	creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.		
	d. ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic files upon termination of committee. Destroy immediately upon cutoff.	TBD
6.	<u>Panel Board's Monthly Status Report to Commissioners</u>		
	Reports from the Chairman of the Panel to the Commission summarizing the activities of the Board.		
	a. Paper records created before 04/01/2000.	Cut off files annually. Destroy when 10 years old.	NC1-431-81-5 Item 2.2.3 (NUREG-0910 NRCS 2-5.4)
	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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD

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	creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.		
	d. ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic files annually. Destroy 10 years after cutoff.	TBD
7.	<u>Power Reactor License Docket Files of the ASLBP</u>		
	Case files containing copies of license applications, staff papers, letters of intervenors, letters from the Board, I & E Reports, Commissioners' Reports, and other docket-related documentation.		
	a. Paper records created before 04/01/2000.	Cut off files upon completion of ASLBP action. Retire inactive files in annual blocks. Destroy inactive files when 4 years old.	N1-431-89-3 Item 1 (NUREG-0910 NRCS 2-5.5)
	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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	NARA- APPROVED <u>CITATION</u>
	<p>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>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.</p>	<p>Cut off electronic files upon completion of ASLBP action. Destroy 4 years after cutoff.</p>	TBD
8.	<p><u>Regulatory History Files for Proposed and Final Rulemaking</u></p>		
	<p>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 comments, Commission papers, transcripts, indexes, and <i>Federal Register</i> Notices.</p>		
	<p>a. Official case files created by the ASLBP.</p>		

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA-APPROVED CITATION
(1)	Paper records created before 04/01/2000.	Permanent. Cut off when regulation is issued through notice in the <i>Federal Register</i>. Transfer to NARA in 5-year blocks when earliest closed case file is 25 years old and the most recent case file is 20 years old.	NC1-431-85-1 Item 1.a (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.	Permanent. Cut off electronic files when regulation is issued through notice in the <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.	TBD
	<u>PERMANENT.</u> Cut-off electronic files when final regulation is issued through notice in the <i>Federal Register</i> . 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		

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~~and format in which the records will be transferred.~~ Destroy NRC copy 15 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 15 years after transferring record to NARA.

TBD

9. Transcripts of ASLBP Hearings

Verbatim transcripts of the formal ASLBP hearings. These transcripts are filed in the Commission's Official Decisional Docket File (NRC Schedule 2, Part 25, Item 4).

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

~~Destroy when no longer needed for reference.~~

~~NC1-431-81-5
Item 2.2.4~~

~~(NUREG-0910
NRCS 2-5.6)~~

Note: Maintenance in ASLBP of an extra copy of transcripts of the formal ASLBP hearings will be discontinued when ADAMS can make those transcripts available at remote hearing sites within one hour of electronic receipt of the transcripts for ADAMS processing.

**RECORDS OF THE ATOMIC SAFETY AND LICENSING BOARD PANEL
PROGRAMMATIC RECORDS**

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ADAMS RECORDS SCHEDULES
ATOMIC SAFETY AND LICENSING BOARD PANEL

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	NARA- APPROVED <u>CITATION</u>
1.	<p><u>Advisory Screening Committee Consultant Personnel Files</u></p> <p>Correspondence, reports, and other records pertaining to the qualifications and employment of outside technical advisors or consultants under contract with the Committees.</p>		
	<p>a. Paper records created before 01/01/2000.</p>	<p>Destroy ten years after termination of contract.</p>	<p>NC1-431-81-5 Item 2.2.6 (NUREG-0910 NRCS 2-5.1)</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>
	<p>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.</p>	<p>Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.</p>	<p>TBD</p>

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA-APPROVED CITATION
d.	ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic files when contract terminated. Destroy ten years after cut off.	TBD
2.	<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.	NC1-431-81-5 Item 1.5.30.a.1 (NUREG-0910 NRCS 1-2.1.a.1) Supersedes: 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)

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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 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

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA-APPROVED CITATION
(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 8 years after transferring record to NARA.	TBD
b.	Agenda, minutes, final reports, and related records documenting accomplishments created by committees and for conferences when NRC is not the sponsoring agency.		
(1)	Paper records created before 01/01/2000.	Destroy when 3 years old or earlier if no longer needed for reference.	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 records stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED CITATION
	electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.		
(4)	ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic files upon 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.	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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA-APPROVED CITATION
	<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>		
	<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 committee. Destroy 3 years after cutoff.</p>	<p>TBD</p>
<p>3.</p>	<p><u>General Program Correspondence Files (Subject Files)</u></p>		
	<p>Letters, memoranda, messages, studies, reports, forms, and other data documenting and/or implementing plans, policies, procedures, accomplishments, opinions, and decisions pertaining to Office of the Atomic Safety and Licensing Board Panel (ASLBP) program and staff activities.</p>		
	<p>a. <u>Program Correspondence Files at the Office Director Level.</u></p>		
	<p>Files that document policy-making decisions or significant ASLBP program management functions that are signed by or addressed to the ASLBP</p>		

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED CITATION
	Director or 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 Records Center through OCIO. Transfer to NARA when 20 years old.	NC1-431-81-5 Item 1.2.15.a (NUREG-0910 NRCS 1-2.2.a)
(2)	Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
(3)	Copies of electronic files stored outside of ADAMS us 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	TBD

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		<p>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
	<p>b. <u>Program Correspondence Files Created or Received Below the Office Director Level.</u></p>		
	<p>Files that document policy making decisions, significant ASLBP program management functions and program operations. They are signed by or addressed to ASLBP management and staff below the Office Director level. Excluded is program correspondence that documents routine transactions for which the record content is</p>		

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED CITATION
	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 Records Center through OCIO. Destroy 10 years after cutoff.	NC1-431-81-5 Item 1.2.15.b (NUREG-0910 NRCS 1-2.2.b)
(2)	Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
(3)	Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are electronic records created internally using office 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 10 years after cutoff.	TBD

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA-APPROVED CITATION
c.	<u>Routine Program Correspondence Files Created or Received at All Organizational Levels.</u>		
	Files documenting program transactions of a routine or recurring nature, the record content of which is summarized or duplicated in Item a. or b. above.		
	(1) Paper records created before 01/01/2000.	Destroy when 2 years old, or sooner if purpose has been served.	NC1-431-81-5 Item 1.2.15.c (NUREG-0910 NRCS 1-2.2.c)
	(2) Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	TBD
	(3) Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (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 at close of fiscal year. Destroy 2 years after cutoff.	TBD
4.	<p data-bbox="290 642 629 705"><u>Memoranda to Panel Board Members</u></p> <p data-bbox="290 747 740 947">Memoranda of an informational nature on technical matters of use to full-time and part-time panel members, arranged numerically by memorandum numbers within fiscal years.</p> <p data-bbox="290 989 513 1020">a. Legal Memos.</p>		
	(1) Paper records created before 01/01/2000.	<u>Permanent</u> . Offer to NARA when 20 years old.	NC1-431-81-5 Item 2.2.2 (NUREG-0910 NRCS 2-5.2)
	(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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD

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	internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.		
(4)	ADAMS PDF files and TIFF files.	<u>Permanent.</u> Cut off electronic files at close of fiscal year. Convert image files to paper, microform, magnetic tape, 3480 class tape cartridge, or any other medium 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 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

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b.	(1) Paper records created before 01/01/2000.	<u>Permanent</u> . Offer to NARA when 20 years old.	NC1-431-81-5 Item 2.2.2 (NUREG-0910 NRCS 2-5.2)
	(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 use 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	TBD

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		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
5.	<u>Minutes of Advisory Screening Committees</u>		
	Minutes of each advisory screening committee and copies of other documents related to the minutes.		
	a. Paper records created before 01/01/2000.	Retain for life of committee.	NC1-431-81-5 Item 2.2.5 (NUREG-0910 NRCS 2-5.3)
	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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA-APPROVED CITATION
	<p>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>		5
	<p>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.</p>	<p>Cut off electronic files upon termination of committee. Destroy immediately upon cutoff.</p>	TBD
6.	<p><u>Panel Board's Monthly Status Report to Commissioners</u></p>		
	<p>Reports from the Chairman of the Panel to the Commission summarizing the activities of the Board.</p>		
	<p>a. Paper records created before 01/01/2000.</p>	<p>Cut off files annually. Destroy when 10 years old.</p>	<p>NC1-431-81-5 Item 2.2.3 (NUREG-0910 NRCS 2-5.4)</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>	TBD
	<p>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</p>	<p>Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.</p>	TBD

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	NARA- APPROVED <u>CITATION</u>
	creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.		
	d. ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Cut off electronic files annually. Destroy 10 years after cutoff.	TBD
7.	<u>Power Reactor License Docket Files of the ASLBP</u>		
	Case files containing copies of license applications, staff papers, letters of intervenors, letters from the Board, I & E Reports, Commissioners' Reports, and other docket-related documentation.		
	a. Paper records created before 01/01/2000.	Cut off files upon completion of ASLBP action. Retire inactive files in annual blocks. Destroy inactive files when 4 years old.	N1-431-89-3 Item 1 (NUREG-0910 NRCS 2-5.5)
	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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	NARA- APPROVED <u>CITATION</u>
	<p>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>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.</p>	<p>Cut off electronic files upon completion of ASLBP action. Destroy 4 years after cutoff.</p>	TBD
8.	<p><u>Regulatory History Files for Proposed and Final Rulemaking</u></p>		
	<p>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 comments, Commission papers, transcripts, indexes, and <i>Federal Register</i> Notices.</p>		
	<p>a. Official case files created by the ASLBP.</p>		

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA-APPROVED CITATION
(1)	Paper records created before 01/01/2000.	<u>Permanent</u> . Cut off when regulation is issued through notice in the <i>Federal Register</i> . Transfer to NARA in 5-year blocks when earliest closed case file is 25 years old and the most recent case file is 20 years old.	NC1-431-85-1 Item 1.a (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 regulation is issued through notice in the <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	TBD

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA-APPROVED CITATION
	(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.	NRC will determine the medium and format in which the records will be transferred. Destroy NRC copy 15 years after transferring record 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 transferred. Destroy NRC copy 15 years after transferring record to NARA.	TBD
9.	<u>Transcripts of ASLBP Hearings</u> Verbatim transcripts of the formal ASLBP hearings. These transcripts are filed in the Commission's Official Decisional Docket File (NRC Schedule 2, Part 25, Item 4). a. Paper records created before 01/01/2000.	Destroy when no longer needed for reference.	NC1-431-81-5 Item 2.2.4 (NUREG-0910 NRCS 2-5.6)
	Note: Maintenance in ASLBP of an extra copy of transcripts of the formal ASLBP hearings will be discontinued when ADAMS can make those transcripts available at remote hearing sites within one hour of electronic receipt of the transcripts for ADAMS processing.		