INCLUSION / EXCLUSION CRITERIA

for

THE DEPARTMENT OF ENERGY'S

OFFICE of CIVILIAN RADIOACTIVE WASTE MANAGEMENT

RECORDS MANAGEMENT SYSTEM

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REQUIREMENTS

- **Federal Laws:** 44 U.S. Code, Chapters 21, 29, 31, & 33

- **Code of Federal Regulations:** 36 CFR 12, Subchapter B
  10 CFR 2, Subpart J

- **Departmental Directives:** Department of Energy Order 1324.5B
  Records Management Program

- **Office of Civilian Radioactive Waste Management (OCRWM) Directives:**
  Quality Assurance Requirements and Description DOE/RW-0333P
  OCRWM Records Inventory and Disposition Schedule (RIDS)

- **Administrative and Implementing Procedures:**
  YAP-17.1Q, Records Management Requirements and Responsibilities
  QAAP 17.1, QA Records Management

Inclusion / Exclusion Historical Development

- Records Management Requirements and Responsibilities, DOE/RW-0194

- Yucca Mountain Project Records Managment Administrative Procedure, Non-Record Criteria List

- OCRWM Inclusion/ Exclusion Criteria List, September 1992

- Nuclear Regulatory Commission Draft Regulatory Guide DG-3009, Topical Guidelines for the Licensing Support System, July 1993

- OCRWM Inclusion/Exclusion Selection Criteria List (Draft), October 1993

- Evaluation of Licensing Support System Options, January 1995

CATEGORIES of DOE RECORDS

1. Non OCRWM Program Records

2. OCRWM Program Records Excluded by 10 CFR 2, Subpart J

3. OCRWM Program Records Included by 10 CFR 2, Subpart J

Criteria for DOE Records to be submitted to the Licensing Support System

1. Does it contain information related to the OCRWM Program?

2. Is it excluded by 10 CFR 2, subpart J, section 2.1003?

3. If in doubt, include in the LSS.

CLARIFICATION NEEDED

- **Offical Notice Materials** –

- **Reference Books and Text Books**

- **Confidential Financial Information - Included by section 2.1005 (e)** $3(d)(2)$

- **Material Related to Budgets and Financial Management excluded by section 2.1005, (e)**

- **Administrative Records**

- **References............ that are Readily Available**

  What does "Readily Available" mean?

  1. Available in an OCRWM funded Technical Information Center

  2. Copyrighted (Public Domain)

  3. In the collection of a University Library