

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA)  
WASHINGTON, DC 20408

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  
**N1-431-00-13**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
*John W. Paul*

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: *Beth St. May Jr* TITLE: **NRC Records Officer**

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><del>Agencywide Documents Access and Management System (ADAMS) Programmatic Records of the NRC Office of Nuclear Material Safety and Safeguards.</del></p> <p><del>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.</del></p> <p><del>Records disposition schedules for the NRC records maintained in ADAMS are divided into two broad groups:</del></p> <p><del>1) Programmatic records created or received by each individual NRC office</del></p> <p><del>2) Administrative records created or received by any NRC offices</del></p>	<p><i>The Quaca mtr Licensing Support Network is "owned" by NRC &amp; is a part of ADAMS</i></p> <p><i>manawau</i></p> <p><i>11/2/07</i></p>	

cc: Agency, NR, NWMW, NWMD, NWME

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>		

NARA-  
APPROVED  
CITATION

ITEM  
NO.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

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 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.

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.

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

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

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA-APPROVED CITATION
	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. Docket Files for the Disposal of High-Level Radioactive Wastes in Geologic Repositories

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.	<del>Permanent.</del> 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 <del>(NUREG-0910 NRCS 2-19-2.a)</del>
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.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED CITATION
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documents that are linked to and considered part of the official records.

5. Docket Files for the Land Disposal of Radioactive Wastes

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

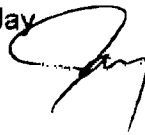
**FAX TRANSMITTAL**

To: Mary Ann Wallace, DOE IM-23,  
FAX:301-903-6223

From: Jay Blewett, Nuclear Regulatory Commission / Millican & Associates  
Phone 301-415-6859  
FAX: 301-415-6434

Subject: NRC Records Disposition Schedule for  
Docket Files for the Disposal of High-Level RadWastes in Geologic Repositories

I presume you will share with Lorretta and others. [;>) Jay



5 pages + transmittal