



UNITED STATES  
NUCLEAR REGULATORY COMMISSION  
ATOMIC SAFETY AND LICENSING BOARD PANEL  
WASHINGTON, D.C. 20555-0001

May 23, 2000

MEMORANDUM TO: Brenda J. Shelton, Chief  
Records Management Branch  
Office of The Chief Information Officer

FROM: G. Paul Bollwerk, III *G. Paul Bollwerk, III*  
Chief Administrative Judge

SUBJECT: NOTIFICATION OF ELECTRONIC INFORMATION SYSTEM  
DESIGN OR MODIFICATION

In accordance with NRC's Management Directive 2.5, "Application System Life-Cycle Management," specifically "Activity 1.3: Notify Records Management Branch to Review Records Management Requirements," please find attached the subject form NRC 616 for your review.

It is our understanding that after this form has been processed by the Records Management organization, a designated representative will contact and assist ASLBP in properly completing all necessary forms (per NRC Management Directive 2.5) and identifying any additional records management requirements. If this understanding is incorrect or you need additional information, please contact ASLBP at your earliest convenience. Otherwise, we look forward to working with the Records Management staff in developing the Licensing Support Network (LSN).

The point of contact for this effort in ASLBP is Matt Schmit and he can be reached by E-mail (MRS3) or phone at 415-7469.

Attachment: As stated

**NOTIFICATION OF ELECTRONIC INFORMATION SYSTEM  
DESIGN OR MODIFICATION**

05/23/2000

**APPLICATION SYSTEM PROJECT PARTICIPANTS**  
*(See NRCMD 2.5 for definition of these application system project roles)*

EXECUTIVE SPONSOR <b>G. Paul Bollwerk III</b>			OVERALL PROJECT MANAGER <b>Dan Graser</b>		
OFFICE/DIVISION/BRANCH <b>ASLBP</b>	TELEPHONE <b>301-415-7454</b>	MAIL STOP <b>T3F23</b>	OFFICE/DIVISION/BRANCH <b>ASLBP</b>	TELEPHONE <b>301-415-7401</b>	MAIL STOP <b>T3F23</b>
BUSINESS PROJECT MANAGER <b>Dan Graser</b>			TECHNICAL PROJECT MANAGER <b>Matt Schmit</b>		
OFFICE/DIVISION/BRANCH	TELEPHONE	MAIL STOP	OFFICE/DIVISION/BRANCH <b>ASLBP</b>	TELEPHONE <b>301-415-7469</b>	MAIL STOP <b>T3F23</b>

**TYPE OF ACTION (Check one)**

- New development effort for application/system.
- Major system modification. *(See major types of modifications below.)*
- Data conversion effort/transition to different application/system.

NOTE: Major types of systems modifications include:

Modifications to add/delete a series of records.	Modifications that affect data retention, storage, or disposition.
Modifications that change the function or purpose of a system.	Modifications that affect the life cycle management of the information or its ultimate disposition.
Modifications that change the assigned application system category.	Modifications that change the medium used for maintaining permanent records.
	Any change affecting a records management element of the system

**SYSTEM INFORMATION**

NAME OF APPLICATION <b>Licensing Support Network (LSN)</b>	SYSTEM NUMBER (IF ANY) FROM NRC SYSTEMS INVENTORY
---------------------------------------------------------------	------------------------------------------------------

DESCRIPTION OF APPLICATION FUNCTION  
**Document "discovery" system to be used in the pre-licensing phase of the high-level waste repository hearing**

**OFFICE(S) SUPPORTED**

NAME OF OFFICE	NAME OF OFFICE CONTACT	TELEPHONE	MAIL STOP
<b>NMSS</b>	<b>Bill Reamer</b>	<b>301-415-6537</b>	<b>T7F3</b>

**CURRENT PROJECT STATUS (Include NRCMD 2.5 Life cycle component and step)**

**Project approved (for project phase) by the Executive Council on 4/25/2000.  
ASLBP will execute a statement of work (approximately 7/1/2000) to begin with NRCMD 2.5 life cycle component 1.1.**