NUREG-0910
Revision 4

NRC Comprehensive Records Disposition Schedule

U.S. Nuclear Regulatory Commission
Office of Information Services
Washington, DC 20555-0001

NUREG-0910
Revision 4

NRC Comprehensive Records Disposition Schedule

Manuscript Completed: March 2005
Date Published: March 2005

Information and Records Services Division
Office of Information Services
U.S. Nuclear Regulatory Commission
Washington, DC 20555-0001

AVAILABILITY OF REFERENCE MATERIALS IN NRC PUBLICATIONS

NRC Reference Material

As of November 1999, you may electronically access NUREG-series publications and other NRC records at NRC's Public Electronic Reading Room at http://www.nrc.gov/reading-rm.html. Publicly released records include, to name a few, NUREG-series publications; *Federal Register* notices; applicant, licensee, and vendor documents and correspondence; NRC correspondence and internal memoranda; bulletins and information notices; inspection and investigative reports; licensee event reports; and Commission papers and their attachments.

NRC publications in the NUREG series, NRC regulations, and *Title 10, Energy*, in the Code of *Federal Regulations* may also be purchased from one of these two sources.

1. The Superintendent of Documents
   U.S. Government Printing Office
   Mail Stop SSOP
   Washington, DC 20402–0001
   Internet: bookstore.gpo.gov
   Telephone: 202-512-1800
   Fax: 202-512-2250
2. The National Technical Information Service
   Springfield, VA 22161–0002
   www.ntis.gov
   1–800–553–6847 or, locally, 703–605–6000

A single copy of each NRC draft report for comment is available free, to the extent of supply, upon written request as follows:

Address: Office of the Chief Information Officer,
Reproduction and Distribution
Services Section
U.S. Nuclear Regulatory Commission
Washington, DC 20555-0001
E-mail: DISTRIBUTION@nrc.gov
Facsimile: 301–415–2289

Some publications in the NUREG series that are posted at NRC's Web site address http://www.nrc.gov/reading-rm/doc-collections/nuregs are updated periodically and may differ from the last printed version. Although references to material found on a Web site bear the date the material was accessed, the material available on the date cited may subsequently be removed from the site.

Non-NRC Reference Material

Documents available from public and special technical libraries include all open literature items, such as books, journal articles, and transactions, *Federal Register* notices, Federal and State legislation, and congressional reports. Such documents as theses, dissertations, foreign reports and translations, and non-NRC conference proceedings may be purchased from their sponsoring organization.

Copies of industry codes and standards used in a substantive manner in the NRC regulatory process are maintained at—

The NRC Technical Library
Two White Flint North
11545 Rockville Pike
Rockville, MD 20852–2738

These standards are available in the library for reference use by the public. Codes and standards are usually copyrighted and may be purchased from the originating organization or, if they are American National Standards, from—

American National Standards Institute
11 West 42nd Street
New York, NY 10036–8002
www.ansi.org
212–642–4900

Legally binding regulatory requirements are stated only in laws; NRC regulations; licenses, including technical specifications; or orders, not in NUREG-series publications. The views expressed in contractor-prepared publications in this series are not necessarily those of the NRC.

The NUREG series comprises (1) technical and administrative reports and books prepared by the staff (NUREG–XXXX) or agency contractors (NUREG/CR–XXXX), (2) proceedings of conferences (NUREG/CP–XXXX), (3) reports resulting from international agreements (NUREG/IA–XXXX), (4) brochures (NUREG/BR–XXXX), and (5) compilations of legal decisions and orders of the Commission and Atomic and Safety Licensing Boards and of Directors' decisions under Section 2.206 of NRC's regulations (NUREG–0750).

INTRODUCTION TO THE NRC COMPREHENSIVE RECORDS DISPOSITION SCHEDULE

The NRC Comprehensive Records Disposition Schedule (CRDS) provides the authorized disposition for all NRC records. Each record schedule has been approved by the appropriate NRC officials, and the General Accounting Office, when appropriate, and is authorized by the Archivist of the United States. Application of the disposition schedules is mandatory and is in accord with the National Archives and Records Administration's regulations provided in 36 CFR Part 1228, "Disposition of Federal Records" and statutory requirements set forth in Title 44 U.S. Code, "Public Printing and Documents." NRC's implementing policies are contained in NRC Management Directive 3.53, "NRC Records Management Program."

The CRDS is comprised of NRC Schedules (NRCS) that apply to NRC's unique administrative and programmatic records, and General Records Schedules (GRS) 1-26 that apply to administrative records that are common to most agencies. Records that do not have an applicable disposition schedule must be retained until disposition authority is obtained. Procedures for establishing new schedules or revising the retention period for existing schedules are provided in NRC Management Directive 3.53.

Official records are retained in a network of official file stations managed by File Custodians. Beginning April 1, 2000, offices began maintaining many official record collections in the Agencywide Documents Access and Management System (ADAMS). Each official file station has a "Files Maintenance and Disposition Plan" (NRC Form 306) that correlates the record schedule with each collection retained at the file location and each collection maintained in ADAMS.

Records Liaison Officers throughout NRC are responsible for maintaining a collection of these plans for all official record collections within their respective offices (including ADAMS), reviewing the plans annually to ensure they are complete and current, and making them available to staff.

Procedures for the retirement or disposal of NRC records are issued from the Records and FOIA/Privacy Services Branch (RFPSB), Office of Information Services. Comments or questions regarding the Comprehensive Records Disposition Schedule or its application may be directed to RFPSB.

TABLE OF CONTENTS

NRC Schedule 1	RECORDS COMMON TO MOST OFFICES	Page No.
Part 1	Administrative Files Common to Most Offices	1.1.1
	Item 1. Employee Travel Files	1.1.1
	Item 2. Office General Personnel Files	1.1.1
	Item 3. Office Organization Reference Files	1.1.1
	Item 4. Policy and Precedent Reference Files	1.1.2
	Item 5. Reading or Chronological Files	1.1.2
	Item 6. Reference Publication Files	1.1.3
	Item 7. Reimbursable Agreements and Contract Files	1.1.3
	Item 8. Staff Working File	1.1.3
	Item 9. Technical Reference Files	1.1.4
	Item 10. Vu-graphs	1.1.4
	Item 11. Weekly Status Reports	1.1.4
Part 2	Programmatic Files Common to Most Offices	1.2.1
	Item 1. General Program Correspondence Files (Subject Files)	1.2.1
NRC Schedule 2	RECORDS OF NRC OFFICES	
Part 1	Records of the Office of Administration	2.1.1
	Item 1. Administrative Budget Control (ABC)	2.1.1
	Item 2. Central Personnel Clearance Index (CPCI)	2.1.1
	Item 3. Committee and Conference Records	2.1.2
	Item 4. Classified Document Control System (CDCS)	2.1.6
	Item 5. Contracts System	2.1.6
	Item 6. Directives Case Files	2.1.6
	Item 7. General Correspondence Files (Subject Files)	2.1.9
	Item 8. Grants Files	2.1.14
	Item 9. Holding Action System (HAS)	2.1.17
	Item 10. Organizational Records	2.1.17
	Item 11. Property and Supply System (PASS)	2.1.18
	Item 12. Regulatory History Files for Proposed and Final Rulemaking	2.1.19
	Item 13. Rulemaking Documents Published in the Federal Register	2.1.21
	Item 14. Security Policy Files	2.1.22
	Item 15. Security Violations (Felonies) Files	2.1.24
	Item 16. Still Photography Files	2.1.26
	Item 17. Video Recording Files	2.1.27
Part 2	Records of the Advisory Committee on Nuclear Waste	2.2.1

Item 1. ACNW Meeting Files 2.2.1
Item 2. ACNW Members' General Files 2.2.3
Item 3. ACNW Members' Personnel Files 2.2.4
Item 4. ACNW Project Case Files 2.2.5
Item 5. Committee and Conference Records 2.2.7
Item 6. Consultants' General Files 2.2.11
Item 7. Consultants' Personnel Files 2.2.13
Item 8. Program Correspondence Files 2.2.14
Item 9. Transcripts of ACNW Meetings 2.2.15
Item 10. Waste Management Licensing Files 2.2.17

Part 3 Records of the Advisory Committee on Reactor Safeguards 2.3.1

Item 1. ACRS Meeting Files 2.3.1
Item 2. ACRS Members' General Files 2.3.3
Item 3. ACRS Members' Personnel Files 2.3.4
Item 4. Annual Reports of the ACRS to the U.S. Congress and/or U.S. NRC 2.3.5
Item 5. Classified Defense Information File 2.3.6
Item 6. Committee and Conference Records 2.3.6
Item 7. Committee Files on Regulation Guidelines 2.3.10
Item 8. Consultants' General Files 2.3.12
Item 9. Consultants' Personnel Files 2.3.13
Item 10. General Program Correspondence Files 2.3.14
Item 11. Keyword In Context/Out of Context Index (KWIC/KWOC) 2.3.16
Item 12. Nuclear Power Plant Docket Files 2.3.17
Item 13. Nuclear Reactor Project Files 2.3.18
Item 14. Transcripts of ACRS Meetings 2.3.20

Part 4 Records of the Atomic Safety and Licensing Board Panel 2.4.1

Item 1. Advisory Screening Committee Consultant Personnel Files 2.4.1
Item 2. Committee and Conference Records 2.4.2
Item 3. General Program Correspondence Files (Subject Files) 2.4.6
Item 4. Memoranda to Panel Board Members 2.4.11
Item 5. Minutes of Advisory Screening Committees 2.4.14
Item 6. Panel Board's Monthly Status Report to Commissioners 2.4.15
Item 7. Power Reactor License Docket Files of the ASLBP 2.4.16
Item 8. Regulatory History Files for Proposed and Final Rulemaking 2.4.17
Item 9. Transcripts of ASLBP Hearings 2.4.19

Part 5 Records of the Office of the Chief Financial Officer 2.5.1

Item 1. Accounting System (CAB) 2.5.1
Item 2. Budget Files 2.5.1
Item 3. Committee and Conference Records 2.5.6
Item 4. Fee Determination Background Files 2.5.10

Item 5. General Program Correspondence Files (Subject Files) 2.5.11
Item 6. Integrated Financial Management Information System (IFMIS) 2.5.15
Item 7. License Fee Branch Reporting System (FEES) 2.5.16
Item 8. Payroll System (PAY) 2.5.16
Item 9. Regulatory History Files for Proposed and Final Rulemaking 2.5.16

Part 6 Records of the Office of Information Services 2.6.1

Item 1. ADAMS Legacy Libraries 2.6.1
Item 2. Annual Reports to the Attorney General on FOIA 2.6.2
Item 3. Automated Information Documentation System (AIDS) 2.6.3
Item 4. Bibliographic Retrieval System (BRS) 2.6.3
Item 5. Committee and Conference Records 2.6.3
Item 6. Duplicate Reference Files of the Public Document Room (PDR) 2.6.7
Item 7. Forms File 2.6.8
Item 8. General Program Correspondence Files (Subject Files) 2.6.11
Item 9. Graphic Arts Files 2.6.15
Item 10. Information Requirements Control Automated System (IRCAS) 2.6.18
Item 11. Manpower System (MPS) 2.6.18
Item 12. Nuclear Documents System (NUDOCS) Records 2.6.18
Item 13. Project Management System (PMS) 2.6.20
Item 14. Publications 2.6.20
Item 15. Regulatory History Files for Proposed and Final Rulemaking 2.6.23
Item 16. Regulatory Information Tracking Systems - CIO (IRM-RITS) 2.6.26
Item 17. Statistical Information System For Operating Reactors (SISOR) 2.6.26
Item 18. Technical Assignment Control System (TACS) 2.6.26
Item 19. Telephone Directory System (TEL) 2.6.27
Item 20. Timesharing Accounts Management System (TAMS) 2.6.27

Part 7 Records of the Office of the Commission 2.7.1

Item 1. Commissioners' Chronological Files 2.7.1
Item 2. Office Files of the Chairman and Commissioners 2.7.2
Item 3. Schedule of Daily Activities 2.7.3

Part 8 Records of the Office of Commission Appellate Adjudication 2.8.1

Item 1. Appellate Adjudication Documents Files 2.8.1
Item 2. Draft Memorandum and Order Files 2.8.3
Item 3. OCAA Program Management and Operational Files 2.8.4

Part 9 Records of the Office of Congressional Affairs 2.9.1

Item 1. Committee and Conference Records 2.9.1
Item 2. Congressional Hearing Testimony and Transcript Files 2.9.5
Item 3. Congressional Correspondence Files 2.9.6
Item 4. Congressional Correspondence System 2.9.7

Item 5. General Program Correspondence Files (Subject Files) 2.9.8
Item 6. Legislative Files 2.9.12
Item 7. Senate and House Members Profile Files 2.9.13

Part 10 Records of the Office of Enforcement 2.10.1

Item 1. Committee and Conference Records 2.10.1
Item 2. Enforcement Action Case Files 2.10.5
Item 3. General Program Correspondence Files (Subject Files) 2.10.9
Item 4. Regulatory History Files for Proposed and Final Rulemaking 2.10.13

Part 11 Records of the Office of the Executive Director for Operations 2.11.1

Item 1. Committee and Conference Records 2.11.1
Item 2. EDO Action Item Files 2.11.5
Item 3. General Program Correspondence Files (Subject Files) 2.11.7
Item 4. Work Item Tracking System (WITS-II) 2.11.12

Part 12 Records of the Office of the General Counsel 2.12.1

Item 1. Commission Memorandum File 2.12.1
Item 2. Committee and Conference Records 2.12.3
Item 3. Conflict of Interest (Ethics Official) Files 2.12.7
Item 4. General Program Correspondence Files (Subject Files) 2.12.7
Item 5. Legislative Files 2.12.12
Item 6. Licensing Docket Formal Hearing Files 2.12.14
Item 7. Litigation Case Files 2.12.15
Item 8. Patent and Technical Data Files 2.12.17
Item 9. Personal Opinion Files 2.12.28
Item 10. Regulatory History Files for Proposed and Final Rulemaking 2.12.28

Part 13 Records of the Office of Human Resources 2.13.1

Item 1. Audio Cassettes for Technical Training 2.13.1
Item 2. Automated Personnel System (APS) 2.13.1
Item 3. Awards Files 2.13.2
Item 4. Committee and Conference Records 2.13.4
Item 5. Differing Professional View and Opinion Files 2.13.8
Item 6. General Correspondence Files (Subject Files) 2.13.11
Item 7. Training Aids 2.13.15

Part 14 Records of the Office of the Inspector General 2.14.1

Item 1. Audit Case Files 2.14.1
Item 2. Committee and Conference Records 2.14.2
Item 3. General Program Correspondence Files (Subject Files) 2.14.6
Item 4. Investigation Case Files 2.14.10
Item 5. Investigation Records Made Publicly Available 2.14.12

Item 6. Regulatory History Files for Proposed and Final Rulemaking 2.14.15

Part 15 Records of the Office of International Programs 2.15.1

Item 1. Committee and Conference Records 2.15.1
Item 2. Country Files, Export/Import and International Safeguards Records 2.15.5
Item 3. Country Files, International Arrangements 2.15.6
Item 4. Export/Import License Docket Files 2.15.8
Item 5. Files of Department of State Cables and Atomic International Forum Wires (AIF) 2.15.9
Item 6. Foreign Visitor Files 2.15.10
Item 7. Formal Arrangement and Agreement Files 2.15.12
Item 8. General Program Correspondence Files (Subject Files) 2.15.14
Item 9. International Organization Files 2.15.18
Item 10. International Programs Export/Import License Tracking System (IPELTS) 2.15.20
Item 11. Regulatory History Files for Proposed and Final Rulemaking 2.15.20
Item 12. Representation Fund Files 2.15.22

Part 16 Records of the Office of Investigations 2.16.1

Item 1. Allegation and Inquiry Files 2.16.1
Item 2. Confidential Source Files 2.16.1
Item 3. General Program Correspondence Files (Subject Files) 2.16.2
Item 4. Investigation Case Files 2.16.7
Item 5. Investigation Procedures Manual and Investigative Guidance 2.16.9
Item 6. Legal Interpretations 2.16.10

Part 17 Records of the Office of Nuclear Material Safety and Safeguards 2.17.1

Item 1. Allegation Case Files 2.17.1
Item 2. Certificate of Compliance Files 2.17.1
Item 3. Committee and Conference Records 2.17.2
Item 4. Docket Files for the Disposal of High-Level Radioactive Wastes in Geologic Repositories 2.17.6
Item 5. Docket Files for the Land Disposal of Radioactive Wastes 2.17.8
Item 6. Fuel Facilities, Transportation, Byproduct, Source, and Special Nuclear material Docket Files 2.17.10
Item 7. General Program Correspondence Files (Subject Files) 2.17.20
Item 8. High-Level, Low-Level, and Uranium Recovery Docket Files 2.17.25
Item 9. Independent Spent Fuel Storage Installation Docket Files (ISFSI) 2.17.26
Item 10. International Safeguards Program Office (ISPO) 2.17.30
Item 11. Licensee Mismanagement Files 2.17.30
Item 12. NMSS Case Work System (CASE) 2.17.31
Item 13. NMSS Contract File Management System (FILNET) 2.17.31
Item 14. Nuclear Material Management and Safeguards System (NMMSS) 2.17.32
Item 15. Part 71 Safety Evaluation Reports 2.17.32
Item 16. Part 71 Quality Assurance Files 2.17.33
Item 17. Personnel Exposure Files 2.17.34

Item 18. Process Operator License Files 2.17.36
Item 19. Radiation Protection Program Records 2.17.38
Item 20. Regulatory History Files for Proposed and Final Rulemaking 2.17.39
Item 21. Regulatory Information Tracking System - NMSS (NMSS-RITS) 2.17.42
Item 22. Sealed Source and Device Review Files 2.17.42
Item 23. Source and Special (SS) Material Accountability System Files 2.17.45
Item 24. Transport Approval Package Information System (TAPIS 2.17.45
Item 25. Uranium Mill Tailings Remedial Action Program (UMTRAP) Project Licensing Case Files 2.17.46

Part 18 Records of the Office of Nuclear Reactor Regulation 2.18.1

Item 1. Allegation Case Files 2.18.1
Item 2. Antitrust Case Files 2.18.2
Item 3. Committee and Conference Records 2.18.3
Item 4. E-2 System (IRMS) 2.18.7
Item 5. General Program Correspondence Files (Subject Files) 2.18.7
Item 6. Headquarters and Regional Operator Licensing Files 2.18.12
Item 7. Licensing Project Files 2.18.15
Item 8. Morning Reports 2.18.16
Item 9. Non-licensing Project Files 2.18.17
Item 10. NRC Inspection Manual 2.18.18
Item 11. Nuclear Power Plant Docket Files 2.18.19
Item 12. Regulatory Effectiveness Reviews (RER) 2.18.28
Item 13. Regulatory History Files for Proposed and Final Rulemaking 2.18.29
Item 14. Regulatory Information Tracking System - NRR (NRR-RITS) 2.18.31
Item 15. Safeguard Status Reports 2.18.32
Item 16. Seismic Qualification (SEISMIC) 2.18.32
Item 17. Statistical and Enforcement Text System (766) 2.18.32
Item 18. Steam Generators 2.18.33
Item 19. Vendor Case Files 2.18.33
Item 20. Vendor Topical Reports 2.18.34

Part 19 Records of the Office of Nuclear Regulatory Research 2.19.1

Item 1. Abnormal Occurrence Case Files 2.19.1
Item 2. Budget System, Research 2.19.3
Item 3. Case Study Report Files 2.19.3
Item 4. Committee and Conference Records 2.19.5
Item 5. Committee to Review Generic Requirements (CRGR) Files 2.19.9
Item 6. Experiment and Test Files 2.19.11
Item 7. Formal Arrangement and Agreement Files 2.19.14
Item 8. General Program Correspondence Files (Subject Files) 2.19.16
Item 9. Grants Files 2.19.21
Item 10. Laboratory Notebooks 2.19.25
Item 11. National Standards Committee Participation System (SDCOM) 2.19.26
Item 12. Nuclear Safety Research Review Committee Records (NSRRC) 2.19.27
Item 13. Nuclear Safety Standards Program Files 2.19.27

Item 14. Personnel Monitoring Report Files 2.19.30
Item 15. Plans and Systems Design Descriptions 2.19.35
Item 16. Radiation Exposure Information System (REIRS) 2.19.35
Item 17. Regulatory History Files for Proposed and Final Rulemaking 2.19.36
Item 18. Rejected Research Project Proposals 2.19.38
Item 19. Research Program Files 2.19.39
Item 20. Research Project Case Files 2.19.42
Item 21. Scientific and Technical Reports 2.19.45
Item 22. Still Photographs Associated with Loss of Fluid Transfer (LOFT) 2.19.48
Item 23. Video Recordings For Research Projects 2.19.49

Part 20 Records of the Office of Nuclear Security and Incident Response 2.20.1

Item 1. Committee and Conference Records 2.20.1
Item 2. Emergency Planning Files 2.20.5
Item 3. General Program Correspondence Files (Subject Files) 2.20.9
Item 4. International Safeguards Program Office (ISPO) Files 2.20.14
Item 5. Safeguard Status Reports 2.20.16
Item 6. Security Policy Files 2.20.17
Item 7. Systems Security Records 2.20.19

Part 21 Records of the Office of Public Affairs 2.21.1

Item 1. General Program Correspondence Files (Subject Files) 2.21.1
Item 2. Information Files Containing Press Releases and Official Speeches 2.21.6

Part 22 Records of the Office of the Secretary 2.22.1

Item 1. Commission's Decisional License Docket Files 2.22.1
Item 2. Commission Decision-Making Files 2.22.3
Item 3. Commission Tracking System 2.22.5
Item 4. Committee and Conference Records 2.22.5
Item 5. General Program Correspondence Files (Subject Files) (Signed by the Chairman maintained in paper) 2.22.9
Item 6. General Program Correspondence Files (Subject Files) (Signed below the Chairman level maintained in ADAMS) 2.22.11
Item 7. Narrative Histories 2.22.16
Item 8. Oral History Sound Recordings 2.22.18
Item 9. Regulatory History Files for Proposed and Final Rulemaking 2.22.18
Item 10. Rulemaking Docket Files 2.22.20
Item 11. Stenographic Tapes of Commission Meetings 2.22.21
Item 12. Transcripts of Commission Meetings 2.22.21

Part 23 Records of the Office of Small Business and Civil Rights 2.23.1

Item 1. General Program Correspondence Files (Subject Files) 2.23.1

Part 24 Records of the Office of State and Tribal Programs 2.24.1

Item 1. Agreement State Files 2.24.1
Item 2. General Program Correspondence Files (Subject Files) 2.24.5
Item 3. Non-Agreement State Files 2.24.9
Item 4. Training Files 2.24.10

Part 25 Records of the Regional Offices 2.25.1

Item 1. Action Item Tracking System (AITS) 2.25.1
Item 2. Allegation Case Files 2.25.1
Item 3. Committee and Conference Records 2.25.2
Item 4. Duplicate Nuclear Power Plant Docket Files 2.25.6
Item 5. Emergency Planning Files 2.25.6
Item 6. Enforcement Action Case Files 2.25.9
Item 7. Fuel Facilities, Transportation, Byproduct, Source, and Special Nuclear Material Docket Files 2.25.13
Item 8. General Program Correspondence Files (Subject Files) 2.25.24
Item 9. Headquarters and Regional Operator Licensing Files 2.25.28
Item 10. High-Level, Low-Level, and Uranium Recovery Docket Files 2.25.32
Item 11. Improper Action Files 2.25.33
Item 12. Information Files 2.25.34
Item 13. Inspection and Enforcement Case Files 2.25.36
Item 14. Licensee Mismanagement Files 2.25.47
Item 15. Module Status Report System 2.25.49
Item 16. Nuclear Material Accountability Worksheets 2.25.49
Item 17. Outstanding Item Systems (OIS) 2.25.50
Item 18. Personnel Exposure Files 2.25.50
Item 19. Radiation Protection Program Records 2.25.53
Item 20. Regulatory History Files for Proposed and Final Rulemaking 2.25.54

NRC Schedule 1

RECORDS COMMON TO MOST OFFICES

PART 1. ADMINISTRATIVE FILES COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
1.	**Employee Travel Files**		
	Correspondence, requests, travel authorizations and orders, itineraries, travel vouchers, and similar papers pertaining to employee travel exclusive of records maintained in the office of the Chief Financial Officer. Record keeping system: Paper.	Cut off at close of fiscal year. Destroy when 1 year old.	NC1-431-81-5 Item 1.1.6
2.	**Office General Personnel Files**		
	Documents that relate to the day-to-day administration of personnel in individual offices. Included are notices of holidays and hours worked; notices and lists of persons to attend training sessions; papers concerning participation in employee and community affairs; campaigns and drives; and comparable or related papers arranged as appropriate. Record keeping system: Paper.	Cut off at close of fiscal year. Destroy when 2 years old.	NC1-431-81-5 Item 1.1.7
3.	**Office Organization Reference Files**		
	Documents relating to the organization and function of an office. Included are copies of organization and functional charts and statements; documents relating to office staffing; and documents concerning functional assignments and changes. Also included are documents reflecting minor changes in the office organization or	Destroy when superseded, obsolete, or no longer needed for reference.	NC1-431-81-5 Item 1.1.4

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	functional assignments which are made by the office chief. Record keeping system: Paper.		
4.	**Policy and Precedent Reference Files**		
	Copies of documents establishing policy or precedents pertinent to future and continuing actions. Normally, policy and precedent files are maintained at operating levels and consist of extra copies of operating procedures, statements of policy or procedure, examples of typical cases, and other documents duplicated in official files. Original or official record copies will NOT be placed in this file. This file consists of non-record copies maintained only for convenience of reference. Record keeping system: Paper.	Destroy when organizational unit is discontinued or when documents become obsolete or are no longer needed for operating or reference purposes.	NC1-431-81-5 Item 1.1.12
5.	**Reading or Chronological Files**		
	Extra copies of correspondence prepared and maintained by the originating office, used solely as a reading or reference file for the convenience of personnel. Exception Applicable to the Commissioners' chronological file of outgoing correspondence comprised of letters signed by the Commissioners. See Part 7, Item 1. Record keeping system: Paper.	Cut off at close of fiscal year. Destroy when 1 year old or when reference value has been exhausted, whichever is sooner.	NC1-431-81-5 Item 1.1.11

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
6.	**Reference Publication Files**		
	Copies of NRC internal and/or external directives, and publications issued by other Government agencies and non-governmental organizations maintained for reference within an office.	Destroy when superseded, obsolete, or no longer needed for reference purposes.	NC1-431-81-5 Item 1.1.14
	Record keeping system: Paper.		
7.	**Reimbursable Agreements and Contract Files**		
	Includes all contractual and reimbursable agreement files (under Memorandum of Understanding - DOE/NRC) pertaining to work done for NRC by any outside source.		NC1-431-81-5 Item 1.1.9 GRS 3, Item 3a (1)(a) and (b)
	Record keeping system: ADAMS.		
	a. Transactions of more than $100,000 and all construction contracts exceeding $2,000.	Destroy 6 years and 3 months after final payment.	
	b. Transactions of $100,000 or less and all construction contracts exceeding under $2,000.	Destroy 3 years after final payment.	
8.	**Staff Working File**		
	Reference files maintained for convenience by individual staff members. Includes copies of docket material and other records maintained in official NRC files.	Destroy at the same time the related subject file is destroyed or earlier if no longer needed for reference purposes.	NC1-431-81-5 Item 1.1.13
	Record keeping system: Paper.		

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
9.	**Technical Reference Files**		
	Copies of documents retained strictly for reference and informational purposes and which are not part of the official files. Include copies of reports, studies, special compilations of data, drawings, periodicals, book, clippings, extra (nonrecord) copies of "policy and precedent" files, brochures, catalogs, vendor price lists, and publications prepared internally and externally. Note: Reference materials relevant to permanent records accessioned by or scheduled to be accessioned by the National Archives should be offered to NARA.	Review annually and destroy material of no further reference value.	Nonrecord Material
	Record keeping system: Paper.		
10.	**Vu-graphs**		
	Vu-graphs maintained in any NRC office.	Destroy when one year old.	NC1-431-81-5 Item 1.1.8
	Record keeping system: Transparencies.		
11.	**Weekly Status Reports**		
	Files consist of internal narrative reports containing items of interest on program activities submitted by NRC offices weekly to the Commission.	Destroy when one year old.	NC1-431-81-5 Item 1.1.8
	Record keeping system: Paper.		

NRC Schedule 1

RECORDS COMMON TO MOST OFFICES

PART 2. PROGRAMMATIC FILES COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
1.	**General Program Correspondence Files (Subject Files)**		
	Letters, memoranda, messages, studies, reports, forms, and other data documenting and/or implementing plans, policies, procedures, accomplishments, opinions, and decisions pertaining to NRC program and staff activities.		NC1-431-81-5 Item 1.2.15
	This schedule applies to classified, safeguards information and other sensitive unclassified subject file collections not maintained in ADAMS and not scheduled separately.		
	Record keeping system: Paper.		
	a. Program Correspondence Files at the office level or above. These files document policymaking decisions or significant NRC program management functions. They are accumulated by the Advisory Committee on Reactor Safeguards (ACRS), the Secretary of the Commission, Office Directors reporting to the Commission, and those reporting to the Office of the Executive Director for Operations and are filed in either large central collections or in decentralized locations. Excluded is that program correspondence which documents routine transactions and covered by item 1.c below.	Permanent. C ut off at close of fiscal year. Hold 2 years and retire to WNRC. Offer to NARA when 20 years old.	

NRC Schedule 1

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	b. Program Correspondence Files maintained at the division level and below in NRC Headquarters Offices and in Regional Offices.	Cut off at close of fiscal year. Hold 2 years and retire to FARC/WNRC as appropriate. Destroy 10 years after cutoff.	
	c. Routine Program Correspondence Files maintained at all organizational levels. Files documenting Program transactions of a routine or recurring nature, the record content of which is summarized or duplicated in Item 1.a. or b. above.	Destroy when two years old or sooner if purpose has been served.	

NRC Schedule 2

RECORDS OF NRC OFFICES

PART 1. RECORDS OF THE OFFICE OF ADMINISTRATION

The Office of Administration (ADM) is responsible for providing centralized administrative, contracts and property management, and facilities and security services to the NRC staff and its external customers and stakeholders.

The following record schedules were developed for records unique to ADM. Reference NRC Schedule 1, "Records Common to Most Offices," and the General Records Schedules 1 through 26 for other applicable schedules. Applicable schedules have been identified on the "Files Maintenance and Disposition Plans" retained by the office Records Liaison Officer.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
1.	**Administrative Budget Control (ABC)**		
	This system is a budget and funds control and management information system for items of concern for the Office of Administration. Record keeping system: Electronic Information System.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.	NC1-431-81-2 Item 13.I.1
2.	**Central Personnel Clearance Index (CPCI)**		
	This batch-mode system maintains data and information on the security clearance status of NRC and NRC contractor personnel. This system will be replaced by a redesigned and upgraded online system. Record keeping system: Electronic Information System.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.	NC1-431-81-2 Item 12.I.2

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
3.	Committee and Conference Records		
	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. Excluding routine internal committees and conferences covered by GRS 26-1.a.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Permanent. Cut off when NRC involvement terminates. OIS will transfer to NARA 10 years after cutoff.	N1-431-00-4 Item 1.a(1)
	(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.	N1-431-00-4 Item 1.a(2)
	(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 OIS 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.	N1-431-00-4 Item 1.a(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	e-mail, etc.) and electronic records received from outside the agency.		
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files 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 record to NARA.	N1-431-00-4 Item 1.a(4)
	(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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-00-4 Item 1.a(5)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	b. Agenda, minutes, final reports, and related records documenting accomplishments created by committees and for conferences when NRC is not the sponsoring agency. Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy when 3 years old or earlier if no longer needed for reference.	N1-431-00-4 Item 1.b(1)
	(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.	N1-431-00-4 Item 1.b(2)
	(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 OIS 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.	N1-431-00-4 Item 1.b(3)
	(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	Cut off electronic files upon termination of committee. Destroy 3 years after cutoff.	N1-431-00-4 Item 1.b(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	ADAMS digital signature and concurrence data.		
	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 a above.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy when 3 years old or earlier if no longer needed for reference.	N1-431-00-4 Item 1.c(1)
	(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.	N1-431-00-4 Item 1.c(2)
	(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 OIS 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.	N1-431-00-4 Item 1.c(3)
	(4) ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files;	Cut off electronic files upon termination of committee. Destroy 3 years after cutoff.	N1-431-00-4 Item 1.c(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.		
4.	**Classified Document Control System (CDCS)**		
	The system maintains data and information for the review of document classification for the determination of declassification or continued classification of national security information and material according to established criteria. Record keeping system: Electronic Information System.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.	NC1-431-81-2 Item 12.I.4
5.	**Contracts System**		
	The system maintains data and information on contract pre-award, post-award and status, such as: action requested, date RFP issued, estimated cost, dollar value, award date, expiration date, contract type number, contractor name, contract title, and program office contact. Record keeping system: Electronic Information System	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.	NC1-431-81-2 Item 13.I.2
6.	**Directives Case Files**		
	Internal directives issued at the Commission level maintained by ADM. Record keeping system: ADAMS.		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	a. Record copy documenting important aspects of the development of the issuance.		
	(1) Paper records created before 04/01/2000.	Permanent. Transfer to NARA when 10 years old.	NC1-431-81-5 Item 1.5.31.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.	N1-431-00-4 Item 2.a(2)
	(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 OIS 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.	N1-431-00-4 Item 2.a(3)
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files upon issuance of directive. 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	N1-431-00-4 Item 2.a(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		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 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 record. .	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-00-4 Item 2.a(5)
	b. Working papers and background material.		
	(1) Paper records created before 04/01/2000.	Destroy 6 months after directive is issued.	NC1-431-81-5 Item 1.5.31.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.	N1-431-00-4 Item 2.b(2)
	(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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-4 Item 2.b(3)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	OIS 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.		
	(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 issuance of directive. Destroy 6 months after cutoff.	N1-431-00-4 Item 2b(4)
7.	General Correspondence Files (Subject Files) Letters, memoranda, messages, studies, reports, forms, and other data documenting and/or implementing plans, policies, procedures, accomplishments, opinions, and decisions pertaining to Office of Administration (ADM) programs and staff activities. Record keeping system: ADAMS.		
	a. Correspondence Files at the Office Director Level. Files that document policy-making decisions or significant management of ADM functions that are signed by or addressed to the ADM Director. Excluded is		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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 Record Center through OIS. OIS will transfer to NARA when 20 years old.	NC1-431-81-5 Item 1.2.15.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.	N1-431-00-4 Item 3.a(2)
	(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 OIS 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.	N1-431-00-4 Item 3.a(3)
	(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	N1-431-00-4 Item 3.a(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA.	N1-431-00-4 Item 3.a(5)
b.	Correspondence Files Created or Received Below the Office Director Level. Files that document policy making decisions, significant management of ADM functions and operations that are signed by or addressed to ADM management and staff below the office director level. Excluded is program correspondence that documents routine transactions for which the record content is		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	summarized or duplicated in higher level documents. (See item c. below.) Also excluded is correspondence pertaining to internal management and operations that are scheduled by the General Records Schedules.		
	(1) 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 OIS. Destroy 10 years after cutoff.	NC1-431-81-5 Item 1.2.15.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.	N1-431-00-4 Item 3.b(2)
	(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 OIS 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.	N1-431-00-4 Item 3.b(3)
	(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	Cut off electronic files at close of fiscal year. Destroy 10 years after cutoff.	N1-431-00-4 Item 3.b(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	ADAMS digital signature and concurrence data.		
	c. Routine Program Correspondence Files Created or Received at All Organizational Levels. 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
	(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.	N1-431-00-4 Item 3.c(2)
	(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 OIS 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.	N1-431-00-4 Item 3.c(3)
	(4) ADAMS PDF files and their linked native application source	Cut off electronic files at close of fiscal year. Destroy 2 years	N1-431-00-4 Item 3.c(4)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	after cutoff.	
8.	**Grants Files**		
	(Also reference GRS 3-14, "Grant Administrative Files.")		
	a. Case files of contracts, reports, studies, agreements, correspondence, and other records relating to receipt, award, and monitoring of grants.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy 6 years and 3 months after case is closed.	NC1-431-81-5 Item 1.5.33.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.	N1-431-00-4 Item 4.a(2)
	(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 OIS 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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-4 Item 4.a(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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 when case is closed. Destroy 6 years and 3 months after cutoff.	N1-431-00-4 Item 4.a(4)
	b. Reports, books, studies, or any other final grant product and related records accumulated by the Division of Contracts and Property Management, ADM.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Permanent. Transfer to NARA when 10 years old.	NC1-431-81-5 Item 1.5.33.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.	N1-431-00-4 Item 4.b(2)
	(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 OIS 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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-4 Item 4.b(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	records received from outside the agency.		
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files when case is closed. 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 record to NARA.	N1-431-00-4 Item 4.b(4)
	(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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-00-4 Item 4.b(5)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
9.	**Holding Action System (HAS)** This system maintains locator information on all documents in the printing and distribution cycle. Record keeping system: Electronic Information System.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape etc.	NC1-431-81-2 Item 13.I.9
10.	**Organizational Records** Official organization charts, telephone books and related records which document the organization and functions of the agency. Record copy maintained by ADM. Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Permanent. Transfer to NARA when 10 years old.	NC1-431-81-5 Item 1.5.35.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.	N1-431-00-4 Item 5.b
	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 OIS 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.	N1-431-00-4 Item 5.c

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	d. ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files at close of the fiscal year in which issued. 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 record to NARA.	N1-431-00-4 Item 5.d
	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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-00-4 Item 5.e
11.	**Property and Supply System (PASS)**		
	The Property and Supply System maintains records of all NRC actions concerning property and supplies.	Retain until it has been determined by a competent NRC Official that data are no	NC1-431-81-2, Item 13.I.4

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	Examples such as: property and supply transactions, maintenance transactions, ware-house inventory, consumable usage, stockage reorder points, NRC item identification catalog, abnormal maintenance incident rates, fiscal data for contract renewal, and suspense items overdue returned from the vendor. Record keeping system: Electronic Information System.	longer needed; erase and reuse tape, etc.	
12.	**Regulatory History Files for Proposed and Final Rulemaking** 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 *Federal Register* Notices. Record keeping system: ADAMS.		
	a. Official case files created by ADM.		
	(1) Paper records created before 04/01/2000.	Permanent. Cut off when regulation is issued through notice in the *Federal Register*. OIS will transfer to NARA in 5-year blocks when the 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

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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.	N1-431-00-4 Item 6.a(2)
	(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 OIS 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.	N1-431-00-4 Item 6.a(3)
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files when regulation is issued through notice in the *Federal Register*. 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,	N1-431-00-4 Item 6.a(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		records will be converted to paper or to microform. Destroy NRC copy 8 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-00-4 Item 6.a(5)
13.	**Rulemaking Documents Published in the Federal Register** Copies of rulemaking documents sent to the Office of the Federal Register for publication, and related correspondence and other documentation. Files solely used to process the publications and exclude documents contained in the regulatory history case files that are maintained for each rulemaking by the originating office. Record keeping system: ADAMS.		
	a. Paper records created before (04/01/2000)	Destroy 5 years after the completion (through adoption or withdrawal) or rulemaking proceedings noticed in the Federal Register.	N1-431-00-4 Item 7.a

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.	N1-431-00-4 Item 7.b
	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 OIS 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.	N1-431-00-4 Item 7.c
	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 after the completion (through adoption or withdrawal) or rulemaking proceedings noticed in the Federal Register. Destroy 5 years after cutoff.	N1-431-00-4 Item 7.d
14.	**Security Policy Files**		
	Manuals, directives, plans, reports, and correspondence reflecting policies and procedures developed by NSIR, in the administration and direction of security and protective services programs.		
	Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Permanent. Transfer to NARA when 10 years old.	NC1-431-81-5 Item 1.5.37

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.	N1-431-00-4 Item 8.b
	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 OIS 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.	N1-431-00-4 Item 8.c
	d. ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files at close of the 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 8 years after transferring record to NARA.	N1-431-00-4 Item 8.d

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-00-4 Item 8.e
15.	**Security Violations (Felonies) Files**		
	Case files relating to investigations of alleged security violations of exceptional historical and evidential value. Maintained by Division of Facilities and Security, ADM.		
	Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Permanent. Transfer to NARA when 10 years old.	NC1-431-81-5 Item 1.5.38
	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.	N1-431-00-4 Item 9.b
	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 OIS processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-4 Item 9.c

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	mail, etc.) and electronic records received from outside the agency.		
	d. ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files when case is closed. 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 record to NARA.	N1-431-00-4 Item 9.d
	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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-00-4 Item 9.e

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
16.	Still Photography Files		
	a. Portraits of NRC Chairman and Commissioners, maintained by the Audiovisual Support Services, Management Support Staff, Office of Administration, and photographs of reactor sites and noteworthy NRC related activities. Arranged by name or subject. Record keeping system: Polyester negatives and photographic paper prints.		
	(1) The original negative and captioned print or contact sheet, and inter-negative, if one exists.	Permanent. Break file every five years. Offer to NARA five years after file break.	NC1-431-81-4, Item 1.a
	(2) Duplicate prints maintained in any NRC office.	Destroy when no longer needed.	
	b. 35mm color slides of reactor sites, maintained by Audiovisual Support Services, Management Support Staff, Office of Administration, arranged by reactor name. Record keeping system: Polyester negatives and photographic paper prints.		
	(1) The original transparency and one duplicate, if one exists.	Permanent. Break file every five years. Offer to NARA five years after file break.	NC1-431-81-4, Item 1.b
	(2) Duplicate copies maintained by any NRC office	Destroy when no longer needed.	

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	c. Portraits of NRC officials below the Commissioner level, and photographs of routine activities such as awards, retirements, and administrative functions maintained by the Audiovisual Support Services, Management Support Staff, Office of Administration. Record keeping system: Photographic paper prints.	Destroy when no longer needed.	
17.	**Video Recording Files** NRC-sponsored 3/4-inch video productions intended for public distribution. These include educational programs produced by Los Alamos Scientific Laboratory and distributed by the National Audiovisual Center.		
	Record keeping system: Videotape.	Permanent. Offer master and one dubbing to NARA when no longer in current distribution.	NC1-431-81-4 Item 3a
	a. Off-the-air recordings of media coverage of NRC-related activities and events, or appearances of NRC officials Record keeping system: Videotape.	Erase and reuse when no longer needed	NC1-431-81-4 Item 3b
	b. Original 3/4-inch video recordings of public meetings, speeches, conferences, testimony of NRC officials before Congress and other hearings made and maintained by the Audiovisual Support Services,	Permanent. Break file every five years. Offer master and one dubbing to NARA five years after file break.	NC1-431-81-4 Item 3c

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	Management Staff, Office of Administration. Record keeping system: Videotape.		
c.	Video productions purchased from outside sources for technical training of NRC staff and maintained in the Audiovisual Support Services, Management Support Staff, Office of Administration. Record keeping system: Videotape.	Destroy and reuse when no longer needed.	NC1-431-81-4 Item 3d
d.	Duplicate dubbings of any recording described in a, b, c, or d above maintained by any NRC office. Record keeping system: Videotape.	Erase and reuse when no longer needed.	NC1-431-81-4 Item 3e

NRC Schedule 2

RECORDS OF NRC OFFICES

PART 2. RECORDS OF THE ADVISORY COMMITTEE ON NUCLEAR WASTE

The Advisory Committee on Nuclear Waste (ACNW) reports to and advises the Nuclear Regulatory Commission (NRC) on all aspects of nuclear waste management, as appropriate, within the purview of NRC's regulatory responsibilities. The primary emphasis is on disposal but also includes other aspects such as handling, processing, transporting, storing, and safeguarding nuclear wastes including spent fuel, nuclear wastes mixed with other hazardous substances, and uranium mill tailings. In performing its work, the Committee examines and reports on specific areas of concern referred to it by the Commission or designated representatives of the Commission. The Committee is authorized to undertake other studies and activities on its own initiative, as appropriate, to carry out its responsibilities.

The following record schedules were developed for records unique to the ACNW. Reference NRC Schedule 1, "Administrative Records Common to Most Offices," and General Records Schedules 1 through 26 for other applicable schedules. Applicable schedules have been identified on the "Files Maintenance and Disposition Plans" retained by the office Records Liaison Officer.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
1.	**ACNW Meeting Files** Master sets of notebooks, reports, certified minutes of general and working group meetings with all attachments, and other items distributed at ACNW meetings. Arranged chronologically. Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Permanent. Maintain for life of Committee. Transfer to NARA 5 years after Committee ceases to exist.	N1-431-00-10 Item 1.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.	N1-431-00-10 Item 1.b
	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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-10 Item 1.c

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	members and OIS processing staff after creation of the ADAMS rrecords. 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 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 5 years after Committee ceases to exist.	N1-431-00-10 Item 1.d
	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	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 5 years after Committee ceases	N1-431-00-10 Item 1.e

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	in documents that are linked to and considered part of the official records.	to exist.	
2.	**ACNW Members' General Files**		
	Correspondence, meeting summaries, trip reports, technical reports, and memoranda prepared by members.		
	Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Cut off files when appointment expires or member resigns. Maintain for life of Committee.	N1-431-00-10 Item 2.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.	N1-431-00-10 Item 2.b
	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 OIS 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.	N1-431-00-10 Item 2.c
	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 appointment expires or member resigns. Maintain for life of Committee.	N1-431-00-10 Item 2.d

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
3.	ACNW Members' Personnel Files		
	Records pertaining to the background of individual members of the Committee, biographical, financial disclosure, and other personnel information pertaining to the qualifications and employment of members appointed to the Committee, and containing information on their activities during their membership.		
	Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Maintain for life of Committee then destroy immediately.	N1-431-00-10 Item 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.	N1-431-00-10 Item 3.b
	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 OIS 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.	N1-431-00-10 Item 3.c
	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 appointment expires or member resigns. Maintain for life of Committee.	N1-431-00-10 Item 3.d

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
4.	**ACNW Project Case Files**		
	Official project case files containing records generated or received by ACNW that reflect the committee's analyses and recommendations on specific activities relating to the regulation and licensing of high-level waste repositories and low-level waste disposal facilities. Such activities include handling, processing, transporting, storing and safeguarding nuclear waste, including but not limited to spent fuel, nuclear waste mixed with other hazardous substances, and uranium mill tailings.		
	Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Permanent. Cut off files annually and retire to OIS when 2 years old. Transfer to NARA 5 years after Committee ceases to exist.	N1-431-00-10 Item 4.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.	N1-431-00-10 Item 4.b
	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 OIS 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.	N1-431-00-10 Item 4.c

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	e-mail, etc.) and electronic records received from outside the agency.		
	d. 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 5 years after Committee ceases to exist.	N1-431-00-10 Item 4.d
	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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 5 years after Committee ceases to exist.	N1-431-00-10 Item 4.e

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
5.	Committee and Conference Records		
	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. Excluding routine internal committee and conference records covered by GRS 26-1.a.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Permanent. Cut off when NRC involvement terminates. OIS will transfer to NARA 20 years after cutoff.	N1-431-00-10 Item 5.a(1)
	(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.	N1-431-00-10 Item 5.a(2)
	(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 OIS processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-10 Item 5.a(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	mail, etc.) and electronic records received from outside the agency.		
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files 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 18 years after transferring record to NARA.	N1-431-00-10 Item 5.a(4)
	(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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA.	N1-431-00-10 Item 5.a(5)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	b. Agenda, minutes, final reports, and related records documenting accomplishments created by committees and for conferences when NRC is not the sponsoring agency. Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy when 3 years old or earlier if no longer needed for reference.	N1-431-00-10 Item 5.b(1)
	(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.	N1-431-00-10 Item 5.b(2)
	(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 OIS 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.	N1-431-00-10 Item 5.b(3)
	(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	Cut off electronic files upon termination of committee. Destroy 3 years after cutoff.	N1-431-00-10 Item 5.b(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	ADAMS digital signature and concurrence data.		
	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 5.a above.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy when 3 years old or earlier if no longer needed for reference.	N1-431-00-10 Item 5.c(1)
	(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.	N1-431-00-10 Item 5.c(2)
	(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 OIS 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.	N1-431-00-10 Item 5.c(3)
	(4) ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files;	Cut off electronic files upon termination of committee. Destroy 3 years after cutoff.	N1-431-00-10 Item 5.c(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.		
6.	**Consultants' General Files**		
	Correspondence, meeting summaries, trip reports, technical reports, and memoranda prepared by consultants.		
	Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Permanent. Cut off files annually and retire to OIS when 2 years old. Transfer to NARA 5 years after Committee ceases to exist.	N1-431-00-10 Item 6.a
	b. Silver master and one diazo copy for each formal report created before 04/01/2000.	Permanent. Transfer to NARA when 20 years old.	N1-431-00-10 Item 6.b
	c. 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.	N1-431-00-10 Item 6.c
	d. 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 OIS 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.	N1-431-00-10 Item 6.d

NRC Schedule 2

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	e. 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 5 years after Committee ceases to exist.	N1-431-00-10 Item 6.e
	f. 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 5 years after Committee ceases to exist.	N1-431-00-10 Item 6.f

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
7.	**Consultants' Personnel Files**		
	Correspondence, biographical information, contract, financial disclosure, and other personnel information pertaining to the qualifications and employment of outside technical advisors or consultants under contract with ACNW.		
	Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Destroy 10 years after termination of contract.	N1-431-00-10 Item 7.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.	N1-431-00-10 Item 7.b
	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 OIS 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.	N1-431-00-10 Item 7.c
	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 contract. Destroy 10 years after cutoff.	N1-431-00-10 Item 7.d

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
8.	Program Correspondence Files		
	Records generated or received by ACNW in the conduct of business that are used as bases for advising the Commission on all aspects of the nuclear waste management program; e.g., its direction and implementation, and resulting documentation that reflects Commission policy making decisions.		
	Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Permanent. Cut off files annually and retire to OIS when 2 years old. Transfer to NARA 5 years after Committee ceases to exist.	N1-431-00-10 Item 8.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.	N1-431-00-10 Item 8.b
	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 OIS 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.	N1-431-00-10 Item 8.c
	d. ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files at close of fiscal year. Transfer to the National	N1-431-00-10 Item 8.d

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		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 5 years after Committee ceases to exist.	
	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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 5 years after Committee ceases to exist.	N1-431-00-10 Item 8.e
9.	**Transcripts of ACNW Meetings** Transcripts of verbatim accounts of all general and subcommittee meetings. Record keeping system: ADAMS.		

NRC Schedule 2

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	a. Silver master and one diazo duplicate of microfiche copies of transcripts created before 04/01/2000.	Permanent. Transfer to NARA when 2 years old.	N1-431-00-10 Item 9.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.	N1-431-00-10 Item 9.b
	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 OIS 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.	N1-431-00-10 Item 9.c
	d. 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,	N1-431-00-10 Item 9.d

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		with NARA concurrence, records will be converted to paper or to microform. Destroy NRC copy 18 years after transferring record to NARA.	
	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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA.	N1-431-00-10 Item 9.e
10.	**Waste Management Licensing Files** Copies of Waste Management Licensing Files maintained by ACNW and used for its review and analysis of waste management issues and the formulation of recommendations to the Commission on the licensing of waste management activities. These files reflect the issuance of construction permits and the licensing of the U.S. Department of Energy to receive and possess byproduct, source, and special nuclear material at a geologic repository and the licensing of 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 pursuant to Parts 60 and 61, Title 10, Code of Federal Regulations. Documents include applications, site characterizations,		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	licenses, license amendments, and related documentation. The official record copy is maintained in NRC's File Center and/or ADAMS and is scheduled under NRCS 2-17.4 and 2-17.5.		
	Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Maintain for life of Committee.	N1-431-88-1 Item 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.	N1-431-00-10 Item 10.b
	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 OIS 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.	N1-431-00-10 Item 10.c
	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 license. Maintain for life of Committee.	

NRC Schedule 2

RECORDS OF NRC OFFICES

PART 3. RECORDS OF THE ADVISORY COMMITTEE ON REACTOR SAFEGUARDS

The Advisory Committee on Reactor Safeguards (ACRS) reviews safety studies and applications for construction permits and facility operating licenses, and makes reports thereon; advises the Commission with regard to hazards of proposed or existing reactor facilities and the adequacy of proposed reactor safety standards; upon request of the Department of Energy (DOE), reviews and advises with regard to the hazards of DOE nuclear activities and facilities; reviews any generic issues or other matters referred to it by the Commission for advice. On its own initiative may conduct reviews of specific generic matters or nuclear facility safety-related items. Conducts studies of reactor safety research, prepares, and submits annually to the U.S. Congress a report containing the results of such study.

The following record schedules were developed for records unique to the ACRS. Reference NRC Schedule 1, "Records Common to Most Offices," and the General Records Schedules 1 through 26 for other applicable schedules. Applicable schedules have been identified on the "Files Maintenance and Disposition Plans" retained by the office Records Liaison Officer.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
1.	ACRS Meeting Files		
	Master sets of notebooks, reports, certified minutes of general and subcommittee meetings with all attachments, and other items distributed at ACRS meetings. Arranged chronologically.		
	Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Permanent. Maintain for life of Committee. Transfer to NARA 5 years after Committee ceases to exist.	N1-431-00-9 Item 1.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.	N1-431-00-9 Item 1.b
	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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-9 Item 1.c

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	members and OIS 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.		
	d. 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 5 years after Committee ceases to exist.	N1-431-00-9 Item 1.d
	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	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 5 years after Committee ceases	N1-431-00-9 Item 1.e

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	in documents that are linked to and considered part of the official records.	to exist.	
2.	**ACRS Members' General Files**		
	Correspondence, meeting summaries, trip reports, technical reports, and memoranda prepared by members.		
	Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Cut off files when appointment expires or member resigns. Maintain for life of Committee.	N1-431-00-9 Item 2.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.	N1-431-00-9 Item 2.b
	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 OIS 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.	N1-431-00-9 Item 2.c
	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;	Cut off electronic files when appointment expires or member resigns. Maintain for life of Committee.	N1-431-00-9 Item 2.d

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	and ADAMS digital signature and concurrence data.		
3.	ACRS Members' Personnel Files		
	Records pertaining to the background of individual members of the Committee, biographical, financial disclosure, and other personnel information pertaining to the qualifications and employment of members appointed to the Committee, and containing information on their activities during their membership.		
	Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Maintain for life of Committee then destroy immediately.	N1-431-00-9 Item 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.	N1-431-00-9 Item 3.b
	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 OIS 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.	N1-431-00-9 Item 3.c
	d. ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document	Cut off electronic files when appointment expires or member resigns. Maintain for life of Committee.	N1-431-00-9 Item 3.d

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	profiles and document packages; and ADAMS digital signature and concurrence data.		
4.	**Annual Reports of the ACRS to the U.S. Congress and/or U.S. NRC**		
	Reports pertaining to ACRS evaluation of the effectiveness of NRC effort in reactor safety research issued as NUREG documents. Permanent copy of reports are maintained in the OIS's NUREG collection.		
	Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Destroy when microfiche copies have been determined to be and adequate substitute for original records.	N1-431-00-9 Item 4.a
	b. Reference copies of microfiche before 04/01/2000.	Maintain for life of Committee.	NC1-431-81-5 Item 3.8.b
	Note: Maintenance of extra copies of these NUREG reports in paper or in microfiche will be discontinued when ADAMS is implemented on 4/1/2000. ACRS will identify appropriate ACRS NUREG reports as FACA documents in the document profiles and the reports will be obtainable from the records located in ADAMS. Accordingly, this series will be discontinued with the implementation of ADAMS and these dispositions applied only to the files up to that date.		

NRC Schedule 2

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
5.	Classified Defense Information File		
	Reports, correspondence, and other records pertaining to DOD reactors and to DOE production facilities, arranged by subject.	Permanent. Offer to NARA when 20 years old.	NC1-431-81-5 Item 3.11
	Record keeping system: Paper.		
6.	Committee and Conference Records		
	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. Excluding committee and conference records covered by GRS 26-1.a.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Permanent. Cut off when NRC involvement terminates. OIS will transfer to NARA 20 years after cutoff.	N1-431-00-9 Item 5.a(1)
	(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.	N1-431-00-9 Item 5.a(2)
	(3) Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files,	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating,	N1-431-00-9 Item 5.a(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	TIFF files, and ASCII files that remain with staff members and OIS 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.	whichever is later.	
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files 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 18 years after transferring record to NARA.	N1-431-00-9 Item 5.a(4)
	(5) ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files, and	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the	N1-431-00-9 Item 5.a(5)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.	PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA.	
	b. Agenda, minutes, final reports, and related records documenting accomplishments created by committees and for conferences when NRC is not the sponsoring agency.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy when 3 years old or earlier if no longer needed for reference.	N1-431-00-9 Item 5.b(1)
	(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.	N1-431-00-9 Item 5.b(2)
	(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 OIS 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.	N1-431-00-9 Item 5.b(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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.	N1-431-00-9 Item 5.b(4)
	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 5.a above.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy when 3 years old or earlier if no longer needed for reference.	N1-431-00-9 Item 5.c(1)
	(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.	N1-431-00-9 Item 5.c(2)
	(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 OIS 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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-9 Item 5.c(3)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.	N1-431-00-9 Item 5.c(4)
7.	**Committee Files on Regulation Guidelines**		
	Correspondence, memoranda, and reports pertaining to committee and public comments on the formulation of all NRC regulations relating to nuclear operating standards, arranged numerically by NRC Regulatory Guide number.		
	Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Permanent. Transfer to NARA 5 years after Committee ceases to exist.	N1-431-00-9 Item 6.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.	N1-431-00-9 Item 6.b
	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 OIS processing staff after creation of the ADAMS records. Included are electronic	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-9 Item 6.c

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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 TIFF files.	Permanent. Cut off electronic files at the 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 5 years after Committee ceases to exist.	N1-431-00-9 Item 6.d
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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 5 years after Committee ceases to exist.	N1-431-00-9 Item 6.e

NRC Schedule 2

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
8.	Consultants' General Files		
	Correspondence, meeting summaries, trip reports, technical reports, and memoranda prepared by consultants.		
	Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Permanent. Cut off files annually and retire to OIS when 2 years old. Transfer to NARA 5 years after Committee ceases to exist.	N1-431-00-9 Item 7.a
	b. Silver master and one diazo copy for each formal report created before 04/01/2000.	Permanent. Transfer to NARA when 20 years old.	NC1-431-81-5 Item 3-7
	c. 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.	N1-431-00-9 Item 7.c
	d. 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 OIS 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.	N1-431-00-9 Item 7.d
	e. 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	N1-431-00-9 Item 7.e

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		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 5 years after Committee ceases to exist.	
	f. 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 5 years after Committee ceases to exist.	N1-431-00-9 Item 7.f
9.	**Consultants' Personnel Files**		
	Correspondence, biographical information, contract, financial disclosure, and other personnel information pertaining to the qualifications and employment of		

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	outside technical advisors or consultants under contract with ACRS.		
	Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Destroy 10 years after termination of contract.	N1-431-00-9 Item 8.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.	N1-431-00-9 Item 8.b
	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 OIS 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.	N1-431-00-9 Item 8.c
	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 contract. Destroy 10 years after cutoff.	N1-431-00-9 Item 8.d
10.	**General Program Correspondence Files**		
	Letters, memoranda, messages, studies, reports, forms, and other data documenting and/or implementing plans, policies, procedures,		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	accomplishments, opinions, and decisions pertaining to ACRS business and staff activities. Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Permanent. Transfer to NARA 5 years after Committee ceases to exist.	N1-431-00-9 Item 9.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.	N1-431-00-9 Item 9.b
	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 OIS 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.	N1-431-00-9 Item 9.c
	d. 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	N1-431-00-9 Item 9.d

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		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 5 years after Committee ceases to exist.	
	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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 5 years after Committee ceases to exist.	N1-431-00-9 Item 9.e
11.	**Keyword In Context/Out of Context Index (KWIC/KWOC)**		
	The ACRS Keyword Index provides a means to identify and physically located any document that has been received or generated by the ACRS. In addition, the system can track any action required by an ACRS member, staff, fellow, or consultant in response to incoming documents. Record keeping system: Electronic Information System.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.	NC1-431-81-2 Item 13.K

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
12.	**Nuclear Power Plant Docket Files**		
	Official records documenting licensing of the construction and operation of commercial nuclear reactors for power generation pursuant to Parts 2, 20, 50, 100, and 140 of Title 10, Code of Federal Regulations. Material consists of individual applicant case files, identified by assigned docket numbers, containing copies of all documents received or generated in the review, evaluation, and authorization stages of the licensing process. Sources of documents included in case files are: applicant utility organization; NRC/Regulatory Offices; Federal and State agencies; safety boards and committees; private organizations and parties; intervenors; and individuals commenting on licensing actions.		
	Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Maintain for life of Committee.	NC1-431-81-5 Item 3.10
	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.	N1-431-00-9 Item 10.b
	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 OIS processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g.,	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-9 Item 10.c

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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 when licenses are terminated. Maintain for life of Committee.	N1-431-00-9 Item 10.d
13.	**Nuclear Reactor Project Files**		
	Case files on individual nuclear reactors including correspondence memoranda, studies, reports, and analyses pertaining to nuclear safety-related matters. Arranged alphabetically by name of reactor.		
	Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Permanent. Transfer to NARA 5 years after Committee ceases to exist.	N1-431-00-9 Item 11.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.	N1-431-00-9 Item 11.b
	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 OIS processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g.,	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-9 Item 11.c

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.		
	d. ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files upon license termination. 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 5 years after Committee ceases to exist.	N1-431-00-9 Item 11.d
	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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 5 years after Committee ceases to exist.	N1-431-00-9 Item 11.e

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
14.	**Transcripts of ACRS Meetings**		
	Transcripts of verbatim accounts of all general and subcommittee meetings. Record keeping system: ADAMS.		
	a. Silver master and one diazo duplicate of microfiche copies of transcripts created before 04/01/2000.	Permanent. Transfer to NARA when 2 years old.	NC1-431-81-5 Item 3.4
	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.	N1-431-00-9 Item 12.b
	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 OIS 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.	N1-431-00-9 Item 12.c
	d. ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files upon 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	N1-431-00-9 Item 12.d

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		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 record to NARA.	
	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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA.	N1-431-00-9 Item 12.e

NRC Schedule 2

RECORDS OF NRC OFFICES

PART 4. RECORDS OF THE ATOMIC SAFETY AND LICENSING BOARD PANEL

The Atomic Safety and Licensing Board Panel (ASLBP) develops procedures applicable to activities of hearing boards and makes appropriate recommendations to the Commission relating to the conduct of hearings, and hearing procedures for the guidance of the boards. ASLBP conducts such hearings as the Commission may authorize or direct; make such intermediate or final decisions as the Commission may authorize in proceedings to grant, suspend, revoke, or amend licenses or authorizations; and perform such other regulatory functions as the Commission deems appropriate.

The following record schedules were developed for records unique to the ASLBP. Reference NRC Schedule 1, "Records Common to Most Offices," and the General Records Schedules 1 through 26 for other applicable schedules. Applicable schedules have been identified on the "Files Maintenance and Disposition Plans" retained by the office Records Liaison Officer.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
1.	**Advisory Screening Committee Consultant Personnel Files**		
	Correspondence, reports, and other records pertaining to the qualifications and employment of outside technical advisors or consultants under contract with the Committees.		
	Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Destroy 10 years after termination of contract.	NC1-431-81-5 Item 2.2.6
	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.	N1-431-00-16 Item 1.b
	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 OIS processing staff after creation of the ADAMS records. Included are electronic records created internally using office	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-16 Item 1.c

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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 when contract terminated. Destroy 10 years after cut off.	N1-431-00-16 Item 1.d
2.	Committee and Conference Records		
	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.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Permanent. Cut off when NRC involvement terminates. OIS will transfer to NARA 10 years after cutoff.	N1-431-00-16 Item 2.a(1)
	(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.	N1-431-00-16 Item 2.a(2)
	(3) Copies of electronic files stored outside of ADAMS used to	Destroy after creation of ADAMS electronic record or	N1-431-00-16 Item 2.a(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OIS 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.	when no longer needed for reference or updating, whichever is later.	
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files 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 record to NARA.	N1-431-00-16 Item 2.a(4)
	(5) ADAMS document profiles and ADAMS document packages created for the management,	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA	N1-431-00-16 Item 2.a(5)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.	according to regulations found in 36 CFR § 1228.270, when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	
	b. Agenda, minutes, final reports, and related records documenting accomplishments created by committees and for conferences when NRC is not the sponsoring agency. Record keeping system: ADAMS.		
	(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
	(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.	N1-431-00-16 Item 2.b(2)
	(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 OIS 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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-16 Item 2.b(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.	N1-431-00-16 Item 2.b(4)
	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.		
	Record keeping system: ADAMS.		
	(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
	(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.	N1-431-00-16 Item 2.c(2)
	(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 OIS processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g.,	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-16 Item 2.c(3)

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.	N1-431-00-16 Item 2.c(4)
3.	**General Program Correspondence Files (Subject Files)**		
	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.		
	Record keeping system: ADAMS.		
	a. Program Correspondence Files at the Office Director Level.		
	Files that document policy- making decisions or significant ASLBP program management functions that are signed by or addressed to the ASLBP 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.)		

NRC Schedule 2

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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 OIS. Transfer to NARA when 20 years old.	NC1-431-81-5 Item 1.2.15.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.	N1-431-00-16 Item 3.a(2)
	(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 OIS 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.	N1-431-00-16 Item 3.a(3)
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files at close 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	N1-431-00-16 Item 3.a(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-00-16 Item 3.a(5)
	b. Program Correspondence Files Created or Received Below the Office Director Level. 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 summarized or duplicated in higher level documents. (See item c. below.)		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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 OIS. Destroy 10 years after cutoff.	NC1-431-81-5 Item 1.2.15.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.	N1-431-00-16 Item 3.b(2)
	(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 OIS 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.	N1-431-00-16 Item 3.b(3)
	(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.	N1-431-00-16 Item 3.b(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	c. Routine Program Correspondence Files Created or Received at All Organizational Levels.		
	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
	(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.	N1-431-00-16 Item 3.c(2)
	(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 OIS 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.	N1-431-00-16 Item 3.c(3)
	(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.	N1-431-00-16 Item 3.c(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
4.	**Memoranda to Panel Board Members**		
	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.		
	Record keeping system: ADAMS.		
	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
	(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.	N1-431-00-16 Item 4.a(2)
	(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 OIS 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.	N1-431-00-16 Item 4.a(3)
	(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	N1-431-00-16 Item 4.a(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA.	N1-431-00-16 Item 4.a(5)
b.	Technical 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
	(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.	N1-431-00-16 Item 4.b(2)
	(3) Copies of electronic files stored outside of ADAMS use to create ADAMS Portable Document	Destroy after creation of ADAMS electronic record or when no longer needed for	N1-431-00-16 Item 4.b(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OIS 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.	reference or updating, whichever is later.	
	(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 record to NARA.	N1-431-00-16 Item 4.b(4)
	(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	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy	N1-431-00-16 Item 4.b(5)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	evidence final NRC management and staff concurrences in documents that are linked to and considered part of the official records.	18 years after transferring record to NARA.	
5.	**Minutes of Advisory Screening Committees** Minutes of each advisory screening committee and copies of other documents related to the minutes. Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Retain for life of committee.	NC1-431-81-5 Item 2.2.5
	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.	N1-431-00-16 Item 5.b
	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 OIS 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.	N1-431-00-16 Item 5.c
	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.	N1-431-00-16 Item 5.d

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
6.	**Panel Board's Monthly Status Report to Commissioners** Reports from the Chairman of the Panel to the Commission summarizing the activities of the Board. Record keeping system: ADAMS.		
	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
	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.	N1-431-00-16 Item 6.b
	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 OIS 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.	N1-431-00-16 Item 6.c
	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.	N1-431-00-16 Item 6.d

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
7.	**Power Reactor License Docket Files of the ASLBP**		
	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.		
	Record keeping system: ADAMS.		
	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
	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.	N1-431-00-16 Item 7.b
	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 OIS 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.	N1-431-00-16 Item 7.c
	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 completion of ASLBP action. Destroy 4 years after cutoff.	N1-431-00-16 Item 7.d

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
8.	**Regulatory History Files for Proposed and Final Rulemaking**		
	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 *Federal Register* Notices.		
	Record keeping system: ADAMS.		
	a. Official case files created by the ASLBP.		
	(1) Paper records created before 04/01/2000.	Permanent. Cut off when regulation is issued through notice in the *Federal Register*. 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
	(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.	N1-431-00-16 Item 8.a(2)
	(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 OIS processing staff after creation of the ADAMS records. Included are electronic records	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-16 Item 8.a(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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 when regulation is issued through notice in the *Federal Register*. 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 15 years after transferring record to NARA.	N1-431-00-16 Item 8.a(4)
	(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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 15 years after transferring record to NARA.	N1-431-00-16 Item 8.a(5)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
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 22, Item 1).		
	Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Destroy when no longer needed for reference.	NC1-431-81-5 Item 2.2.4
	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.		

NRC Schedule 2

RECORDS OF NRC OFFICES

PART 5. RECORDS OF THE OFFICE OF THE CHIEF FINANCIAL OFFICER

The Office of the Chief Financial Officer (CFO) oversees all financial management activities relating to NRC's programs and operations and provides advice to the Chairman on financial management matters. In accordance with the Chief Financial Officers Act of 1990, as amended, the CFO develops and maintains an integrated agency accounting and financial management system, including financial reporting and internal controls; directs, manages, and provides policy guidance and oversight of agency financial management personnel, activities, and operations; prepares and transmits an annual report to the Chairman and the Director, Office of Management and Budget; monitors the financial execution of NRC's budget in relation to actual expenditures, and prepares and submits to the Chairman timely cost and performance reports; and reviews, on a periodic basis, fees and other charges imposed by NRC for services provided and makes recommendations for revising those charges as appropriate. The CFO also establishes financial management policy for the agency and provides policy guidance to senior managers on the budget and all other financial management activities; and provides an agency-wide management control program for financial and program managers that establishes internal control processes and provides for timely corrective actions regarding material weaknesses that are disclosed to comply with the Federal Manager's Financial Integrity Act of 1982.

The following record schedule was developed for records unique to the CFO. Reference NRC Schedule 1, "Records Common to Most Offices," and the General Records Schedules 1 through 26 for other applicable schedules. Applicable schedules have been identified on the "Files Maintenance and Disposition Plans" retained by the office Records Liaison Officer.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
1.	**Accounting System (CAB)**		
	This system maintains data and information regarding NRC's financial transactions such as: collections and disbursements, unexpended allotments, obligations, payments, costs, appropriation, and cash accounting balance. Produces reports such as: debits and credits, monthly transactions, trial balance, and license fee invoices. Record keeping system: Electronic Information System.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.	NC1-431-81-2 Item 13.H.4
2.	**Budget Files**		
	a. Correspondence or subject files in the Office of the Chief Financial Officer documenting Commission		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for agency programs.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Permanent. Transfer to NARA when 10 years old.	NC1-431-81-5 Item 1.5.29.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.	N1-431-00-7 Item 1.a(2)
	(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 OIS 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.	N1-431-00-7 Item 1.a(3)
	(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	N1-431-00-7 Item 1.a(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-00-7 Item 1.a(5)
	b. Copies of budget estimates and justifications prepared and maintained by the Division of Budget and Analysis. Included are appropriation language sheets, narrative statements, and related schedules and data.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Permanent. Transfer to NARA when 10 years old.	NC1-431-81-5 Item 1.5.29.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.	N1-431-00-7 Item 1.b(2)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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 OIS 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.	N1-431-00-7 Item 1.b(3)
	(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 8 years after transferring record to NARA.	N1-431-00-7 Item 1.b(4)
	(5) ADAMS document profiles and ADAMS document packages created for the management,	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA	N1-431-00-7 Item 1.b(5)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.	according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	
	c. Working papers and background materials maintained at all organizational levels.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy 1 year after the close of the fiscal year covered by the budget.	NC1-431-81-5 Item 1.5.29.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.	N1-431-00-7 Item 1.c(2)
	(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 OIS 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.	N1-431-00-7 Item 1.c(3)
	(4) ADAMS PDF files and their linked native application source	Cut off electronic files at close of fiscal year. Destroy 1 year	N1-431-00-7 Item 1.c(2)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	after the close of the fiscal year covered by the budget.	
3.	Committee and Conference Records		
	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. Excluding routine internal committee and conference records covered by GRS 26-1.a.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Permanent. Cut off when NRC involvement terminates. OIS will transfer to NARA 10 years after cutoff.	N1-431-00-7 Item 2.a(1)
	(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.	N1-431-00-7 Item 2.a(2)
	(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 OIS processing staff after	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-7 Item 2.a(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.		
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files 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 record to NARA.	N1-431-00-7 Item 2.a(4)
	(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	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-00-7 Item 2.a(5)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	are linked to and considered part of the official records.		
	b. Agenda, minutes, final reports, and related records documenting accomplishments created by committees and for conferences when NRC is not the sponsoring agency.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy when 3 years old or earlier if no longer needed for reference.	N1-431-00-7 Item 2.b(1)
	(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.	N1-431-00-7 Item 2.b(2)
	(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 OIS 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.	N1-431-00-7 Item 2.b(3)
	(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	Cut off electronic files upon termination of committee. Destroy 3 years after cutoff.	N1-431-00-7 Item 2.b(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	ADAMS digital signature and concurrence data.		
	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.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy when 3 years old or earlier if no longer needed for reference.	N1-431-00-7 Item 2.c(1)
	(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.	N1-431-00-7 Item 2.c(2)
	(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 OIS 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.	N1-431-00-7 Item 2.c(3)
	(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	Cut off electronic files upon termination of committee. Destroy 3 years after cutoff.	N1-431-00-7 Item 2.c(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	ADAMS digital signature and concurrence data.		
4.	**Fee Determination Background Files**		
	Correspondence, forms, messages, reports, and other documents that identify manpower, contractual, or other costs used to develop and support fee determinations.		
	Record keeping system: ADAMS.		
	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 OIS. Destroy 6 years and 3 months after cutoff.	N1-431-00-7 Item 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.	N1-431-00-7 Item 3.b
	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 OIS 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.	N1-431-00-7 Item 3.c
	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;	Cut off electronic files at close of fiscal year. Destroy 6 years and 3 months after cutoff.	N1-431-00-7 Item 3.d

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	and ADAMS digital signature and concurrence data.		
5.	General Program Correspondence Files (Subject Files)		
	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 Chief Financial Officer (OCFO) program and staff activities.		
	Record keeping system: ADAMS.		
	a. Program Correspondence Files at the Office Director Level.		
	Files that document policy- making decisions or significant OCFO program management functions that are signed by or addressed to the CFO or Deputy CFO. 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 Record Center through OIS. OIS will transfer to NARA when 20 years old.	NC1-431-81-5 Item 1.2.15.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.	N1-431-00-7 Item 4.a(2)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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 OIS 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.	N1-431-00-7 Item 4.a(3)
	(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 8 years after transferring record to NARA.	N1-431-00-7 Item 4.a(4)
	(5) ADAMS document profiles and ADAMS document packages created for the management,	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA	N1-431-00-7 Item 4.a(5)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.	according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	
	b. Program Correspondence Files Created or Received Below the Office Director Level.		
	Files that document policy making decisions, significant OCFO program management functions and program operations. They are signed by or addressed to OCFO management and staff below the Office Director level. 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.	Cut off at close of fiscal year. Hold 2 years and retire to the Washington National Record Center through OIS. Destroy 10 years after cutoff.	NC1-431-81-5 Item 1.2.15.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.	N1-431-00-7 Item 4.b(2)
	(3) Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files,	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating,	N1-431-00-7 Item 4.b(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	TIFF files, and ASCII files that remain with staff members and OIS 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.	whichever is later.	
	(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.	N1-431-00-7 Item 4.b(4)
	c. Routine Program Correspondence Files Created or Received at All Organizational Levels. 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
	(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.	N1-431-00-7 Item 4.c(2)
	(3) Copies of electronic files stored outside of ADAMS used to create ADAMS Portable	Destroy after creation of ADAMS electronic record or when no longer needed for	N1-431-00-7 Item 4.c(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OIS 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.	reference or updating, whichever is later.	
	(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.	N1-431-00-7 Item 4.c(4)
6.	**Integrated Financial Management Information System (IFMIS)**		
	The system maintains data and information integrating accounting functions such as: general ledger, funds control, travel, accounts receivable, accounts payable, plant and capital equipment, and appropriation and funds. Record keeping system: Electronic Information System.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.	NC1-431-81-2 Item 13.H.1

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
7.	**License Fee Branch Reporting System (FEES)**		
	The system maintains data and information on inspections conducted for safety/safeguards, materials, test, research or commercial reactors, and fuel facilities and is used to establish a basis for determining license fees. Record keeping system: Electronic Information System.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.	NC1-431-81-2 Item 13.C.2
8.	**Payroll System (PAY)**		
	Time and attendance cards are processed to determine leave status and deductions such as: health and life insurance, credit union, Federal and State taxes, bonds, pension, dependencies (per W-4 form), and CFC contributions. The system prepares a check tape, prints bonds, and time and attendance slips. Record keeping system: Electronic Information System.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc	NC1-431-81-2 Item 13.H.3
9.	**Regulatory History Files for Proposed and Final Rulemaking**		
	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,		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	transcripts, indexes, and *Federal Register* Notices.		
	Record keeping system: ADAMS.		
	a. Official case files created by the OCFO.		
	(1) Paper records created before 04/01/2000.	Permanent. Cut off when final regulation is issued through notice in the *Federal Register*. OIS will transfer to NARA in 5-year blocks when the 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
	(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.	N1-431-00-7 Item 5.a(2)
	(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 OIS 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.	N1-431-00-7 Item 5.a(3)
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files when regulation is issued through notice in the *Federal Register*. Transfer to the National Archives 2 years after	N1-431-00-7 Item 5.a(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-00-7 Item 5.a(5)

NRC Schedule 2

RECORDS OF NRC OFFICES

PART 6. RECORDS OF THE OFFICE OF INFORMATION SERVICES

The Office of Information Services (OIS) plans, directs, and oversees the NRC's information resources, including information technology infrastructure and delivery of information management services, to meet the mission and goals of the agency. Provides principal advice to the Chairman to ensure that information technology (IT) is acquired and information resources across the agency are managed in a manner consistent with Federal information resources management (IRM) laws and regulations. Assists senior management in recognizing where information technology can add value while improving NRC operations and services deliver. Directs the implementation of a sound and integrated IT architecture to achieve NRC's strategic and IRM goals. Monitors and evaluates the performance of information technology and information management programs based on applicable performance measures and assesses the adequacy of IRM skills of the agency. Provides guidance and oversight for the selection, control, and evaluation of information technology investments.

The following record schedules were developed for records unique to the OIS. Reference NRC Schedule 1, "Records Common to Most Offices," and the General Records Schedules 1 through 26 for other applicable schedules. Applicable schedules have been identified on the "Files Maintenance and Disposition Plans" retained by the office Records Liaison Officer.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
1.	ADAMS Legacy Libraries		
	Electronic bibliographic descriptions of the older programmatic records that were originally maintained in the Nuclear Document System (NUDOCS) and the Bibliographic Retrieval System (BRS). Although the primary function is to provide computer assisted retrieval of document images on microfiche, some documents have abstracts or full text files associated with them. NUDOCS and BRS fiche collections consisted of copies of official records that were maintained in organized paper files throughout the agency prior to ADAMS.		
	Record keeping system: ADAMS.		
	a. Internal Legacy Library Records.		
	ADAMS bibliographic data for all documents processed through	Destroy when 30 years old or when determined by the OIS	N1-431-00-17 Item 1.a

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	NUDOCS, including abstracts and full text for certain documents.	that the data are no longer needed, whichever is sooner.	
	b. Internal Legacy Library Microfiche.		
	Microfiche images of all documents processed through NUDOCS.	Destroy when 30 years old or when determined by the OIS that the data are no longer needed, whichever is sooner.	N1-431-00-17 Item 1.b
	c. Public Legacy Library Records.		
	ADAMS bibliographic data for agency documents processed through NUDOCS that have been made publicly available, including abstracts and full text for certain documents.	Destroy when 30 years old or when determined by the OIS that the data are no longer needed, whichever is sooner.	N1-431-00-17 Item 1.c
	d. Public Legacy Library Microfiche.		
	Microfiche images of documents processed through NUDOCS that have been made publicly available.	Destroy when 30 years old or when determined by the OIS that the data are no longer needed, whichever is sooner.	N1-431-00-17 Item 1.d
	e. Public Legacy Library Indexes.		
	Hard copy indexes and references used to access Public Document Room (PDR) documents.	Destroy when 30 years old or when determined by the OIS that the data are no longer needed, whichever is sooner.	N1-431-00-17 Item 1.e
2.	**Annual Reports to the Attorney General on FOIA.**		
	Annual reports to the Attorney General of the United States relating to the NRC	Destroy when 2 years old.	GRS 14-14

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	implementation of the Freedom of Information Act (5 U.S.C. 522). Record keeping system: Paper.		
3.	**Automated Information Documentation System (AIDS)**		
	This system utilizes data sets which are created and maintained via WYLBUR to produce various printouts needed to document the programs data files, and data elements comprising a given system. Record keeping system: Electronic Information System.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc	NC1-431-81-2 Item 13.F.4
4.	**Bibliographic Retrieval System (BRS)**		
	The system provides access to bibliographic data on NRC records maintained in the NRC Public Document Room. Record keeping system: Electronic Information System.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.	NC1-431-81-5 Item 1.3.20.d
5.	**Committee and Conference Records**		
	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. Excluding		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	routine internal committee and conference records covered by GRS 26-1.a.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Permanent. Cut off when NRC involvement terminates. OIS will transfer to NARA 10 years after cutoff.	N1-431-00-17 Item 3.a(1)
	(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.	N1-431-00-17 Item 3.a(2)
	(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 OIS 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.	N1-431-00-17 Item 3.a(3)
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files 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	N1-431-00-17 Item 3.a(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-00-17 Item 3.a(5)
	b. Agenda, minutes, final reports, and related records documenting accomplishments created by committees and for conferences when NRC is not the sponsoring agency. Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy when 3 years old or earlier if no longer needed for reference.	N1-431-00-17 Item 3.b(1)
	(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.	N1-431-00-17 Item 3.b(2)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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 OIS 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.	N1-431-00-17 Item 3.b(3)
	(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.	N1-431-00-17 Item 3.b(4)
	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.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy when 3 years old or earlier if no longer needed for reference.	N1-431-00-17 Item 3.c(1)
	(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.	N1-431-00-17 Item 3.c(2)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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 OIS 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.	N1-431-00-17 Item 3.c(3)
	(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.	N1-431-00-17 Item 3.c(4)
6.	**Duplicate Reference Files of the Public Document Room (PDR)**		
	Duplicate Nuclear Power Plant docket files, materials licensing files, technical subject correspondence, and other files and documents made available to the public in the PDR.		
	Record keeping system: ADAMS.		
	a. Paper documents created before 04/01/2000.	Cut off files on 04/01/2000. Destroy files when 30 years old, or when determined by the OIS that the files no longer meet public demand criteria for continued maintenance, whichever is sooner.	N1-431-00-17 Item 4.a

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	b. ADAMS Publicly Available Records System (PARS) Library documents consisting of copies of ADAMS PDF files, TIFF files, ASCII files, document profiles and document packages, and ADAMS digital signature and concurrence data for permanent and temporary records placed in the library for public access.	Destroy at the same time the record located in ADAMS is destroyed.	N1-431-00-17 Item 4.b
7.	**Forms Files**		
	a. One record copy of each edition of an NRC form created that is maintained by the Publishing Services Branch with related instructions.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Permanent. Transfer to NARA when 10 years old.	NC1-431-81-5 Item 1.5.32.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.	N1-431-00-17 Item 5.a(2)
	(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 OIS processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-17 Item 5.a(3)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	mail, etc.) and electronic records received from outside the agency.		
	(4) ADAMS PDF files, bit-mapped image files, ASCII files, document profiles, data related to a digital signature, and data that evidence final NRC management and staff concurrence in a document that is linked to and considered to be part of the official record.	Permanent. Cut off electronic files when discontinued or obsolete. 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 record to NARA.	N1-431-00-17 Item 5.a(4)
	(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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-00-17 Item 5.a(5)
	b. Working papers, background materials, requisitions,		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	specifications, processing data, and control records maintained at the Publishing Services Branch and at the originating office at all organizational levels.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy when related form is discontinued, superseded, or canceled.	NC1-431-81-5 Item 1.5.32.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.	N1-431-00-17 Item 5.b(2)
	(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 OIS 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.	N1-431-00-17 Item 5.b(3)
	(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 when form is discontinued or canceled, and immediately destroy.	N1-431-00-17 Item 5.b(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
8.	General Program Correspondence Files (Subject Files)		
	Letters, memoranda, messages, studies, reports, forms, and other data documenting and/or implementing plans, policies, procedures, accomplishments, opinions, and decisions pertaining to Office of Information Services (OIS) program and staff activities.		
	Record keeping system: ADAMS.		
	a. Program Correspondence Files at the Office Director Level.		
	Files that document policy- making decisions or significant OIS program management functions that are signed by or addressed to the OIS. 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 Record Center through OIS. OIS will transfer to NARA when 20 years old.	NC1-431-81-5 Item 1.2.15.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.	N1-431-00-17 Item 6.a(2)
	(3) Copies of electronic files stored outside of ADAMS used to create ADAMS Portable	Destroy after creation of ADAMS electronic record or when no longer needed for	N1-431-00-17 Item 6.a(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OIS 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.	reference or updating, whichever is later.	
	(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 8 years after transferring record to NARA.	N1-431-00-17 Item 6.a(4)
	(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	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are	N1-431-00-17 Item 6.a(5)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	signatures, and data that evidence final NRC management and staff concurrences in documents that are linked to and considered part of the official records.	transferred. Destroy NRC copy 8 years after transferring record to NARA.	
	b. Program Correspondence Files Created or Received Below the Office Director Level.		
	Files that document policy making decisions, significant or OIS program management functions and program operations. They are signed by or addressed to OIS management and staff below the OIS level. 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.	Cut off at close of fiscal year. Hold 2 years and retire to the Washington National Record Center through OIS. Destroy 10 years after cutoff.	NC1-431-81-5 Item 1.2.15.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.	N1-431-00-17 Item 6.b(2)
	(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 OIS processing staff after creation of the ADAMS	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-17 Item 6.b(3)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.		
	(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.	N1-431-00-17 Item 6.b(4)
	c. Routine Program Correspondence Files Created or Received at All Organizational Levels. 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
	(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.	N1-431-00-17 Item 6.c(2)
	(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 OIS processing staff after	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-17 Item 6.c(3)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.		
	(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.	N1-431-00-17 Item 6.c(4)
9.	Graphic Arts Files		
	a. Original artwork, half-tone negatives, camera-ready copy, and electronic final copy prepared for brochures, posters, and other NRC publications by the Publishing Services Branch.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy when no longer needed for publication or reprinting.	NC1-431-81-4 Item 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.	N1-431-00-17 Item 7.a(2)
	(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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-17 Item 7.a(3)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	OIS 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.		
	(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 acceptance of artwork. Destroy 2 years after cutoff.	N1-431-00-17 Item 7.a(4)
	b. Record set of posters distributed agency-wide or to the public and maintained by the Publishing Services Branch. Arranged chronologically.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Permanent. Transfer to NARA when 10 years old.	NC1-431-81-4 Item
	(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.	N1-431-00-17 Item 7.b(2)
	(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 OIS processing staff after creation of the ADAMS	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-17 Item 7.b(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.		
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files upon 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 when NARA confirms receipt of the transferred files.	N1-431-00-17 Item 7.b(4)
	(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	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy when NARA confirms receipt of the transferred files.	N1-431-00-17 Item 7.b(5)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	are linked to and considered part of the official records.		
10.	**Information Requirements Control Automated System (IRCAS)**		
	The system, as an information locator, is used to plan and control NRC information collection requirements. Information is controlled at the subject or title level which includes cost, number of respondents, originator, prescribing authority, staff-hours, and whatever other administrative information is required. Record keeping system: Electronic Information System.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc	NC1-431-81-2 Item 13.I.13
11.	**Manpower System (MPS)**		
	The system maintains a data base of staff-hours charged against projects and programs, providing management with data for manpower analysis, reallocation, planning, budget validation and license-fee purposes. Record keeping system: Electronic Information System.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc	NC1-431-81-2 Item 13.F.1
12.	**Nuclear Documents System (NUDOCS) Records**		
	NUDOCS system files consisting of bibliographic data and microfiche addresses, abstracts and full text documents (when captured); related systems development, maintenance, or operational files, system programming, and project files; and any system copies		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	or backups that remain after copying the related data to the Agencywide Documents Access and Management System (ADAMS). Included are supporting data bases such as document type codes, lists of authors and recipients, and data supporting distribution of processed documents. NUDOCS document images are contained on microfiche to provide staff ease of reference. The official versions of NUDOCS documents are maintained in hard copy. Record keeping system: ADAMS.		
	a. Electronic records and data bases, including migration data bases used to input data into ADAMS. Record keeping system: Electronic Information System.	Cutoff upon system termination following transfer of records to ADAMS. Destroy data after verifying successful transfer of records to ADAMS, or when OIS determines there is no further administrative or operational value, whichever is later.	N1-431-00-17 Item 8.a
	b. User manuals, project files, technical directions, and all other supporting developmental, operational, and maintenance documents in paper format. Record keeping system: Paper.	Cutoff upon system termination following transfer of records to ADAMS. Destroy files after verifying successful transfer of records to ADAMS, or when OIS determines there is no further administrative or operational value, whichever is later.	N1-431-00-17 Item 8.b
	c. NUDOCS microfiche collections consisting of copies of internal use only documents (the whole collection) and the subset of documents made publicly available. Record keeping system: Microfiche.	Cutoff upon system termination following transfer of records to ADAMS. Destroy in accordance with schedules for internal and public legacy library microfiche. (e.g., destroy when 30 years old	N1-431-00-17 Item 8.c

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		or when determined by the OIS that the data are no longer needed, whichever is sooner.)	
13.	Project Management System (PMS)		
	The system will maintain data and information to monitor and interrelate End-User Support Services Branch efforts on contracts, purchase orders, projects, tasks or subtasks, work orders, and invoices. Record keeping system: Electronic Information System.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc	NC1-431-81-2 Item 1.j.1
14.	Publications		
	a. Record copy of regulations, regulatory guides, NUREG-series publications or the last manuscript, if not published, and other pamphlets, reports, leaflets, and manuals relating to NRC matters located in the Reproduction and Distribution Services Section's Archival collection. Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Permanent. Transfer to NARA when 10 years old.	NC1-431-81-5 Item 1.5.36.a.(1)
	(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.	N1-431-00-17 Item 9.a(2)
	(3) 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.	N1-431-00-17 Item 9.a(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	remain with staff members and OIS 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.		
	(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 8 years after transferring record to NARA.	N1-431-00-17 Item 9.a(4)
	(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	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record	N1-431-00-17 Item 9.a(5)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	management and staff concurrences in documents that are linked to and considered part of the official records.	to NARA.	
	b. Authorizations to Publish consisting of NRC Form 426 and 426a, Release to Publish, any copyright authorizations, or similar documentation providing a release to publish.	[Withdrawn from schedules for revision and re-submission as a non-permanent collection.]	
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Schedule Pending.	NA
	(2) Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Schedule Pending.	NA
	(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 OIS 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.	Schedule Pending.	NA
	(4) ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked native application source files.	Schedule Pending.	NA

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	c. Work papers and background materials. Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy 6 months after publication.	NC1-431-81-5 Item 1.5.36.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.	N1-431-00-17 Item 9.c(2)
	(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 OIS 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.	N1-431-00-17 Item 9.c(3)
	(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 publication. Destroy 6 months after cutoff.	N1-431-00-17 Item 9.c(4)
15.	**Regulatory History Files for Proposed and Final Rulemaking** Case files documenting proposed and final rulemakings. Contents include		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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 *Federal Register* Notices.		
	Record keeping system: ADAMS.		
	a. Official case files created by the OIS.		
	(1) Paper records created before 04/01/2000.	Permanent. Cut off when regulation is issued through notice in the *Federal Register*. Transfer to NARA in 5-year blocks when the 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
	(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.	N1-431-00-17 Item 10.a(2)
	(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 OIS 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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-17 Item 10.a(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	records received from outside the agency.		
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files when regulation is issued through notice in the *Federal Register*. 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 record to NARA.	N1-431-00-17 Item 10.a(4)
	(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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-00-17 Item 10.a(5)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
16.	**Regulatory Information Tracking Systems - CIO (IRM-RITS)**		
	IRM-RITS is an integration of two computer systems (Technical Assignment Control System [TACS] and Manpower System [MPS] which are updated weekly. Data within the system are retained by staff member, licensee, and technical assignments. The system retains current and historical data on project schedules and staff resources. Record keeping system: Electronic Information System.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.	NC1-431-81-2 Item 1.F.H
17.	**Statistical Information System For Operating Reactors (SISOR)**		
	The system maintains records of monthly operating data for each nuclear power plant in commercial operation. Record keeping system: Electronic Information System.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.	NC1-431-81-2 Item 11.E.1
18.	**Technical Assignment Control System (TACS)**		
	A computer data base containing items of information identifying, describing, documenting, and accounting for the recording and status reporting of all non-case related work in an office. TACS is a tool which allows for the systematic control of the total office work effort. (Both case and non-case work). Record keeping system: Electronic Information System.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.	NC1-431-81-2 Item 12.F.1

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
19.	**Telephone Directory System (TEL)**		
	System telephone lines to users (employees) and identity of retired phone lines and changes; ensures rapid certification and payment of all long distance toll charges. Record keeping system: Electronic Information System.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc	NC1-431-81-2 Item 13.I.3
20.	**Timesharing Accounts Management System (TAMS)**		
	This system provides detailed cost data on computer timesharing expenditures at NIH/DCRT. Record keeping system: Electronic Information System.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc	NC1-431-81-2 Item 13.F.3

NRC Schedule 2

RECORDS OF NRC OFFICES

PART 7. RECORDS OF THE OFFICE OF THE COMMISSION

The Commission (OCM) is responsible for licensing and regulating nuclear facilities and materials, and for conducting research in support of the licensing and regulatory process, as mandated by the Atomic Energy Act of 1954, as amended, the Energy Reorganization Act of 1974, as amended, and the Nuclear Nonproliferation Act of 1978; and in accordance with the National Environmental Policy Act of 1969, as amended, and other applicable statutes. These responsibilities include protecting public health and safety, protecting the environment, protecting and safeguarding materials and plants in the interest of national security, and assuring conformity with antitrust laws. Agency functions are performed through: standards-setting and rulemaking; technical reviews and studies; conduct of public hearings; issuance of authorizations, permits, and licenses; inspection, investigation, and enforcement; evaluation of operating experience; and research. The Commission is composed of five members, appointed by the President and confirmed by the Senate, one of whom is designated by the President as Chairman. The Chairman is the principal executive officer and the official spokesman of the Commission.

The following record schedules were developed for records unique to the Commission. Reference NRC Schedule 1, "Records Common to Most Offices," and the General Records Schedules 1 through 26 for other applicable schedules. Applicable schedules have been identified on the "Files Maintenance and Disposition Plans" retained by the office Records Liaison Officer.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
1.	Commissioners' Chronological Files		
	a. Copies of all outgoing correspondence and reports prepared by the individual commissioners, arranged chronologically. Record keeping system: Paper.	Permanent. Transfer to NARA when 20 years old.	NC1-431-02-2 Item 1.a
	b. Electronic records created or received used as the source to create paper records that are filed in the Commissioner's Chronological Files. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, E-mail, etc.) and electronic records received internally and from outside the agency.	Create paper record of the electronic document on the day created or received or as soon as practical and file in appropriate official files. Destroy electronic version immediately after creating official record copy or when no longer needed for reference or updating, whichever is later.	NC1-431-02-2 Item 1.b

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
2.	Office Files of the Chairman and Commissioners		
	a. Notes, memoranda, correspondence, copies of e-mail, and other papers accumulated in the offices of the Chairman or the Commissioners that are written by or exchanged between a Commissioner and members of his/her personal staff or written by or exchanged between members of the Commissioner's staff, received by the Commissioner or his/her staff from another Commissioner or member of his/her staff that were not circulated to other Commissioner offices, received from any other NRC source, from Congress, from other government agencies, or from members of the public that were not circulated to other Commissioner offices, and transcripts of telephone conversations relating to agency business, and copies of agency records on which Commissioners make their own notations. Office files contain original documents received by the Commissioner, and may contain copies of records maintained by other NRC offices when germane to the Chairman's or Commissioners' subjects, projects or actions to which the files pertain. However, Office Files of the Chairman and Commissioners do not include extra unannotated copies of records maintained as part of the Commission's Official Files.	Permanent. Retire to WNRC through OIS at end of Commissioners' term. Transfer to NARA when 20 years old.	NC1-431-02-2 Item 2.a
	Record keeping system: Paper.		
	b. Electronic records created or	Create paper record of the	NC1-431-02-2

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	received used as the source to create paper records that are filed in the Office Files of the Chairman and Commissioners. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, E-mail, etc.) and electronic records received internally and from outside the agency. Record keeping system: Paper.	electronic document on the day created or received or as soon as practical and file in appropriate official files. Destroy electronic version immediately after creating official record copy or when no longer needed for reference or updating, whichever is later.	Item 2.b
3.	**Schedules of Daily Activities**		
	a. Calendars, appointment books, schedules, logs, diaries, and similar records documenting meetings, appointments, telephone calls, trips, visits, and other activities by the Chairman and Commissioners while serving at NRC, excluding materials determined to be personal. Record keeping system: Paper.	Permanent. Retire to WNRC through OIS at end of Commissioners' term. Transfer to NARA when 20 years old.	NC1-431-02-2 Item 3.a
	b. Electronic records created or received used as the source to create paper records that are filed in the Schedules of Daily Activities. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus InForms, E-mail, Electronic Calendaring, etc.) and electronic records received internally and from outside the agency. Record keeping system: Paper.	Create paper record of the electronic document on the day created or received, or upon a weekly, monthly, or other appropriate interval, and file in the official files. Destroy electronic version immediately after creating official record copy or when no longer needed for reference or updating, whichever is later.	NC1-431-02-2 Item 3.b

NRC Schedule 2

RECORDS OF NRC OFFICES

PART 8. RECORDS OF THE OFFICE OF COMMISSION APPELLATE ADJUDICATION

The Office of Commission Appellate Adjudication (OCAA) is responsible for monitoring cases pending before presiding officers; providing the Commission with analyses of any adjudicatory matter requiring a Commission decision (e.g., petitions for review of initial licensing board decisions, certified questions, Interlocutory referrals, stay requests) including available options; drafting any necessary decisions pursuant to the Commission's guidance after presentation of options; and consulting with the Office of the General Counsel in identifying options to be presented to the Commission and in drafting the final decision to be presented to the Commission.

The following record schedules were developed for records unique to (OCAA). Reference NRC Schedule 1, "Records Common to Most Offices," and the General Records Schedules 1 through 26 for other applicable schedules. Applicable schedules have been identified on the "Files Maintenance and Disposition Plans" retained by the office Records Liaison Officer.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
1.	Appellate Adjudication Documents Files. OCAA files consisting of informational legal memoranda from the OCAA Director to Commissioners, no-action memoranda, and legal memoranda signed by the Director or by line attorneys pertaining to cases monitored by OCAA, and other adjudicatory matters monitored by or directed to OCAA for action, excluding draft memorandum and order related documents. Record keeping system: ADAMS.		
a.	Paper records created before 04/01/2000.	Permanent. Cut off at close of fiscal year. Transfer to NARA when 20 years old.	N1-431-99-9 Item 1.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.	N1-431-99-9 Item 1.b
c.	Copies of electronic files stored	Destroy after creation of	N1-431-99-9

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OIS 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.	ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	Item 1.c
d.	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 record to NARA.	N1-431-99-9 Item 1.d
e.	ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files, and ADAMS	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the	N1-431-99-9 Item 1.e

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.	PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA.	
2.	**Draft Memorandum and Order Files**		
	Draft memorandum and orders prepared as Commission Legal Issuances (CAI), Office of Commission Appellate Adjudication (OCAA) reviews of ASLBP appeals, and opinions that are submitted to the Office of the Secretary as Adjudicatory Issue - Affirmation Commission (SECY) Papers signed by the Director, OCAA, for review, signature, and formal issuance by the Secretary of the Commission. Files are arranged by SECY Paper number and include internal correspondence, notes, copies of vote sheets, revised CAI, and related documents. Office of the Secretary maintains their copies of these records permanently as well as records of the final signed and issued CLIs.		
	Record keeping system: ADAMS.		
a.	Paper records created before 04/01/2000.	Cut off at close of fiscal year. Destroy 10 years after cutoff.	N1-431-99-9 Item 2.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.	N1-431-99-9 Item 2.b
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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-99-9 Item 2.c

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	staff members and OIS 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.		
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 10 years after cutoff.	N1-431-99-9 Item 2.d
3.	**OCAA Program Management and Operational Files**		
	Files that document OCAA program management and operational functions at all levels. Files include letters, memoranda, OCAA assignment lists, messages, studies, reports, forms, and other data documenting and/or implementing plans, policies, procedures, and accomplishments of OCAA program and staff activities.		
	Record keeping system: ADAMS.		
a.	Paper records created before 04/01/2000.	Cut off at close of fiscal year. Destroy 10 years after cutoff.	N1-431-99-9 Item 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.	N1-431-99-9 Item 3.b
c.	Copies of electronic files stored outside of ADAMS used to create	Destroy after creation of ADAMS electronic record or	N1-431-99-9 Item 3.c

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OIS 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.	when no longer needed for reference or updating, whichever is later.	
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 10 years after cutoff.	N1-431-99-9 Item 3.d

NRC Schedule 2

RECORDS OF NRC OFFICES

PART 9. RECORDS OF THE OFFICE OF CONGRESSIONAL AFFAIRS

The Office of Congressional Affairs (OCA) provides advice and assistance to the Chairman, Commission, and NRC staff on all NRC relations with Congress and views of Congress toward NRC policies, plans, and activities; maintains liaison with Congressional committees and members of Congress on matters of interest to NRC; serves as primary contact point for all NRC communications with Congress, reviewing and concurring in all outgoing correspondence to members of Congress; coordinates NRC internal activities with Congress; participates in planning and developing NRC's legislative program; and monitors legislative proposals, bills, and hearings.

The following record schedules were developed for records unique to OCA. Reference NRC Schedule 1, "Records Common to Most Offices," and the General Records Schedules 1 through 26 for other applicable schedules. Applicable schedules have been identified on the "Files Maintenance and Disposition Plans" retained by the office Records Liaison Officer.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
1.	Committee and Conference Records		
	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 sponsor agency.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Permanent. Cut off when NRC involvement terminates. OIS will transfer to NARA 10 years after cutoff.	N1-431-99-2 Item 1.a(1)
	(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.	N1-431-99-2 Item 1.a(2)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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 OIS 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.	N1-431-99-2 Item 1.a(3)
	(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.	N1-431-99-2 Item 1.a(4)
	(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	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred.	N1-431-99-2 Item 1.a(5)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	are linked to and considered part of the official records.		
	b. Agenda, minutes, final reports, and related records documenting accomplishments created by committees and for conferences when NRC is not the sponsoring agency.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy when 3 years old or earlier if no longer needed for reference.	N1-431-99-2 Item 1.b(1)
	(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.	N1-431-99-2 Item 1.b(2)
	(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 OIS 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.	N1-431-99-2 Item 1.b(3)
	(4) ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files;	Cut off electronic files upon termination of committee. Destroy 3 years after cutoff.	N1-431-99-2 Item 1.b(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.		
	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.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy when 3 years old or earlier if no longer needed for reference.	N1-431-99-2 Item 1.c(1)
	(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.	N1-431-99-2 Item 1.c(2)
	(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 OIS 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.	N1-431-99-2 Item 1.c(3)
	(4) ADAMS PDF files and their linked native application source	Cut off electronic files upon termination of committee.	N1-431-99-2 Item 1.c(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	Destroy 3 years after cutoff.	
2.	**Congressional Hearing Testimony and Transcript Files**		
	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.		
	Record keeping system: ADAMS.		
	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 OIS. Destroy 20 years after cutoff.	N1-431-00-14 Item 1.a

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.	N1-431-00-14 Item 1.b
	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 OIS 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.	N1-431-00-14 Item 1.c
	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.	N1-431-00-14 Item 1.d
3.	Congressional Correspondence Files		
	Correspondence with individual congressmen, chairmen of congressional committees, and their staff relating to the activities and programs of the agency.		
	Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Cut off file every 2 years. Retire to WNRC through OIS 2 years after file break. Destroy when 10 years old.	NC1-431-81-5 Item 2.5.14

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.	N1-431-99-2 Item 2.b
	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 OIS processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., Word-Perfect, 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.	N1-431-99-2 Item 2.c
	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 10 years after cutoff.	N1-431-99-2 Item 2.d
4.	**Congressional Correspondence System**		
	This system maintains a comprehensive index and a brief description of information sent to Congress in letters, and questions and answers. The information is retrievable by subject category, date, recipient, congressional committee, or author. Record keeping system: Electronic Information System.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.	NC1-4312-81-2 Item 13.F.5

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
5.	**General Program Correspondence Files (Subject Files)**		
	Letters, memoranda, messages, studies, reports, forms, and other data documenting and/or implementing plans, policies, procedures, accomplishments, opinions, and decisions pertaining to Office of Congressional Affairs (OCA) program and staff activities.		
	Record keeping system: ADAMS.		
	a. Program Correspondence Files at the Office Director Level.		
	Files that document policy- making decisions or significant OCA program management functions that are signed by or addressed to the OCA 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 Washington National Records Center through OIS. Transfer to NARA when 20 years old.	NC1-431-81-5 Item 1.2.15.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.	N1-431-99-2 Item 4.a(2)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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 OIS 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.	N1-431-99-2 Item 4.a(3)
	(4) ADAMS PDF files and TIFF files.	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 8 years after transferring record to NARA.	N1-431-99-2 Item 4.a(4)
	(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	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred.	N1-431-99-2 Item 4.a(5)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	management and staff concurrences in documents that are linked to and considered part of the official records.		
	b. Program Correspondence Files Created or Received Below the Office Director Level. Files that document policy making decisions, significant OCA program management functions and program operations. They are signed by or addressed to OCA management and staff below the Office Director level. 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 prior to 04/01/2000.	Cut off at close of fiscal year. Hold 2 years and retire to Washington National Records Center through OIS. Destroy 10 years after cutoff.	NC1-431-81-5 Item 1.2.15.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.	N1-431-99-2 Item 4.b(2)
	(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 OIS processing staff after creation of the ADAMS	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-99-2 Item 4.b(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.		
	(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.	N1-431-99-2 Item 4.b(4)
	c. Routine Program Correspondence Files Created or Received at All Organizational Levels. 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
	(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.	N1-431-99-2 Item 4.c(2)
	(3) 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.	N1-431-99-2 Item 4.c(3)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	remain with staff members and OIS 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.		
	(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.	N1-431-99-2 Item 4.c(4)
6.	Legislative Files		
	Copies of proposed House and Senate bills relating to NRC operation and related correspondence.		
	Record keeping system: ADAMS.		
	a. Paper records created prior to 04/01/2000.	Destroy when legislation is passed or when no longer needed.	NC1-431-81-5 Item 2.5.16
	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.	N1-431-99-2 Item 5.b
	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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-99-2 Item 5.c

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	members and OIS processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., Word-Perfect, 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 close of fiscal year. Destroy 5 years after cutoff.	N1-431-99-2 Item 5.d
7.	**Senate and House Members Profile Files** Files containing biographical information on members of the U.S. Congress. Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Cut off files upon close of fiscal year. Destroy 5 years after cutoff.	NC1-431-81-5 Item 2.5.15
	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.	N1-431-99-2 Item 6.b
	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 OIS processing staff after creation of the ADAMS	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-99-2 Item 6.c

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	records. Included are electronic records created internally using office automation tools (e.g., Word-Perfect, 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 close of fiscal year. Destroy 5 years after cutoff.	N1-431-99-2 Item 6.d

NRC Schedule 2

RECORDS OF NRC OFFICES

PART 10. RECORDS OF THE OFFICE OF ENFORCEMENT

The Office of Enforcement (OE) develops policies and programs for enforcement of NRC requirements, manages major enforcement actions, and assesses effectiveness and uniformity of Regional enforcement actions.

The following record schedules were developed for records unique to OE. Reference NRC Schedule 1, "Records Common to Most Offices," and the General Records Schedules 1 through 26 for other applicable schedules. Applicable schedules have been identified on the "Files Maintenance and Disposition Plans" retained by the office Records Liaison Officer.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
1.	Committee and Conference Records		
	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. Excluding routine internal committee and conference records covered by GRS 26-1.a.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Permanent. Cut off when NRC involvement terminates. OIS will transfer to NARA 10 years after cutoff.	N1-431-00-5 Item 1.a(1)
	(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.	N1-431-00-5 Item 1.a(2)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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 OIS 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.	N1-431-00-5 Item 1.a(3)
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files 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 record to NARA.	N1-431-00-5 Item 1.a(4)

RECORDS OF NRC OFFICES

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.	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-00-5 Item 1.a(5)
	b. Agenda, minutes, final reports, and related records documenting accomplishments created by committees and for conferences when NRC is not the sponsoring agency.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy when 3 years old or earlier if no longer needed for reference.	N1-431-00-5 Item 1.b(1)
	(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.	N1-431-00-5 Item 1.b(2)
	(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 OIS processing staff after creation of the ADAMS records. Included are electronic records created internally using	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-5 Item 1.b(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.	N1-431-00-5 Item 1.b(4)
	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.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy when 3 years old or earlier if no longer needed for reference.	N1-431-00-5 Item 1.c(1)
	(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.	N1-431-00-5 Item 1.c(2)
	(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 OIS processing staff after creation of the ADAMS records. Included are electronic	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-5 Item 1.c(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.	N1-431-00-5 Item 1.c(4)
2.	**Enforcement Action Case Files**		
	Case files located in the Office of Enforcement and in the Regions documenting enforcement actions and violations in all activity areas at all severity levels. Case files include Orders, Notices of Violations with and without Civil Penalties, Orders Imposing Civil Penalties, Letters of Reprimand, and Demands for Information; licensee responses to the actions; and other relevant documents pertinent to the action. Case files are arranged by Individual Action number as actions are issued. Unclassified safeguards information will not be maintained in ADAMS, but will continue to be maintained in paper format. (See Items a(1), and b(1), below).		
	Record keeping system: ADAMS.		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	a. Significant Enforcement Actions Enforcement actions that have exceptional value because of the historical significance of their contents or their uniqueness. Included are files that: - Result in significant judicial decisions or legislation that affect the functions and activities of NRC; - Result in significant changes in regulatory activities and procedures; - Were the subject of congressional investigation or were of great public interest; or - Contributes substantive information supporting docket files identified for permanent retention.		
	(1) Paper records created before 04/01/2000, and all paper unclassified safeguards information.	Permanent. Cut off files when case is closed. Hold 5 years and retire to the Washington National Record Center through OIS. OIS will transfer to NARA with related indexes when 20 years old.	N1-431-00-5 Item 3.a(1)
	(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.	N1-431-00-5 Item 3.a(2)
	(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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-5 Item 3.a(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	OIS 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.		
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files when case is closed. 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 record to NARA.	N1-431-00-5 Item 3.a(4)
	(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	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring	N1-431-00-5 Item 3.a(5)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	management and staff concurrences in documents that are linked to and considered part of the official records.	record to NARA.	
	b. All Other Enforcement Actions and Violations		
	(1) Paper records created before 04/01/2000, and all paper unclassified safeguards information.	Cut off files when case is closed. Hold 2 years and retire to the Washington National Record Center through OIS. Destroy 10 years after the enforcement actions are cutoff.	N1-431-00-5 Item 3.b(1)(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.	N1-431-00-5 Item 3.b(1)(b)
	(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 OIS 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.	N1-431-00-5 Item 3.b(1)(c)
	(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	Cut off electronic files when case is closed. Destroy 10 years after the enforcement actions are cutoff.	N1-431-00-5 Item 3.b(1)(d)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	ADAMS digital signature and concurrence data.		
3.	**General Program Correspondence Files (Subject Files)**		
	Letters, memoranda, messages, studies, reports, forms, and other data documenting and/or implementing plans, policies, procedures, accomplishments, opinions, and decisions pertaining to Office of Enforcement (OE) program and staff activities.		
	Record keeping system: ADAMS.		
	a. Program Correspondence Files at the Office Director Level.		
	Files that document policy- making decisions or significant OE program management functions including those developing enforcement policy, enforcement guidance memoranda, and the Enforcement Manual. Files also include documents that are signed by or addressed to the OE Director and 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 Record Center through	NC1-431-81-5 Item 1.2.15.a

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		OIS. OIS will transfer to NARA when 20 years old.	
	(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.	N1-431-00-5 Item 4.a(2)
	(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 OIS 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.	N1-431-00-5 Item 4.a(3)
	(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,	N1-431-00-5 Item 4.a(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		with NARA concurrence, records will be converted to paper or to microform. 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.	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA.	N1-431-00-5 Item 4.a(5)
	b. Program Correspondence Files Created or Received Below the Office Director Level:		
	Files that document policy making decisions, significant or OE program management functions and program operations. They are signed by or addressed to OE management and staff below the OE Director and Deputy Director level. 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.	Cut off at close of fiscal year. Hold 2 years and retire to the Washington National Record Center through OIS. Destroy 10 years after cutoff.	NC1-431-81-5 Item 1.2.15.b

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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.	N1-431-00-5 Item 4.b(2)
	(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 OIS 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.	N1-431-00-5 Item 4.b(3)
	(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.	N1-431-00-5 Item 4.b(4)
	c. Routine Program Correspondence Files Created or Received at All Organizational Levels. 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.		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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
	(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.	N1-431-00-5 Item 4.c(2)
	(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 OIS 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.	N1-431-00-5 Item 4.c(3)
	(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.	N1-431-00-5 Item 4.c(4)

4. **Regulatory History Files for Proposed and Final Rulemaking**

Case files documenting proposed and final rulemakings. Contents include interoffice correspondence, all source documents relied upon to prepare proposed and final rules, public

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	comments, Committee to Review Generic Requirements (CRGR) minutes and recommendations, Advisory Committee on Reactor Safeguards comments, Commission papers, transcripts, indexes, and *Federal Register* Notices.		
	Record keeping system: ADAMS.		
	a. Official case files created by OE.		
	(1) Paper records created before 04/01/2000.	Permanent. Cut off when final regulation is issued through notice in the *Federal Register*. Transfer to NARA in 5-year blocks when the 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
	(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.	N1-431-00-5 Item 5.a(2)
	(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 OIS 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.	N1-431-00-5 Item 5.a(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files when regulation is issued through notice in the *Federal Register*. 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. copy 8 years after transferring record to NARA.	N1-431-00-5 Item 5.a(4)
	(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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-00-5 Item 5.a(5)

RECORDS OF NRC OFFICES

PART 11. RECORDS OF THE OFFICE OF THE EXECUTIVE DIRECTOR FOR OPERATIONS

The operational activities of NRC carried out by several program and staff offices, are supervised and coordinated by the Executive Director for Operations (EDO). The EDO is also responsible for implementation of Commission policy directives pertaining to all program and staff offices reporting to the EDO.

The following record schedule was developed for records unique to the EDO. Reference NRC Schedule 1, "Records Common to Most Offices," and the General Records Schedules 1 through 26 for other applicable schedules. Applicable schedules have been identified on the "Files Maintenance and Disposition Plans" retained by the office Records Liaison Officer.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
1.	Committee and Conference Records		
	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. Excluding routine internal committee and conference records covered by GRS 26-1.a.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Permanent. Cut off when NRC involvement terminates. OIS will transfer to NARA 10 years after cutoff.	N1-431-00-6 Item 1.a(1)
	(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.	N1-431-00-6 Item 1.a(2)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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 OIS 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.	N1-431-00-6 Item 1.a(3)
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files 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 record to NARA.	N1-431-00-6 Item 1.a(4)
	(5) ADAMS document profiles and ADAMS document packages	Permanent. Cut off electronic files with related PDF files and	N1-431-00-6 Item 1.a(5)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.	TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	
	b. Agenda, minutes, final reports, and related records documenting accomplishments created by committees and for conferences when NRC is not the sponsoring agency.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy when 3 years old or earlier if no longer needed for reference.	N1-431-00-6 Item 1.b(1)
	(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.	N1-431-00-6 Item 1.b(2)
	(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 OIS 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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-6 Item 1.b(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.	N1-431-00-6 Item 1.b(4)
	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.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy when 3 years old or earlier if no longer needed for reference.	N1-431-00-6 Item 1.c(1)
	(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.	N1-431-00-6 Item 1.c(2)
	(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 OIS processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, e-	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-6 Item 1.c(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.	N1-431-00-6 Item 1.c(4)
2.	**EDO Action Item Files**		
	EDO Action Item Files (Green Ticket Items and EDO Work Item Tracking System Items) consisting of action tickets, incoming correspondence, responses including copies of responses made by other offices, enclosures to responses, pertinent background information and all related documents for each EDO Action Item assigned. Files include those assigned to and completed by the EDO, the Commission, or other NRC office.		
	Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Permanent. Cut off at close of fiscal year. Hold 2 years and retire to the Washington National Record Center through OIS. OIS will transfer to NARA when 20 years old.	N1-431-00-6 Item 2.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.	N1-431-00-6 Item 2.b

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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 OIS 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.	N1-431-00-6 Item 2.c
	d. 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 8 years after transferring record to NARA.	N1-431-00-6 Item 2.d
	e. ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found	N1-431-00-6 Item 2.e

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.	in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	
3.	**General Program Correspondence Files (Subject Files)**		
	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 Executive Director for Operations (OEDO) program and staff activities.		
	Record keeping system: ADAMS.		
	a. Program Correspondence Files at the Office Director Level.		
	Files that document policy-making decisions or significant OEDO program management functions that are signed by or addressed to the EDO and Deputy EDOs. 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 Record Center through	NC1-431-81-5 Item 1.2.15.a

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		OIS. OIS will transfer to NARA when 20 years old.	
	(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.	N1-431-00-6 Item 3.a(2)
	(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 OIS 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.	N1-431-00-6 Item 3.a(3)
	(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,	N1-431-00-6 Item 3.a(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		with NARA concurrence, records will be converted to paper or to microform. Destroy NRC copy 8 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-00-6 Item 3.a(5)
	b. Program Correspondence Files Created or Received Below the Office Director Level. Files that document policy making decisions, significant or OEDO program management functions and program operations. They are signed by or addressed to EDO management and staff below the EDO and Deputy EDO level. 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.	Cut off at close of fiscal year. Hold 2 years and retire to the Washington National Record Center through OIS. Destroy 10 years after cutoff.	NC1-431-81-5 Item 1.2.15.b

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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.	N1-431-00-6 Item 3.b(2)
	(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 OIS 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.	N1-431-00-6 Item 3.b(3)
	(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.	N1-431-00-6 Item 3.b(4)
	c. Routine Program Correspondence Files Created or Received at All Organizational Levels. 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.		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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
	(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.	N1-431-00-6 Item 3.c(2)
	(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 OIS 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.	N1-431-00-6 Item 3.c(3)
	(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.	N1-431-00-6 Item 3.c(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
4.	Work Item Tracking System (WITS-II)		
	The system provides a common data base for Commission action items which can be shared by all NRC offices. Record keeping system: Electronic Information System.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.	NC1-431-81-2

NRC Schedule 2

RECORDS OF NRC OFFICES

PART 12. RECORDS OF THE OFFICE OF THE GENERAL COUNSEL

The Office of the General Counsel (OGC) directs matters of law and legal policy, providing opinions, advice, and assistance to the agency with respect to all of its activities; reviews and prepares appropriate draft Commission decisions on decisions and rulings, public petitions seeking direct Commission action, and rulemaking proceedings involving hearings; provides interpretation of laws, regulations, and other sources of authority, and the legal form and content of proposed official actions; prepares or concurs in all contractual documents, interagency agreements, delegations of authority, regulations, orders, licenses, and other legal documents and prepares legal interpretations thereof; reviews and directs intellectual property work; represents and protects the interests of the NRC in legal matters and in court proceedings, and in relation to other government agencies, administrative bodies, Committees of Congress, foreign governments, and members of the public.

The following record schedules were developed for records unique to OGC. Reference NRC Schedule 1, "Records Common to Most Offices," and the General Records Schedules 1 through 26 for other applicable schedules. Applicable schedules have been identified on the "Files Maintenance and Disposition Plans" retained by the office Records Liaison Officer.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
1.	Commission Memorandum File		
	Copies of memoranda to Commissioners containing legal opinions on a variety of subjects. Memoranda are numbered sequentially within years.		
	Record keeping system: ADAMS.		
	a. Record set consisting of one copy of each memorandum.		
	(1) Paper records created before 04/01/2000.	Permanent. Retire to Washington National Records Center when 10 years old. Transfer to NARA when 20 years old.	NCI-431-81-5 Item 2.4.12.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.	N1-431-00-18 Item 1.a(2)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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 OIS 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.	N1-431-00-18 Item 1.a(3)
	(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 record to NARA.	N1-431-00-18 Item 1.a(4)

RECORDS OF NRC OFFICES

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.	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA.	N1-431-00-18 Item 1.a(5)
2.	**Committee and Conference Records**		
	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. Excluding routine internal committee and conference records covered by GRS 26-1.a.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Permanent. Cut off when NRC involvement terminates. OIS will transfer to NARA 10 years after cutoff.	N1-431-00-18 Item 2.a(1)
	(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.	N1-431-00-18 Item 2.a(2)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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 OIS 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.	N1-431-00-18 Item 2.a(3)
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files 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 record to NARA.	N1-431-00-18 Item 2.a(4)
	(5) ADAMS document profiles and ADAMS document packages	Permanent. Cut off electronic files with related PDF files and	N1-431-00-18 Item 2.a(5)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.	TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	
	b. Agenda, minutes, final reports, and related records documenting accomplishments created by committees and for conferences when NRC is not the sponsoring agency.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy when 3 years old or earlier if no longer needed for reference.	NC1-431-00-18 Item 2.b(1)
	(2) Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	N1-431-00-18 Item 2.b(2)
	(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 OIS 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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-18 Item 2.b(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.	N1-431-00-18 Item 2.b(4)
	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.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 10/01/2000.	Destroy when 3 years old or earlier if no longer needed for reference.	NC1-431-81-5 Item 1.5.30.b.2
	(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.	N1-431-00-18 Item 2.c(2)
	(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 OIS 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.	N1-431-00-18 Item 2.c(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.	N1-431-00-18 Item 2.c(4)
3.	**Conflict of Interest (Ethics Official) Files**		
	Paper records consisting of Policy and Precedent Files maintained in subject order that consist of letters, messages, memoranda, studies, reports, forms, and other data interpreting or applying requirements or policies. These documents establish policies or precedents needed to provide ethics advice. Record keeping system: Paper.	Cut off at close of fiscal year. Destroy 25 years after cutoff.	N1-431-00-18 Item 3.a
4.	**General Program Correspondence Files (Subject Files)**		
	Letters, memoranda, messages, studies, reports, forms, and other data documenting and/or implementing plans, policies, procedures, accomplishments, opinions, and		

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	decisions pertaining to Office of the General Counsel (OGC) program and staff activities.		
	Record keeping system: ADAMS.		
	a. Program Correspondence Files at the Office Director Level.		
	Files that document policy- making decisions or significant OGC program management functions that are signed by or addressed to the OGC 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 Record Center through OIS. OIS will transfer to NARA when 20 years old.	NC1-431-81-5 Item 1.2.15.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.	N1-431-00-18 Item 4.a(2)
	(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 OIS processing staff after creation of the ADAMS	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-18 Item 4.a(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.		
	(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 8 years after transferring record to NARA.	N1-431-00-18 Item 4.a(4)
	(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	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-00-18 Item 4.a(5)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	concurrences in documents that are linked to and considered part of the official records.		
	b. Program Correspondence Files Created or Received Below the Office Director Level. Files that document policy making decisions, significant OGC program management functions and program operations. They are signed by or addressed to OGC management and staff below the Office Director level. 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.	Cut off at close of fiscal year. Hold 2 years and retire to the Washington National Record Center through OIS. Destroy 10 years after cutoff.	NC1-431-81-5 Item 1.2.15.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.	N1-431-00-18 Item 4.b(2)
	(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 OIS processing staff after creation of the ADAMS records. Included are electronic	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-18 Item 4.b(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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 at close of fiscal year. Destroy 10 years after cutoff.	N1-431-00-18 Item 4.b(4)
	c. Routine Program Correspondence Files Created or Received at All Organizational Levels.		
	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
	(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.	N1-431-00-18 Item 4.c(2)
	(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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-18 Item 4.c(3)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	OIS 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.		
	(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.	N1-431-00-18 Item 4.c(4)
5.	**Legislative Files**		
	Case files of legislation proposed by NRC consisting of proposals, staff comments, internal memos, correspondence with the Office of Management and Budget (OMB), testimony, and draft bills. Arranged numerically by bill number or by subject if more than one bill is involved.		
	Record keeping system: ADAMS.		
	a. Paper records created prior to 04/01/2000.	Permanent. Retire to Washington National Records Center when 10 years old. Transfer to NARA when 20 years old.	NC1-431-81-5 Item 2.4.13
	b. Paper records used as the source to	Destroy paper documents	N1-431-00-18

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	2 months after creation	Item 5.b
	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 OIS 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.	N1-431-00-18 Item 5.c
	d. ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files biannually at close of each Congress. 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 record to NARA.	N1-431-00-18 Item 5.d

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA.	N1-431-00-18 Item 5.e
6.	**Licensing Docket Formal Hearing Files**		
	Case files maintained by the Office of the General Counsel on hearings before the Commission, Boards, Presiding Officers, and Panels relating to antitrust actions, and applications for construction permits and operating licenses for individual nuclear facilities, as well as for combined licenses, renewed licenses, reactor and senior reactor operator licenses, materials and facilities licenses, waste storage and disposal licenses, and enforcement actions. Files consist of correspondence, briefs, pleadings, hearing transcripts, and related records on cases and are used by OGC staff in arguing cases.		
	Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Destroy after verification that microfiche copies are adequate substitutes for original records.	NC1-431-81-5 Item 1.3.19.a
	b. Silver master and one diazo copy of microfiche.	Offer to NARA. If not accepted by the National Archives,	NC1-431-81-5 Item 1.3.19.b

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		maintain until no longer needed by agency.	
	NOTE: The creation of a microfiche copy of OGC's Licensing Docket Formal Hearing Files will be discontinued when ADAMS is implemented and verified to be operating correctly. Documents can be obtained from the Electronic Hearing Docket maintained in ADAMS and output to a variety of media and formats. Accordingly, this series will be discontinued on 04/01/2000 with the implementation of ADAMS and this disposition applied only to the files up to that date.		
7.	Litigation Case Files		
	Correspondence and copies of all papers filed in actions brought by or against the NRC. Arranged alphabetically by the name of the party involved in the suit.		
	Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Permanent. Retire closed files to Washington National Records Center 7 years after cases are closed. Transfer to NARA 20 years after cases are closed.	NC1-431-81-5 Item 2.4.11
	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	N1-431-00-18 Item 7.b
	c. Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating,	N1-431-00-18 Item 7.c

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	ASCII files that remain with staff members and OIS 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.	whichever is later.	
	d. ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files when case closed. 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 record to NARA.	N1-431-00-18 Item 7.d
	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	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are	N1-431-00-18 Item 7.e

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	data that evidence final NRC Management and staff concurrences in documents that are linked to and considered part of the official records.	transferred. Destroy NRC copy 18 years after transferring record to NARA.	
8.	**Patent and Technical Data Files**		
	a. Invention dockets containing copy of invention disclosure and pertinent correspondence.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy 10 years after file is closed.	NC1-431-81-5 Item 4.2.3.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	N1-431-00-18 Item 8.a(2)
	(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 OIS 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.	N1-431-00-18 Item 8.a(3)
	(4) ADAMS PDF files and their linked native application source	Cut off electronic files when file is closed. Destroy 10 years	N1-431-00-18 Item 8.a(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	after cut off.	
	b. Case files of U.S. patent applications containing record of invention disclosure, record of invention, draft of patent application with inventor's notes, copy of patent application as filed in Patent Office, pertinent correspondence, amendments, reports, and references as follows.		
	Record keeping system: ADAMS.		
	(1) Abandoned patent applications.		
	(a) Paper records created before 04/01/2000	Destroy 10 years after application is abandoned.	NC1-431-81-5 Item 4.2.3.b.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	N1-431-00-18 Item 8.b(1)(b)
	(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 OIS processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g.,	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-18 Item 8.b(1)(c)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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 when application is abandoned. Destroy 10 years after cut off.	N1-431-00-18 Item 8.b(1)(d)
	(2) Issued patents.		
	(a) Paper records created before 04/01/2000.	Destroy 25 years after patent is issued.	NC1-431-81-5 Item 4.2.3.b.2
	(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.	N1-431-00-18 Item 8.b(2)(b)
	(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 OIS 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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-18 Item 8.b(2)(c)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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 after patent is issued. Destroy 25 years after cutoff.	N1-431-00-18 Item 8.b(2)(d)
	c. Files on contracts, subcontracts, and purchase orders containing miscellaneous correspondence and related papers pertaining to negotiation of contract patent provisions, inventions, or discoveries conceived under contract, reports and papers reviewed for patent clearance, and patent clearance of terminated contracts.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy 10 years after patent clearance.	NC1-431-81-5 Item 4.2.3.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.	N1-431-00-18 Item 8.c(2)
	(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 OIS processing staff after	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-18 Item 8.c(3)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.		
	(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 after patent clearance. Destroy 10 years after cut off.	N1-431-00-18 Item 8.c(4)
	d. License agreement and assignment files containing license agreements and assignments in U.S. patents and pertinent correspondence regarding execution of license agreements and royalty payments.		
	(1) Paper records created before 04/01/2000.	Destroy 25 years after issuance of patent.	NC1-431-81-5 Item 4.2.3.d
	(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.	N1-431-00-18 Item 8.d(2)
	(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 OIS processing staff after creation of the ADAMS records. Included are electronic records created internally using	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-18 Item 8.d(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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 after issuance of patent. Destroy 25 years after cut off.	N1-431-00-18 Item 8.d(4)
	e. Patent Agreement Forms, "Agreement Covering Discoveries, Inventions, and Improvements," signed by all employees at time of employment.		
	(1) Paper records created before 04/01/2000.	Destroy when 56 years old.	NC1-431-81-5 Item 4.2.3.e
	(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.	N1-431-00-18 Item 8.e(2)
	(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 OIS 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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-18 Item 8.e(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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 at close of fiscal year. Destroy 56 years after cut off.	N1-431-00-18 Item 8.e(4)
	f. Docket files containing findings, determinations, and statements of reason, decisions, backup material, and correspondence with the Patent Compensation Board, U.S. Court of Appeals, and U.S. Court of Claims.		
	(1) Paper records created before 04/01/2000.	Destroy when 25 years old.	NC1-431-81-5 Item 4.2.3.f
	(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	N1-431-00-18 Item 8.f(2)
	(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 OIS 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.	N1-431-00-18 Item 8.f(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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 25 years after cut off.	N1-431-00-18 Item 8.f(4)
	g. Infringement files containing copies of patents which have been or possibly might be infringed; pertinent correspondence regarding use of patented process, device, or material; copies of purchase orders and other backup material; and Court of Claims petitions and actions.		
	(1) Paper records created before 04/01/2000.	Destroy when 30 years old.	NC1-431-81-5 Item 4.2.3.g
	(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	N1-431-00-18 Item 8.g(2)
	(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 OIS 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.	N1-431-00-18 Item 8.g(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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 30 years after cut off.	N1-431-00-18 Item 8.g(4)
	h. Case files containing correspondence with contractors regarding U.S. patent applications referred for review under sections 151 and 152 of the Atomic Energy Act.		
	(1) 151 "C" Reports and Applications.		
	(a) Paper records created before 04/01/2000.	Destroy 25 years after date of last action.	NC1-431-81-5 Item 4.2.3.h.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	N1-431-00-18 Item 8.h(1)(b)
	(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 OIS 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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-18 Item 8.h(1)(c)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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 after last action. Destroy 25 years after cut off.	N1-431-00-18 Item 8.h(1)(d)
	(2) 152 Applications.		
	(a) Paper records created before 04/01/2000.	Destroy 10 years after patent expires.	NC1-431-81-5 Item 4.2.3.h.2
	(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	N1-431-00-18 Item 8.h(2)(b)
	(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 OIS 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.	N1-431-00-18 Item 8.h(2)(c)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(d) ADAMS PDF files, files in their native applications, TIFF files, ASCII files, and document profiles.	Cut off electronic files when patent expires. Destroy 10 years after cut off.	N1-431-00-18 Item 8.h(2)(d)
	i. Ledgers and log record showing invention disclosures reported date, disposition, and U.S. office actions.		
	(1) Paper records created before 04/01/2000.	Destroy 10 years after last entry.	NC1-431-81-5 Item 4.2.3.i
	(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	N1-431-00-18 Item 8.I(2)
	(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 OIS 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.	N1-431-00-18 Item 8.I(3)
	(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 at end of fiscal year. Destroy 10 years after cut off.	N1-431-00-18 Item 8.I(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
9.	**Personal Opinion Files**		
	Paper records consisting of personal opinions of the General Council related to sensitive personnel matters.	Cut off at close of fiscal year. Destroy when 1 year old or when reference value has been exhausted, whichever is sooner.	N1-431-00-18 Item 9
	Record keeping system: Paper.		
10.	**Regulatory History Files for Proposed and Final Rulemaking**		
	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 *Federal Register* Notices.		
	Record keeping system: ADAMS.		
	a. Official case files created by the OGC.		
	(1) Paper records created before 04/01/2000.	Permanent. Cut off when regulation is issued through notice in the *Federal Register*. OIS will transfer to NARA in 5-year blocks when the 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
	(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.	N1-431-00-18 Item 10.a(2)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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 OIS 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.	N1-431-00-18 Item 10.a(3)
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files when regulation is issued through notice in the *Federal Register*. 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 record to NARA.	N1-431-00-18 Item 10.a(4)
	(5) ADAMS document profiles and ADAMS document packages	Permanent. Cut off electronic files with related PDF files and	N1-431-00-18 Item 10.a(5)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.	TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	

RECORDS OF NRC OFFICES

PART 13. RECORDS OF THE OFFICE OF HUMAN RESOURCES

The Office of Human Resources (HR) provides overall leadership and management of human resources policy and program development and human resources services delivery. Plans and implements NRC policies, programs, and services to provide for employment services and operations, labor relations, organizational development, training, and human resources information and analysis. Administers and manages the NRC occupational safety and health programs including oversight of the workers' compensation and employee assistance programs; and the headquarters child care facility, health unit, and fitness center. Provides advice and support for the planning, development, implementation, oversight, and evaluation of HR information systems. Conducts HR budget formulation, justification, and execution; manages the development and implementation of HR accounting systems and carries out financial management coordination. Develops and implements the HR strategic plan; devises both short and long-range plan consistent with agency wide programmatic goals and objectives; assists and advises NRC management in the planning and implementation of HR goals consistent with agency policies and mission.

The following record schedules were developed for records unique to HR. Reference NRC Schedule 1, "Records Common to Most Offices," and the General Records Schedules 1 through 26 for other applicable schedules. Applicable schedules have been identified on the "Files Maintenance and Disposition Plans" retained by the office Records Liaison Officer.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
1.	**Audio Cassettes for Technical Training**		
	Audio Cassettes purchased from outside sources for technical training of NRC staff.	Erase and reuse when no longer needed.	NC1-431-81-4 Item 4
	Record keeping system: Audio cassette.		
2.	**Automated Personnel System (APS)**		
	The Automated Personnel System maintains records on NRC personnel regarding previous employment, history of NRC employment, and present status. Information and data regarding various employee actions are input to the system. These actions are: accessions, transfers, terminations; and/or regular reports, such as: notice of in-grade step, employment trends, minority employment, skills and levels, grades by	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.	NC1-431-81-2 Item 13.I.6

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	sex or minority and anticipated retirement levels. Record keeping system: Electronic Information System.		
3.	Awards Files		
	a. Records relating to meritorious and distinguished service awards made at the commission level and maintained by the Office of Human Resources. Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Permanent. Transfer to NARA when 10 years old.	NC1-431-81-5 Item 1.5.28.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.	N1-431-00-15 Item 1.a(2)
	(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 OIS 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.	N1-431-00-15 Item 1.a(3)
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files at close of fiscal year. Transfer to the National	N1-431-00-15 Item 1.a(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-00-15 Item 1.a(5)
	b. Copies of records described in a. above exclusive of those filed in Official Personnel Folders. Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy 2 years after award is made.	NC1-431-81-5 Item 2.22.3.b

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	Note: The maintenance of extra copies of award records in this series will be discontinued when ADAMS is implemented as the records will be obtainable from the records located in ADAMS. Accordingly, this series will be discontinued on 04/01/2000 with the implementation of ADAMS and this disposition applied only to the files up to that date.		
4.	Committee and Conference Records		
	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. Excluded are records of EEO Committee meeting records including minutes and reports covered by GRS 1-25.g.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Permanent. Cut off when NRC involvement terminates. OIS will transfer to NARA 10 years after cutoff.	N1-431-00-15 Item 2.a(1)
	(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.	N1-431-00-15 Item 2.a(2)
	(3) Copies of electronic files stored outside of ADAMS used to	Destroy after creation of ADAMS electronic record or	N1-431-00-15 Item 2.a(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OIS 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.	when no longer needed for reference or updating, whichever is later.	
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files 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 record to NARA.	N1-431-00-15 Item 2.a(4)
	(5) ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files, and	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the	N1-431-00-15 Item 2.a(5)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.	PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	
	b. Agenda, minutes, final reports, and related records documenting accomplishments created by committees and for conferences when NRC is not the sponsoring agency.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy when 3 years old or earlier if no longer needed for reference.	N1-431-00-15 Item 2.b(1)
	(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.	N1-431-00-15 Item 2.b(2)
	(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 OIS 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.	N1-431-00-15 Item 2.b(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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.	N1-431-00-15 Item 2.b(4)
	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.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy when 3 years old or earlier if no longer needed for reference.	N1-431-00-15 Item 2.c(1)
	(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.	N1-431-00-15 Item 2.c(2)
	(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 OIS 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.	N1-431-00-15 Item 2.c(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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.	N1-431-00-15 Item 2.c(4)
5.	**Differing Professional View and Opinion Files**		
	a. Differing Professional View (DPV) Files Case files documenting the informal evaluation and satisfactory resolution of an employee's differing professional views within an office or region pertaining to NRC mission issues. Records include the initial DPV, the DPV panel reports, decision memoranda, document lists, and related correspondence. Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Cut off files when case is closed by final office or regional decision and completion of internal processing. Transfer to the Washington National Records Center 2 years after cutoff if the records consist of at least 1 cubic foot. Destroy 10 years after cutoff.	N1-431-00-15 Item 3.a(1)
	(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.	N1-431-00-15 Item 3.a(2)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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 OIS 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.	N1-431-00-15 Item 3.a(3)
	(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 when case is closed by final office or regional decision and completion of internal processing. Destroy 10 years after cutoff.	N1-431-00-15 Item 3.a(4)
	b. Differing Professional Opinion (DPO) Files Case files documenting the formal EDO or Commission evaluation and resolution of an employee's differing professional views and opinions pertaining to NRC mission issues that are not satisfactorily resolved at the office director or regional administrator level. Records include the initial unresolved Differing Professional View (DPV), the DPO, the DPV and DPO panel reports, decision memoranda, document lists, and related correspondence. Case files also contain the sanitized copy		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	containing documents released to the public. Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Cut off files when case is closed by final EDO or Commission decision and completion of internal processing. Transfer to the Washington National Records Center 2 years after cutoff if the records consist of at least 1 cubic foot. Destroy 30 years after cutoff.	N1-431-00-15 Item 3.b(1)
	(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.	N1-431-00-15 Item 3.b(2)
	(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 OIS 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.	N1-431-00-15 Item 3.b(3)
	(4) ADAMS PDF files and TIFF files.	Cut off electronic files at close of fiscal year. Destroy 30 years after cutoff.	N1-431-00-15 Item 3.b(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
6.	**General Correspondence Files (Subject Files)**		
	Letters, memoranda, messages, studies, reports, forms, and other data documenting and/or implementing plans, policies, procedures, accomplishments, opinions, and decisions pertaining to Office of Human Resources (HR) programs and staff activities.		
	Record keeping system: ADAMS.		
	a. Correspondence Files at the Office Director Level.		
	Files that document policy- making decisions or significant management of HR functions that are signed by or addressed to the HR Director. Excluded is 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 Record Center through OIS. OIS will 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.	N1-431-00-15 Item 4.a(2)
	(3) Copies of electronic files stored outside of ADAMS used to create ADAMS Portable	Destroy after creation of ADAMS electronic record or when no longer needed for	N1-431-00-15 Item 4.a(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OIS 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.	reference or updating, whichever is later.	
	(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 record to NARA.	N1-431-00-15 Item 4.a(4)
	(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	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are	N1-431-00-15 Item 4.a(5)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	signatures, and data that evidence final NRC management and staff concurrences in documents that are linked to and considered part of the official records.	transferred. Destroy NRC copy 18 years after transferring record to NARA.	
	b. Correspondence Files Created or Received Below the Office Director Level.		
	Files that document policy making decisions, significant management of HR functions and operations that are signed by or addressed to HR management and staff below the office director level. 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.) Also excluded is correspondence pertaining to internal management and operations that are scheduled by the General Records Schedules.		
	(1) 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 OIS. Destroy 10 years after cutoff.	NC1-431-81-5 Item 1.2.15.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.	N1-431-00-15 Item 4.b(2)
	(3) Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files,	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating,	N1-431-00-15 Item 4.b(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	TIFF files, and ASCII files that remain with staff members and OIS 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.	whichever is later.	
	(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.	N1-431-00-15 Item 4.b(4)
	c. Routine Program Correspondence Files Created or Received at All Organizational Levels.		
	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
	(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.	N1-431-00-15 Item 4.c(2)
	(3) Copies of electronic files stored outside of ADAMS used to create ADAMS Portable	Destroy after creation of ADAMS electronic record or when no longer needed for	N1-431-00-15 Item 4.c(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OIS 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.	reference or updating, whichever is later.	
	(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.	N1-431-00-15 Item 4.c(4)
7.	Training Aids		
	a. One copy of each manual, syllabus, textbook, and other training aid for management and technical subjects developed by the Commission and maintained by the Human Resources Development staff, HR, and the Technical Training Center, Chattanooga, Tennessee.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Permanent. Transfer to NARA when 10 years old.	NC1-431-81-5 Item 1.5.40.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.	N1-431-00-15 Item 5.a(2)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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 OIS 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.	N1-431-00-15 Item 5.a(3)
	(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 8 years after transferring record to NARA.	N1-431-00-15 Item 5.a(4)
	(5) ADAMS document profiles and ADAMS document packages created for the management,	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA	N1-431-00-15 Item 5.a(5)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.	according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	
	b. Training aids from other agencies or private institutions.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy when superseded or obsolete.	NC1-431-81-5 Item 1.5.40.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.	N1-431-00-15 Item 5.b(2)
	(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 OIS 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.	N1-431-00-15 Item 5.b(3)
	(4) ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files;	Cut off electronic files when superseded or determined to be obsolete. Destroy 1 year after cutoff.	N1-431-00-15 Item 5.b(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.		

NRC Schedule 2

RECORDS OF NRC OFFICES

PART 14. RECORDS OF THE OFFICE OF THE INSPECTOR GENERAL

The Office of the Inspector General (OIG) conducts investigations and inspections to ascertain and verify the integrity of all NRC operations; investigates allegations of NRC employee misconduct, equal employment opportunity, and civil rights complaints; develops policies and standards governing the Commission's financial and management audit program, and administers Commission's day-to-day audit activities; serves as point of contact with the General Accounting Office (GAO) on matters affecting NRC's financial and management audit function; makes such reports to the Commission as necessary to keep the Commission fully informed on its financial management responsibilities, and on the results of investigations and inspections; hears individual employee concerns regarding NRC operations and activities; refers criminal matters to the Department of Justice (DOJ) and maintains liaison with DOJ and other law enforcement agencies.

The following record schedules were developed for records unique to OIG. Also reference NRC Schedule 1, "Records Common to Most Offices," and the General Records Schedules 1 through 26 for other applicable schedules. Applicable schedules have been identified on the "Files Maintenance and Disposition Plans" retained by the office Records Liaison Officer.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
1.	**Audit Case Files**		
	Case files for program evaluations that assist management in identifying, analyzing and resolving program and organizational performance/policy issues, studies of areas of specific concern, and internally generated study initiatives designed to achieve organizational improvement. Case files include survey questionnaires, notes, rough draft proposals, correspondence, and other working files used to prepare final recommendations and reports.		
	Record keeping system: ADAMS.		
	a. 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.	N1-431-00-1 Item 1.b
	b. Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating,	N1-431-00-1 Item 1.c

ASCII files that remain with staff members and OIS 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.	whichever is later.	
c. 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 case is closed. Destroy 10 years after cutoff.	N1-431-00-1 Item 1.d
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. Excluding internal committee records covered by GRS 26-1.a.		
<u>Record keeping system</u>: ADAMS.		
(1) Paper records created before 04/01/2000.	<u>Permanent</u>. Cut off when NRC involvement terminates. OIS will transfer to NARA 10 years after cutoff.	N1-431-00-1 Item 2.a(1)
(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.	N1-431-00-1 Item 2.a(2)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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 OIS 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.	N1-431-00-1 Item 2.a(3)
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files 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 record to NARA.	N1-431-00-1 Item 2.a(4)

RECORDS OF NRC OFFICES

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.	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-00-1 Item 2.a(5)
	b. Agenda, minutes, final reports, and related records documenting accomplishments created by committees and for conferences when NRC is not the sponsoring agency.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy when 3 years old or earlier if no longer needed for reference.	N1-431-00-1 Item 2.b(1)
	(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.	N1-431-00-1 Item 2.b(2)
	(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 OIS 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.	N1-431-00-1 Item 2.b(3)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.	N1-431-00-1 Item 2.b(4)
	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.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy when 3 years old or earlier if no longer needed for reference.	N1-431-00-1 Item 2.c(1)
	(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.	N1-431-00-1 Item 2.c(2)
	(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 OIS 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.	N1-431-00-1 Item 2.c(3)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.	N1-431-00-1 Item 2.c(4)
3.	**General Program Correspondence Files (Subject Files)**		
	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 Inspector General (OIG) program and staff activities.		
	Record keeping system: ADAMS.		
	a. Program Correspondence Files at the Office Director Level.		
	Files that document policy- making decisions or significant OIG program management functions that are signed by or addressed to the Inspector General and Deputy Inspector General. 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.)		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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 Record Center through OIS. OIS will transfer to NARA when 20 years old.	NC1-431-81-5 Item 1.2.15.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.	N1-431-00-1 Item 3.a(2)
	(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 OIS 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.	N1-431-00-1 Item 3.a(3)
	(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	N1-431-00-1 Item 3.a(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA.	N1-431-00-1 Item 3.a(5)
	b. Program Correspondence Files Created or Received Below the Office Director Level. Files that document policy making decisions, significant or OIG program management functions and program operations that are signed by or addressed to OIG management and staff below the Inspector General and Deputy Inspector General level. 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.	Cut off at close of fiscal year. Hold 2 years and retire to the Washington National Record	NC1-431-81-5 Item 1.2.15.b

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		Center through OIS. Destroy 10 years after cutoff.	
	(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.	N1-431-00-1 Item 3.b(2)
	(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 OIS 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.	N1-431-00-1 Item 3.b(3)
	(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.	N1-431-00-1 Item 3.b(4)
	c. Routine Program Correspondence Files Created or Received at All Organizational Levels. 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.		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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
	(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.	N1-431-00-1 Item 3.c(2)
	(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 OIS 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.	N1-431-00-1 Item 3.c(3)
	(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.	N1-431-00-1 Item 3.c(4)

4. Investigation Case Files

Case files resulting from Office of the Inspector General Investigations of alleged fraud, waste, abuse, and irregularities and violations of laws and regulations. Case files relate to agency personnel and programs, and operations

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	administered or financed by the agency, including contractors and others having a relationship with the agency and used to prepare a concise final report. Record keeping system: Paper.		
	a. All final investigation reports.	Permanent. Cut off at close of fiscal year in which report is issued. Hold reports in OIG for 2 years, then retire to WNRC through OIS. Transfer to NARA 20 years after cutoff.	N1-431-00-2 Item 1.a
	b. Investigation case files meeting one or more of the following criteria: (1) The subject of the investigation is a Chairman or Commissioner, an agency office director or deputy director, or another high ranking official reporting to these positions; (2) The case attracts national or regional media attention; (3) The case results in a Congressional investigation; or (4) The case resulted in substantive changes in agency policies and procedures.	Permanent. Cut off when case is closed. Hold files in OIG for 2 years, then retire to WNRC through OIS. Transfer to NARA 20 years after cutoff.	N1-431-00-2 Item 1.b
	c. Investigation case files that do not meet criteria for permanent retention.	Cut off when case is closed. Hold files in OIG for 2 years, then retire to WNRC through OIS. Destroy 10 years after cutoff.	N1-431-00-2 Item 1.c
	d. Files containing allegations and information of an investigative nature that do not result in the establishment of a formal	Cut off files upon close of fiscal year. Destroy 5 years after cutoff.	N1-431-00-2 Item 1.d

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	investigation. The files include vague allegations not warranting an investigation, matters referred to other offices or agencies for handling, and support files providing general information which may prove useful in Inspector General investigations.		
	e. Electronic records created or received used as the source to create paper records that are filed in the investigation files. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, E-mail, etc.) and electronic records received internally and from outside the agency.	Create paper record of the electronic document on the day created or received or as soon as practical and file in appropriate official files. Destroy electronic version immediately after creating official record copy or when no longer needed for reference or updating.	N1-431-00-2 Item 1.e
5.	**Investigation Records Made Publicly Available**		
	Copies of final investigation reports and other investigative records duplicating paper records from Office of the Inspector General (OIG) investigations of alleged fraud, waste, abuse, and irregularities and violations of laws and regulations that are made publicly available. The official investigation reports and case file records are maintained by the OIG in paper files.		
	Record keeping system: ADAMS.		
	a. Copies of final investigation reports made publicly available.		
	(1) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files at close of fiscal year in which report is issued. Transfer to the National Archives 2 years	N1-431-00-1 Item 4.a(1)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		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 record to NARA.	
	(2) ADAMS document profiles created for the management, search, and retrieval of the PDF files and TIFF files.	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA.	N1-431-00-1 Item 4.a(2)
	b. Copies of investigation case file documents from case files determined to be permanent.		
	(1) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files at close of fiscal year in which document is released to public. 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	N1-431-00-1 Item 4.b(1)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		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 record to NARA.	
	(2) 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA.	N1-431-00-1 Item 4.b(2)
	c. Copies of investigation case file documents from case files determined not to be permanent.		
	(1) 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 in which document is released to public. Destroy 10 years after cutoff.	N1-431-00-1 Item 4.c(1)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
6.	**Regulatory History Files for Proposed and Final Rulemaking**		
	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 *Federal Register* Notices.		
	Record keeping system: ADAMS.		
	a. Official case files created by OIG.		
	(1) Paper records created before 04/01/2000.	Permanent. Cut off when final regulation is issued through notice in the *Federal Register*. OIS will transfer to NARA in 5-year blocks when the 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
	(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.	N1-431-00-1 Item 5.a(2)
	(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 OIS processing staff after creation of the ADAMS records. Included are electronic	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-1 Item 5.a(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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 when regulation is issued through notice in the *Federal Register*. 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 record to NARA.	N1-431-00-1 Item 5.a(4)
	(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	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-00-1 Item 5.a(5)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	concurrences in documents that are linked to and considered part of the official records.		

RECORDS OF NRC OFFICES

PART 15. RECORDS OF THE OFFICE OF INTERNATIONAL PROGRAMS

The Office of International Programs (OIP) formulates and recommends policies concerning nuclear exports and imports, international safeguards, international physical security, non-proliferation matters, and international cooperation and assistance in nuclear safety and radiation protection. Plans, develops, and implements programs to carry out policies established in these areas. Plans, develops, and manages international nuclear safety information exchange programs and coordinates international research agreements. Obtains, evaluates, and uses pertinent information from other NRC and U.S. Government offices in processing nuclear export and import license applications.

OIP also establishes and maintains working relationships with individual countries and international nuclear organizations, as well as other involved U.S. Government agencies. Assures that all international activities carried out by the Commission and staff are well coordinated internally and Government-wide and are consistent with NRC and U.S. policies.

The following record schedules were developed for records unique to OIP. Reference NRC Schedule 1, "Records Common to Most Offices," and the General Records Schedules 1 through 26 for other applicable schedules. Applicable schedules have been identified on the "Files Maintenance and Disposition Plans" retained by the office Records Liaison Officer.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
1.	Committee and Conference Records		
	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.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Permanent. Cut off when NRC involvement terminates. OIS will transfer to NARA 10 years after cutoff.	N1-431-99-3 Item 1.a(1)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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.	N1-431-99-3 Item 1.a(2)
	(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 OIS 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.	N1-431-99-3 Item 1.a(3)
	(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.	N1-431-99-3 Item 1.a(4)
	(5) ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files, and	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the	N1-431-99-3 Item 1.a(5)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.	PDF files and TIFF files are transferred.	
	b. Agenda, minutes, final reports, and related records documenting accomplishments created by committees and for conferences when NRC is not the sponsoring agency. Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy when 3 years old or earlier if no longer needed for reference.	N1-431-99-3 Item 1.b(1)
	(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.	N1-431-99-3 Item 1.b(2)
	(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 OIS 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.	N1-431-99-3 Item 1.b(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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.	N1-431-99-3 Item 1.b(4)
	c. All other records created by committees regardless of whether NRC is the sponsoring agency, excluding the agenda, minutes, final reports and related records described in Item a, above.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy when 3 years old or earlier if longer needed for reference.	N1-431-99-3 Item 1.c(1)
	(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.	N1-431-99-3 Item 1.c(2)
	(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 OIS 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.	N1-431-99-3 Item 1.c(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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.	N1-431-99-3 Item 1.c(4)
2.	**Country Files, Export/Import and International Safeguards Records**		
	Files on individual foreign countries, including correspondence and other documents pertaining to international safeguards in handling nuclear materials, components and facilities, analyses of physical security, and agreements for cooperation. Filed alphabetically by name of country.		
	Record keeping system: ADAMS.		
	a. Paper records created prior to 04/01/2000.	Permanent. Offer to NARA when 20 years old.	NC1-431-81-5 Item 4.5.13
	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.	N1-431-99-3 Item 2.b
	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 OIS 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.	N1-431-99-3 Item 2.c

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	d. ADAMS PDF files and TIFF files.	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 8 years after transferring record to NARA.	N1-431-99-3 Item 2.d
	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 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 § 1228.270 when the PDF files and TIFF files are transferred.	N1-431-99-3 Item 2.e
3.	**Country Files, International Arrangements** Case files containing correspondence, studies, analyses, and copies of formal bi-lateral arrangements and documents pertaining to NRC formal arrangements. Program to exchange nuclear regulatory and safety information and to cooperate on the development of regulatory and safety standards. Also included are		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	copies of research agreements and related correspondence. Record keeping system: ADAMS.		
	a. Paper records created prior to 04/01/2000.	Permanent. Offer to NARA when 20 years old.	NC1-431-81-5 Item 4.5.14
	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.	N1-431-99-3 Item 3.b
	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 OIS 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.	N1-431-99-3 Item 3.c
	d. ADAMS PDF files and TIFF files.	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 8 years after transferring record to NARA.	N1-431-99-3 Item 3.d

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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 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 § 1228.270 when the PDF files and TIFF files are transferred.	N1-431-99-3 Item 3.e
4.	**Export/Import License Docket Files**		
	Case files and related control logs pertaining to the licensing of companies and individuals pursuant to 10 CFR Part 110 to export or import nuclear material, equipment, nuclear components, and facilities. Included are license applications, a copy of the license, and all other documentation pertaining to the licensing process arranged numerically by license number.		
	Record keeping system: ADAMS.		
	a. Paper records created prior to 04/01/2000.	Permanent. Retire to WNRC when 10 years old. Offer to NARA 10 years after license has expired.	NC1-431-81-5 Item 1.3.21
	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.	N1-431-99-3 Item 4.b
	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 OIS processing staff	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-99-3 Item 4.c

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.		
	d. ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files upon license termination. 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.	N1-431-99-3 Item 4.d
	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 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 § 1228.270 when the PDF files and TIFF files are transferred.	N1-431-99-3 Item 4.e
5.	**Files of Department of State Cables and Atomic International Forum Wires (AIF)**		
	Copies of State Department cables and AIF wires relating to nuclear regulations		

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	and safeguards sent to NRC for information.		
	Record keeping system: ADAMS.		
	a. Paper records created prior to 04/01/2000.	Cut off files annually. Destroy when 1 year old.	NC1-431-81-5 Item 4.5.18
	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.	N1-431-99-3 Item 5.b
	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 OIS 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.	N1-431-99-3 Item 5.c
	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 1 year after cutoff.	N1-431-99-3 Item 5.d
6.	**Foreign Visitor Files**		
	Correspondence, memoranda, reports, program curricula, biographical data pertaining to the visit to NRC of foreign nationals for the purpose of exchanging		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	information on nuclear safety and safeguards.		
	Record keeping system: ADAMS.		
	a. Files on incidental visitors.		
	(1) Paper records created prior to 04/01/2000.	Cut off files annually. Destroy when 5 years old.	NC1-431-81-5 Item 4.5.16.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.	N1-431-99-3 Item 6.a(2)
	(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 OIS 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.	N1-431-99-3 Item 6.a(3)
	(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 5 years after cutoff.	N1-431-99-3 Item 6.a(4)
	b. Files on visitors who have long term (3 to 6 months or longer) assignments working with NRC.		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(1) Paper records created prior to 04/01/2000.	Destroy 10 years after termination of assignment.	NC1-431-81-5 Item 4.5.16.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.	N1-431-99-3 Item 6.b(2)
	(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 OIS 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.	N1-431-99-3 Item 6.b(3)
	(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 assignment. Destroy 10 years after cutoff.	N1-431-99-3 Item 6.b(4)
7.	**Formal Arrangement and Agreement Files** Signed bi-lateral arrangement documents and original research agreements with foreign governments. Arranged alphabetically by name of foreign country. Record keeping system: ADAMS.		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	a. Paper records created prior to 04/01/2000, and original signed bi-lateral arrangement documents and research agreements in paper format created after that date.	Permanent. Cut off file when arrangement expires. Offer to NARA 10 years after expiration of arrangement.	NC1-431-81-5 Item 4.5.15
	b. Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Return to Official File Station for maintenance and disposition in accordance with item 7.a, above after ADAMS processing.	N1-431-99-3 Item 7.b
	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 OIS 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.	N1-431-99-3 Item 7.c
	d. ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files upon revocation or termination of agreement. 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.	N1-431-99-3 Item 7.d

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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 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 § 1228.270 when the PDF files and TIFF files are transferred.	N1-431-99-3 Item 7.e
8.	General Program Correspondence Files (Subject Files)		
	Letters, memoranda, messages, studies, reports, forms, and other data documenting and/or implementing plans, policies, procedures, accomplishments, opinions, and decisions pertaining to Office of International Programs (OIP) program and staff activities.		
	Record keeping system: ADAMS.		
	a. Program Correspondence Files at the Office Director Level.		
	Files that document policy- making decisions or significant OIP program management functions that are signed by or addressed to the OIP 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	NC1-431-81-5 Item 1.2.15.a

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		retire to the Washington National Record Center through OIS. OIS will transfer to NARA when 20 years old.	
	(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.	N1-431-99-3 Item 8.a(2)
	(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 OIS 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.	N1-431-99-3 Item 8.a(3)
	(4) ADAMS PDF files and TIFF files.	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 8 years after transferring record to NARA.	N1-431-99-3 Item 8.a(4)

RECORDS OF NRC OFFICES

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.	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred.	N1-431-99-3 Item 8.a(5)
	b. Program Correspondence Files Created or Received Below the Office Director Level. Files that document policy making decisions, significant OIP program management functions and program operations. They are signed by or addressed to OIP management and staff below the Office Director level. 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.	Cut off at close of fiscal year. Hold 2 years and retire to the Washington National Record Center through OIS. Destroy 10 years after cutoff.	NC1-431-81-5 Item 1.2.15.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.	N1-431-99-3 Item 8.b(2)
	(3) Copies of electronic files stored outside of ADAMS used to	Destroy after creation of ADAMS electronic record or	N1-431-99-3 Item 8.b(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OIS 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.	when no longer needed for reference or updating, whichever is later.	
	(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.	N1-431-99-3 Item 8.b(4)
	c. Routine Program Correspondence Files Created or Received at All Organizational Levels. 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
	(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.	N1-431-99-3 Item 8.c(2)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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 OIS processing staff after creation of the ADAMS re Electronic records used as the source to create ADAMS PDF files, bit-mapped image files, cords. 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.	N1-431-99-3 Item 8.c(3)
	(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.	N1-431-99-3 Item 8.c(4)
9.	**International Organization Files**		
	Correspondence, memoranda, reports, and other records pertaining to NRC involvement with international organizations regarding nuclear safeguards. Arranged alphabetically by name of organization.		
	Record keeping system: ADAMS.		
	a. Paper records created prior to 04/01/2000.	Permanent. Cut off file when NRC involvement with organization terminates. Offer to NARA 10 years later or	NC1-431-81-5 Item 4.5.17

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		sooner if purpose has been served.	
	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.	N1-431-99-3 Item 9.b
	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 OIS 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.	N1-431-99-3 Item 9.c
	d. ADAMS PDF files and TIFF files.	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 8 years after transferring record to NARA.	N1-431-99-3 Item 9.d
	e. ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files, and ADAMS related to	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the	N1-431-99-3 Item 9.e

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.	PDF files and TIFF files are transferred.	
10.	**International Programs Export/Import License Tracking System (IPELTS)**		
	The system maintains a centralized collection of data necessary to track and monitor all applications for nuclear material for export to foreign countries. U.S. import of nuclear material is also monitored. Record keeping system: Electronic Information System.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.	NC1-431-81-2 Item 12.G.1
11.	**Regulatory History Files for Proposed and Final Rulemaking**		
	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 *Federal Register* Notices. Record keeping system: ADAMS.		
	a. Official case files created by the OIP.		
	(1) Paper records created before 04/01/2000.	Permanent. Cut off when regulation is issued through	NC1-431-85-1 Item 1.a

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		notice in the *Federal Register*. Transfer to NARA in 5-year blocks when the earliest closed case file is 25 years old and the most recent case file is 20 years old.	
	(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.	N1-431-99-3 Item 10.a(2)
	(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 OIS 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.	N1-431-99-3 Item 10.a(3)
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files when regulation is issued through notice in the *Federal Register*. 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.	N1-431-99-3 Item 10.a(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		Destroy NRC copy 8 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 § 1228.270 when the PDF files and TIFF files are transferred.	N1-431-99-3 Item 10.a(5)
12.	**Representation Fund Files**		
	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.		
	Record keeping system: ADAMS.		
	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 OIS. Destroy 6 years and 3 months after cutoff.	N1-431-00-14 Item 2.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.	N1-431-00-14 Item 2.b
	c. Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating.	N1-431-00-14 Item 2.c

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	ASCII files that remain with staff members and OIS 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.		
	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 6 years and 3 months after cutoff.	N1-431-00-14 Item 2.d

RECORDS OF NRC OFFICES

PART 16. RECORDS OF THE OFFICE OF INVESTIGATIONS

The Office of Investigations (OI) conducts investigations of licensees, applicants, their contractors or vendors and all allegations of wrongdoing by individuals other than NRC employees and NRC contractors; supervision and quality control of all investigative functions; develops policy, procedures and quality control standards for the conduct of OI investigations; ensures that all OI investigators are properly trained; keeps abreast of inquiries and of NRC licensee, applicant, contractor, or vendor operations and advises the Commission, the Executive Director of Operations, and Administrators on the need of formal investigations; keeps the Agency informed of matters under investigation as they affect safety matters; and advises and assists the Office of the Inspector General in appropriate referrals to the Department of Justice.

The following record schedules were developed for records unique to the OI. Reference NRC Schedule 1, "Records Common to Most Offices," and the General Records Schedules 1 through 26 for other applicable schedules. Applicable schedules have been identified on the "Files Maintenance and Disposition Plans" retained by the office Records Liaison Officer.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
1.	**Allegation and Inquiry Files**		
	Official case files located at NRC Headquarters documenting allegations of possible wrongdoing by licensees, applicants, contractors or vendors. Contains statements, interviews, summary reports, reports of inquiry, recommendations, and other related material. Record keeping system: Paper.	Hold closed allegation case files in office 2 years then retire to WNRC. Destroy 10 years after cases are closed.	NC1-431-83-6 Item 1
2.	**Confidential Source Files**		
	Confidential source records located at headquarters and OI regional field offices used to control the limited access to the identity of confidential sources and secure documented information obtained from confidential sources that may be pertinent to OI investigations. Records include logs and confidential source files containing recruitment information, reports, debriefings, summaries, messages, and		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	all other documentation pertaining to confidential sources. Record keeping system: Paper.		
	a. OI Master Confidential Source Log and Field Office Logs.	Cut off logs when all related case files are closed. Retain in secured office files; Destroy 75 years after cutoff.	N1-431-00-11 Item 1.a
	b. Confidential Source Files.	Cut off files upon termination of source's relationship with NRC. Retain in secured office files. Destroy 75 years after cutoff.	N1-431-00-11 Item 1.b
	c. Electronic records created or received used as the source to create paper records that are filed in the confidential source files. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, E-mail, etc.), and electronic records received internally and from outside the agency.	Create paper record of the electronic document on the day created or received or as soon as practical and file in appropriate official files. Destroy electronic version immediately after creating official record copy or when no longer needed as possible evidence or for reference or updating, whichever is later.	N1-431-00-11 Item 1.c
3.	**General Program Correspondence Files (Subject Files)** Letters, memoranda, messages, studies, reports, forms, and other data documenting and/or implementing plans, policies, procedures, accomplishments, opinions, and decisions pertaining to Office of Investigations (OI) program and staff activities. Record keeping system: ADAMS.		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	a. Program Correspondence Files at the Office Director Level. Files that document policy- making decisions or significant OI program management functions that are signed by or addressed to the OI 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 Record Center through OIS. OIS will transfer to NARA when 20 years old.	NC1-431-81-5 Item 1.2.15.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.	N1-431-00-12 Item 1.a(2)
	(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 OIS 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.	N1-431-00-12 Item 1.a(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(4) ADAMS PDF 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 record to NARA.	N1-431-00-12 Item 1.a(4)
	(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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA.	N1-431-00-12 Item 1.a(5)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	b. Program Correspondence Files Created or Received Below the Office Director Level. Files that document policy making decisions, significant or OI program management functions and program operations. They are signed by or addressed to OI management and staff below the OI Director level. 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.	Cut off at close of fiscal year. Hold 2 years and retire to the Washington National Record Center through OIS. Destroy 10 years after cutoff.	NC1-431-81-5 Item 1.2.15.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.	N1-431-00-12 Item 1.b(2)
	(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 OIS 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.	N1-431-00-12 Item 1.b(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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.	N1-431-00-12 Item 1.b(4)
	c. Routine Program Correspondence Files Created or Received at All Organizational Levels. 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
	(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.	N1-431-00-12 Item 1.c(2)
	(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 OIS 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.	N1-431-00-12 Item 1.c(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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.	N1-431-00-12 Item 1.c(4)
4.	**Investigation Case Files**		
	Official case files documenting investigations of licensees, applicants, contractors, or vendors and any wrongdoing by individuals other than NRC employees and NRC contractors. Files include statements, interviews, support information relating to the investigation, interim reports and the reports of investigation. Files also include evidence files and chain of custody records. Records are created in the regional field offices and transferred to headquarters for final processing.		
	Record keeping system: Paper.		
	a. Official case files created by field investigators and maintained at regional field offices that are selected by NRC because they meet one or more of the following criteria: (1) Received wide attention from the news media; (2) Was of significant interest to Congress, the White House, or NRC commissioners; (3) Was involved in extensive litigation;	Permanent. Cut off files when case is closed. Hold in field office for 6 months then forward to headquarters for processing. Headquarters will combine with its files, hold for 2 years, then retire to WNRC. NRC will select cases for archival retention before retiring records to WNRC, using criteria listed above. The cases selected between 1984 and 1992 will be transferred to NARA in 2012, and subsequent 10 year blocks will be transferred at 10 year intervals	N1-431-01-1 Item 1.a

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(4) Was involved in a major policy discussion and/or change in the Office of Investigations or in the Nuclear Regulatory Commission as a whole; and	thereafter.	
	(5) Prompted significant changes in designs or procedures by or relating to the nuclear industry.		
	b. Other official case files created by field investigators and maintained at regional field offices that do not meet the criteria for permanent retention.	Cut off files when case is closed. Hold in field office for 6 months then forward to headquarters for processing. Headquarters will combine with its files, hold for 2 years, then retire to WNRC through OIS. Destroy 20 years after cases are closed.	N1-431-01-1 Item 1.b
	c. Headquarter's copy..	Cut off files when case is closed. Combine with the field office files and process in accordance with items a and b, above.	N1-431-01-1 Item 1.c
	d. Electronic records created or received used as the source to create paper records that are filed in the investigation files. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, E-mail, etc.) and electronic records received internally and from outside the agency.	Create paper record of the electronic document on the day created or received or as soon as practical and file in appropriate official files. Destroy electronic version immediately after creating official record copy or when no longer needed for reference or updating, whichever is later.	N1-431-01-1 Item 1.d

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
5.	**Investigation Procedures Manual and Investigative Guidance** Record keeping system: ADAMS. OI official record set of formal issuances maintained at NRC Headquarters.		
a.	Paper records created before 04/01/2000.	Permanent. Transfer a complete set to NARA in 2002 and at 10 year intervals thereafter.	N1-431-00-12 Item 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.	N1-431-00-12 Item 3.b
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 OIS 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.	N1-431-00-12 Item 3.c
d.	ADAMS PDF 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	N1-431-00-12 Item 3.d

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		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 record to NARA.	
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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-00-12 Item 3.e
6.	**Legal Interpretations**		
	Legal interpretations provided by the Office of General Counsel, Regional Counsels, Department of Labor, and other sources providing guidance or establishing precedents for investigations, and other legal matters pertinent to OI functions.		
	Record keeping system: ADAMS.		
a.	Paper records created before 04/01/2000.	Permanent. Cut off at files on 03/31/00. Retire to Washington National Records Center thorough OIS 10 years after cutoff. Transfer to NARA 20 years after cutoff.	N1-431-00-12 Item 4.a

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
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.	N1-431-00-12 Item 4.b
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 OIS 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.	N1-431-00-12 Item 4.c
d.	ADAMS PDF 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 record to NARA.	N1-431-00-12 Item 4.d

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA.	N1-431-00-12 Item 4.e

NRC Schedule 2

RECORDS OF NRC OFFICES

PART 17. RECORDS OF THE OFFICE OF NUCLEAR MATERIAL SAFETY AND SAFEGUARDS (NMSS)

The records described in this schedule document NRC responsibility for ensuring public health and safety, protection of the national security, and protection of environmental values in the licensing and regulation of all facilities and materials licensed under the Atomic Energy Act of 1954, as amended, associated with the processing, transport, and handling of nuclear materials, including the review and assessment of their safeguards against potential threats, thefts, and sabotage.

The following record schedules were developed for records unique to NMSS. Reference NRC Schedule 1, "Records Common to Most Offices," and the General Records Schedules 1 through 26 for other applicable schedules. Applicable schedules have been identified on the "Files Maintenance and Disposition Plans" retained by the office Records Liaison.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
1.	**Allegation Case Files**		
	Official case files located in NMSS documenting the receipt, evaluation, and resolution of allegations that pertain to issues associated with NRC licensees and nuclear industry vendors. Case files include, for example, the original incoming document, minutes and summaries of allegation review panel meeting, correspondence with allegers and licensees, memos to and from OI, inspection reports, staff safety evaluations, Allegation Management System printouts, documents showing staff resolution, and closure documents to the alleger.	Cut off files upon final resolution of allegation. Retain in office for two years or until no longer needed for current activities, then retire to the Federal Records Center. Destroy 10 years after cut off.	N1-431-00-13 Item 1.a
	Record keeping system: Paper.		
2.	**Certificate of Compliance Files**		
	Original of NRC Certificates of Compliance documenting approval of licensee transportation of radioactive materials package design under 10 CFR Part 71. These certificates are published by NRC and a copy of all		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
	certificates are filed in applicable docket file. Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Retain current certificates in notebook. Destroy when certificates are revised.	NC1-431-81-5 Item 4.6.20
	Note: The maintenance of a separate collection of certificates will be discontinued when ADAMS is implemented as access to all certificates can be obtained by searching the ADAMS records. Accordingly, this series will be discontinued on 04/01/2000 with the implementation of ADAMS and this disposition applied only to the files up to that date.		
3.	**Committee and Conference Records**		
	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. Record keeping system: ADAMS.		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
	(1) Paper records created before 04/01/2000.	Permanent. Cut off when NRC involvement terminates. OIS will transfer to NARA 10 years after cutoff.	N1-431-00-13 Item 3.a(1)
	(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.	N1-431-00-13 Item 3.a(2)
	(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 OIS 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.	N1-431-00-13 Item 3.a(3)
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files 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	N1-431-00-13 Item 3.a(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
		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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-00-13 Item 3.a(5)
	b. Agenda, minutes, final reports, and related records documenting accomplishments created by committees and for conferences when NRC is not the sponsoring agency.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy when 3 years old or earlier if no longer needed for reference.	N1-431-00-13 Item 3.b(1)
	(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.	N1-431-00-13 Item 3.b(2)
	(3) 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.	N1-431-00-13 Item 3.b(3)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
	remain with staff members and OIS 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.		
	(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.	N1-431-00-13 Item 3.b(4)
	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.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy when 3 years old or earlier if no longer needed for reference.	N1-431-00-13 Item 3.c(1)
	(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.	N1-431-00-13 Item 3.c(2)
	(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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-13 Item 3.c(3)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
	OIS 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.		
	(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.	N1-431-00-13 Item 3.c(4)
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. Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Permanent. Retire to WNRC 10 years after expiration or termination of license. Transfer to NARA in 5-year blocks after license expiration or termination.	NC1-431-83-2 Item 1

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
	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.	N1-431-00-13 Item 4.b
	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 OIS 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.	N1-431-00-13 Item 4.c
	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 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 record to NARA.	N1-431-00-13 Item 4.d

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
	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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-00-13 Item 4.e
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. Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	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
	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.	N1-431-00-13 Item 5.b
	c. Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document	Destroy after creation of ADAMS electronic record or when no longer needed for	N1-431-00-13 Item 5.c

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
	Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OIS 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.	reference or updating, whichever is later.	
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 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 record to NARA.	N1-431-00-13 Item 5.d
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	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy	N1-431-00-13 Item 5.e

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
	management and staff concurrences in documents that are linked to and considered part of the official records.	8 years after transferring record to NARA.	
6.	**Fuel Facilities, Transportation, Byproduct, Source, and Special Nuclear Material Docket Files** Case files documenting the licensing or certifying of persons, institutions, facilities, or companies to use byproduct, source, and special nuclear material, and to transport nuclear material as defined in 10 CFR Parts 30, 40, 50, 70, 71, 73, 74, 75, and 76. Included are the application, license or certificate and amendments, and all related licensing or certifying documentation. This series also includes general licenses, NRC Form 241, issued to Agreement States licensees to conduct business outside of the Agreement State. Decommissioning records for these licenses or certificates are permanent and require maintenance as a subset of each case file as specified in SECY 90-316. Reference Item c. below for authorized disposition of decommissioning files. Excluded are case files (under 10 CFR Part 40) with license prefix of "SUA" which are covered by the High-Level, Low-Level, and Uranium Recovery Docket File schedule. Post 1983 Regional case files include the Inspection and Enforcement Case File documentation described in the Inspection and Enforcement Case File schedule and are retained as one case file under this schedule. For the purposes of applying the authorized		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
	disposition instructions, a withdrawn or denied license or certificate application is considered terminated on the date of withdrawal or denial. Also excluded are classified and safeguards information records that will not be maintained in ADAMS, but will be maintained in paper format. Record keeping system: ADAMS.		
	a. Case Files covering licensee for which licensing or certifying jurisdiction is transferred to the State under agreement covering transfer of function.		
	(1) Paper records created before 04/01/2000.	Transfer to Agreement States.	N1-431-00-13 Item 6.a(1)
	(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.	N1-431-00-13 Item 6.a(2)
	(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 OIS 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.	N1-431-00-13 Item 6.a(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
	(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 request for transfer. Convert to media acceptable to NRC and Agreement State (paper, electronic, microform). Transfer to Agreement States. Destroy NRC copy 3 years after cutoff.	N1-431-00-13 Item 6.a(4)
	b. Official case files of the NMSS and the Regional offices including the decommissioning segment, determined by the NRC to have exceptional value because of the historical significance of their contents or their uniqueness. Included are files that: - Result in judicial decisions or legislation that affect the functions and activities of NRC; - Result in significant changes in regulatory activities and procedures; or - Were the subject of Congressional investigation or were of great public interest.		
	(1) Paper records created before 04/01/2000.	Permanent. Cut off upon license or certificate termination, following completion of decommissioning procedure. Retire to WNRC through OIS at end of fiscal year. Transfer to NARA 20 years after termination of license.	N1-431-00-13 Item 6.b(1)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
	(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.	N1-431-00-13 Item 6.b(2)
	(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 OIS 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.	N1-431-00-13 Item 6.b(3)
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files upon licence termination following completion of decommissioning procedure. 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	N1-431-00-13 Item 6.b(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
		paper or to microform. 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.	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA.	N1-431-00-13 Item 6.b(5)
	c. Decommissioning records segment of disposable licensing or certifying case files located at the NRC File Center consisting of the following types of documents: 1. All license or certificate applications, amendment requests, and renewal requests. 2. Complete license or certificate, including all amendments. 3. Termination amendment. 4. Licensee request for license or certificate termination and all supporting documentation including plans for completion of decommissioning. 5. Forms dealing with disposition of material (NRC/AEC Form 314, AEC Form HQ-277, and other		

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
	forms) and/or letters from licensees dealing with disposition and status of material.		
	6. Reports of NRC closeout inspections.		
	7. Letter of certification from NRC official stating that license or certificate can be terminated		
	8. Any closeout survey by NRC, the licensee, or a contractor working for either NRC or the licensee.		
	9. Any additional documents dealing with disposition of waste or other material or residual contamination on the site, including records of on-site burials.		
	10. All documents related to determining the appropriate amounts for decommissioning of facilities, including cost estimates, certifications of financial assurance for decommissioning or decommissioning funding plans. This item excludes documents related to funding methods, standby trust agreements, letters of credit, insurance policies, self-guarantee documents, or other monetary instruments that are maintained by NMSS or the Regions. (See Item 6.d)		
	11. Records of spills and other unusual occurrences involving the spread of contamination in and around the facility, equipment, or site.		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
	12. As-built drawings and modifications of structures and equipment in restricted areas where radioactive materials were used or stored and locations of possible inaccessible contamination		
	13. Any additional documents which refer to decommissioning, decontamination, or termination of the license or certificate, including interim or partial decommissioning or specific facilities at any time during the history of licensed operations		
	14. Any enforcement documents related to decommissioning and decontamination activities.		
	(1) Paper records created before 04/01/2000.	Permanent. Cut off upon license or certificate termination, following completion of decommissioning procedure. Retire to WNRC through OIS at end of fiscal year. Transfer to NARA 20 years after termination of license or certificate.	N1-431-92-3 Item 1.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.	N1-431-00-13 Item 6.c(2)
	(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 OIS processing staff after creation of the ADAMS	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-13 Item 6.c(3)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
	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.		
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files upon licence termination following completion of decommissioning procedure. 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 record to NARA.	N1-431-00-13 Item 6.c(4)
	(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	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA.	N1-431-00-13 Item 6.c(5)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
	concurrences in documents that are linked to and considered part of the official records.		
	d. All documents related to funding methods for financial assurance for decommissioning, including standby trust agreements, letters of credit, surety bonds, statements of intent, certificates of deposit, government securities, external sinking funds, parent company or self guarantees, standby trust agreements, decommissioning cost estimates, financial tests, or other financial assurance instrument documentation.		
	(1) Paper records created before 04/01/2000, and those created after that date.	Cut off upon license or certificate termination following completion of decommissioning procedure. Return documents to licensee in accordance with Management Directive (MD) 8.12.	N1-431-00-13 Item 6.d(1)
	(2) Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Forward paper documents to the Financial Assurance Instrument Custodian for storage in an approved container per MD 8.12. Upon termination of license or certificate or superseding of the document, return the superceded documents to the licensee.	N1-431-00-13 Item 6.d(2)
	(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 OIS processing staff after	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-13 Item 6.d(3)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
	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.		
	(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 license or certificate termination following decommissioning procedure. Destroy 20 years after cutoff.	N1-431-00-13 Item 6.d(4)
	e. Other case files, excluding the decommissioning segment, that do not meet the criteria for permanent retention.		
	(1) Paper records created before 04/01/2000.	Cut off upon license or certificate termination, following completion of decommissioning procedure. Retire to WNRC through OIS at the end of fiscal year. Destroy 20 years after termination of license or certificate.	N1-431-92-3 Item 1.d
	(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.	N1-431-00-13 Item 6.e(2)
	(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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-13 Item 6.e(3)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
	OIS 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.		
	(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 license or certificate termination following completion of decommissioning procedure. Destroy 20 years after cutoff.	N1-431-00-13 Item 6.e(4)
7.	General Program Correspondence Files (Subject Files) Letters, memoranda, messages, studies, reports, forms, and other data documenting and/or implementing plans, policies, procedures, accomplishments, opinions, and decisions pertaining to Office of Nuclear Material Safety and Safeguards (NMSS) program and staff activities. Excluded are classified and safeguards information records that will not be maintained in ADAMS, but will be maintained in paper format. Record keeping system: ADAMS. a. Program Correspondence Files at the Office Director Level. Files that document policy- making decisions or significant NMSS		

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
	program management functions that are signed by or addressed to the NMSS Director and 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 Record Center through OIS. OIS will transfer to NARA when 10 years old.	NC1-431-81-5 Item 1.2.15a
	(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.	N1-431-00-13 Item 7.a(2)
	(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 OIS 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.	N1-431-00-13 Item 7.a(3)
	(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	N1-431-00-13 Item 7.a(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
		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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-00-13 Item 7.a(5)
	b. Program Correspondence Files Created or Received Below the Office Director Level. Files that document policy making decisions, significant or NMSS program management functions and program operations. They are signed by or addressed to NMSS management and staff below the NMSS Director and Deputy		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
	Director level. 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.	Cut off at close of fiscal year. Hold 2 years and retire to the Washington National Record Center through OIS. Destroy 10 years after cutoff.	NC1-431-81-5 Item 1.2.15.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.	N1-431-00-13 Item 7.b(2)
	(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 OIS 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.	N1-431-00-13 Item 7.b(3)
	(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.	N1-431-00-13 Item 7.b(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
	c. Routine Program Correspondence Files Created or Received at All Organizational Levels. 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
	(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.	N1-431-00-13 Item 7.c(2)
	(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 OIS 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.	N1-431-00-13 Item 7.c(3)
	(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.	N1-431-00-13 Item 7.c(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
8.	**High-Level, Low-Level, and Uranium Recovery Docket Files** Case Files documenting the licensing of high-level, or low-level and uranium recovery operations including mills, solution mining, and heat leaching of ion exchange facilities in non-Agreement States as defined in 10 CFR 40 with license transfer prefix of "SUA." Includes applications, licenses and amendments, and other related material. The files are arranged by docket number. Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Permanent. Transfer to NARA when 10 years old.	NC1-431-81-5 Item 1.3.23
	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.	N1-431-00-13 Item 8.b
	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 OIS 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.	N1-431-00-13 Item 8.c
	d. ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files upon licence termination following completion of decommissioning procedure. Transfer to the National	N1-431-00-13 Item 8.d

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
		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 record to NARA.	
	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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-00-13 Item 8.e
9.	**Independent Spent Fuel Storage Installation Docket Files (ISFSI)** Case files documenting the licensing to possess power reactor spent fuel and other radioactive materials associated with spent fuel storage, in an Independent Spent Fuel Storage Installation (ISFSI) as defined in 10 CFR Part 72. Each license issued is for		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
	a period of 20 years. Records consist of all required licensing documents including license application, license, and amendments; all required periodic reports; and all other related documentation.		
	Record keeping system: ADAMS.		
	a. Official ISFSI Docket files corresponding to Nuclear Power Plant Docket files selected for permanent retention.		
	(1) Paper records created before 04/01/2000.	Permanent. Cut off files upon termination of license. Retire files to RMB 1 year after cut off. Transfer to National Archives 20 years after termination of license.	N1-431-89-4 Item 1.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.	N1-431-00-13 Item 9.a(2)
	(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 OIS 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.	N1-431-00-13 Item 9.a(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files upon termination of license. 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 record to NARA.	N1-431-00-13 Item 9.a(4)
	(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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA.	N1-431-00-13 Item 9.a(5)
	b. Official ISFSI Docket files not selected for permanent retention.		
	(1) Paper records created before 04/01/2000.	Cut off files upon termination of license. Retire files to RMB 1 year after cut off. Destroy	N1-431-89-4 Item 1.b

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
		20 years after termination of license.	
	(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.	N1-431-00-13 Item 9.b(2)
	(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 OIS 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.	N1-431-00-13 Item 9.b(3)
	(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 license. Destroy 20 years after cutoff.	N1-431-00-13 Item 9.b(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
10.	**International Safeguards Program Office (ISPO)**		
	International Safeguards Program Office copies of reports developed by U.S. contractors under the Program for Technical Assistance to the International Atomic Energy Agency (IAEA) Safeguards (POTAS). The ISPO is part of the Brookhaven National Laboratory and is responsible for coordinating the comments and development process of the POTAS reports. Also included in the files are correspondence between ISPO and NRC, DOE response to ISPO requests for comments on draft reports, and copies of final reports.	Permanent. Offer to NARA when 20 years old.	NC1-431-81-5 Item 4.6.24
	Record keeping system: Paper.		
11.	**Licensee Mismanagement Files**		
	Licensee reports and other records relating to incidents of the mismanagement of radiation administered to individuals by licensees (primarily doctors or other medical facilities) containing name of individuals and other data pertaining to the mismanagement.		
	Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Files to be maintained by licensee or State office of radiological safety for 75 years from date of report. If records are deposited with NRC, destroy 75 years from date of report.	NC1-431-81-5 Item 1.4.26

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
	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.	N1-431-00-13 Item 11.b
	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 OIS 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.	N1-431-00-13 Item 11.c
	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 75 years after cutoff.	N1-431-00-13 Item 11.d
12.	NMSS Case Work System (CASE)		
	System provides management with a means to identify and track the status of all case work items relative to licensing nuclear fuel facilities and materials. Record keeping system: Electronic Information System.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc	NC1-431-81-2 Item 12.B.4
13.	NMSS Contract File Management System (FILNET) Record keeping system: Electronic Information System.		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
	a. DOE Contracts of more than $100,000 (NMSS maintains the records).	Destroy 6 years and 3 months after final payment.	GRS 3-3.a(1)(a)
	b. Commercial Contracts (Division of Contracts, ADM, maintains the records).	Destroy upon termination or completion.	Non record
14.	**Nuclear Material Management and Safeguards System (NMMSS)**		
	The NMMSS is a national nuclear material accounting system. It provides information needed to track and regulate production transfer, possession, use, import, and export of nuclear materials. The system maintains information on the location and quantities of special nuclear materials, in possession of DOE and NRC licensees. The system is operated by NAC International, Norcross, GA.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc	NC1-431-81-2 Item 11.B.2
	Record keeping system: Electronic Information System.		
15.	**Part 71 Safety Evaluation Reports**		
	NRC narrative reports and revisions describing actions taken by applicants and NRC, and individual aspects of radioactive material package design under the requirements of 10 CFR Part 71. Safety Evaluations for other parts are filed in their licensing docket files. (See Item 6)		
	Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Destroy in accordance with the authorized disposition for schedule 2-17.6.b, c, d, and e.	N1-431-00-13 Item 12.a

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
	Note: The maintenance of a separate collection of safety evaluation reports will be discontinued when ADAMS is implemented as the safety evaluation reports will be filed in the docket files and can be obtained by searching the ADAMS records. Accordingly, this series will be discontinued on 04/01/2000 with the implementation of ADAMS and this disposition applied only to the files up to that date.		
16.	**Part 71 Quality Assurance Files**		
	Originals of NRC 311 or its equivalent documenting NRC determination that licensee meets requirements of Sec. 71.51 of 10 CFR Part 71 (Quality Assurance Program on Radioactive Material Packages). QA files for other parts are filed in their licensing docket files (See Item 6).		
	Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Destroy 5 years after termination of license.	N1-431-00-13 Item 13.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.	N1-431-00-13 Item 13.b
	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 OIS 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.	N1-431-00-13 Item 13.c

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
	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 license termination. Destroy 5 years after cutoff.	N1-431-00-13 Item 13.d
17.	Personnel Exposure Files		
	Records accumulated to measure the degree of radiation exposure of individuals to external radiation and internally deposited isotopes.		
	Record keeping system: ADAMS.		
	a. Individual NRC personnel folders containing data and radiation exposure.		
	(1) Paper records created before 04/01/2000.	Destroy 75 years from the date of the creation of the record.	NC1-431-81-5 Item 1.4.25.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.	N1-431-00-13 Item 14.a(2)
	(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 OIS processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g.,	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-13 Item 14.a(3)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA 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 at close of fiscal year. Destroy 75 years after cutoff.	N1-431-00-13 Item 14.a(4)
	b. Personal Dosimetry Processing Reports.		
	(1) Paper records created before 04/01/2000.	Destroy 75 years from date of report.	N1-431-00-13 Item 14.b(1)
	(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.	N1-431-00-13 Item 14.b(2)
	(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 OIS 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.	N1-431-00-13 Item 14.b(3)
	(4) ADAMS PDF files and their linked native application source	Cut off electronic files at close of fiscal year. Destroy 75 years	N1-431-00-13 Item 14.b(4)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
	files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.	after cutoff.	
18.	**Process Operator License Files**		
	Case files documenting the licensing of process operators in reprocessing plants including new and/or renewal applications, medical certificates, licenses and amendments, examinations and results, and related correspondence, including denial information.		
	Record keeping system: ADAMS.		
	a. Latest applications and related correspondence, license, examinations, and results; all medical certificates and data; and all examiners reports.		
	(1) Paper records created before 04/01/2000.	Destroy 4 years after expiration or termination of license or issuance of denial letter.	NC1-431-81-5 Item 4.6.19.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.	N1-431-00-13 Item 15.a(2)
	(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 OIS processing staff after creation of the ADAMS records. Included are electronic	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-13 Item 15.a(3)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
	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 expiration or termination of license or issuance of denial letter. Destroy 4 years after cutoff.	N1-431-00-13 Item 15.a(4)
	b. Superseded applications and related correspondence, licenses, examinations, and results; denial letters.		
	(1) Paper records created before 04/01/2000.	Destroy when 2 years old or when superseded, whichever is later.	NC1-431-81-5 Item 4.6.19.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.	N1-431-00-13 Item 15.b(2)
	(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 OIS 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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-13 Item 15.b(3)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
	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 at close of fiscal year in which superseded or denial letter issued. Destroy 2 years after cutoff.	N1-431-00-13 Item 15.b(4)
19.	**Radiation Protection Program Records** Files located in NMSS and the Regions documenting the management and implementation of the NRC's internal radiation protection program, and compliance by the NRC and its employees with the provisions of NRC Management Directive (MD) 10.131. Records include reports of lost, stolen, or missing radioactive material; reports of overexposure, excessive levels, and concentrations of radioactive material; surveys and records documenting equipment calibrations, and computations determining radiation exposure hazard or compliance with the requirements of Management Directive 10.131; records of measurements and calculations to evaluate the release of radioactive effluent to the environment; records documenting compliance with the dose limit for individual members of the public; records of waste disposal; and all correspondence, reports, surveys, audits, and reviews related to		

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
	the implementation, compliance, and management of the NRC Radiation Protection Program. Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Cut off at close of fiscal year. Retain 2 years then retire to OIS in annual blocks. Destroy when 75 years old.	N1-431-00-13 Item 16.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.	N1-431-00-13 Item 16.b
	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 OIS 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.	N1-431-00-13 Item 16.c
	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 75 years after cutoff.	N1-431-00-13 Item 16.d
20.	**Regulatory History Files for Proposed and Final Rulemaking** Case files documenting proposed and final rulemakings. Contents include interoffice correspondence, all source		

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
	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 and Nuclear Waste comments, Commission papers, transcripts, indexes, and *Federal Register* Notices.		
	Record keeping system: ADAMS.		
	a. Official case files created by NMSS.		
	(1) Paper records created before 04/01/2000.	Permanent. Cut off when final regulation is issued through notice in the *Federal Register*. OIS will transfer to NARA in 5-year blocks when the earliest closed case file is 25 years old and the most recent case file is 20 years old.	N1-431-00-13 Item 17.a(1)
	(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.	N1-431-00-13 Item 17.a(2)
	(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 OIS 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.	N1-431-00-13 Item 17.a(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
	e-mail, etc.) and electronic records received from outside the agency.		
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files when final regulation is issued through notice in the *Federal Register*. 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 record to NARA.	N1-431-00-13 Item 17.a(4)
	(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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-00-13 Item 17.a(5)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
21.	**Regulatory Information Tracking System - NMSS (NMSS-RITS)**		
	NMSS-RITS is an integration of three computer systems (Technical Assignment Control System [TACS], Manpower System [MPS], and Program Operating Plan System [POPS]} which are updated weekly. Data within the system are retained by staff member, licensee, and technical assignments. The system retains current and historical data on project schedules and staff resources.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.	NC1-431-81-2 Item 12.B.3
	Record keeping system: Electronic Information System.		
22.	**Sealed Source and Device Review Files**		
	Case files which document NRC review and approval of the design of sealed sources and/or devices containing licensed radioactive materials. A certificate or registration for sealed sources and/or devices is issued when the design is considered acceptable for licensing. Included are copies of applications, Certificates of Registration, safety analysis summaries, and related correspondence.		
	Record keeping system: ADAMS.		
	a. Case files located with NRC.		
	(1) Paper records created before 04/01/2000.	Permanent. Cut off files upon assignment of inactive status. Transfer to Washington National Records Center 2 years after cutoff. NRC to retain ownership and custody of	N1-431-00-13 Item 18.a(1)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
		records for permanent reference.	
	(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.	N1-431-00-13 Item 18.a(2)
	(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 OIS 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.	N1-431-00-13 Item 18.a(3)
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files upon assignment of inactive status. 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,	N1-431-00-13 Item 18.a(4)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
		records will be converted to paper or to microform. Retain NRC copy for permanent reference.	
	(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 § 1228.270 when the PDF files and TIFF files are transferred. Retain NRC copy for permanent reference.	N1-431-00-13 Item 18.a(5)
	b. Case Files covering licensee or which licensing jurisdiction is transferred to the State under agreement covering transfer of function.		
	(1) Paper records created before 04/01/2000.	Transfer to Agreement States.	NC1-431-81-5 Item 4.6.23
	(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.	N1-431-00-13 Item 18.b(2)
	(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 OIS processing staff after creation of the ADAMS records. Included are electronic records created internally using office automation tools (e.g.,	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-13 Item 18.b(3)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA 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 request for transfer. Convert to media acceptable to NRC and Agreement State (paper, electronic, microform). Transfer to Agreement States. Retain NRC copy for permanent reference.	N1-431-00-13 Item 18.b(4)
23.	**Source and Special (SS) Material Accountability System Files**		
	DOE/NRC Forms DP-741 or equivalent, used in the transfer of source and special nuclear materials, or other special nuclear materials, or other material controlled by the SS Materials Accountability System at Oak Ridge National Laboratory. Record keeping system: Paper.	Destroy when 3 fiscal years old.	NC1-431-81-5 Item 4.6.254.c
24.	**Transport Approval Package Information System (TAPIS)**		
	The system maintains data and information regarding all packages approved by NRC for use in the transportation of radioactive material. Included are description of package, approval particulars, and all licensed users. Record keeping system: Electronic Information System.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.	NC1-431-81-2 Item 11.B.1

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
25.	**Uranium Mill Tailings Remedial Action Program (UMTRAP) Project Licensing Case Files** Project files documenting the concurrence and licensing activities for UMTRAP, pursuant to the Uranium Mill Tailings Radiation Control Act of 1978. Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Permanent. Cut off files in 1995 and retire in 5 year blocks thereafter. Retire to Washington National Records Center 1 year after cutoff. Case files are to remain in NRC custody until licenses are terminated, expired, or 75 years old, whichever is earlier. Review and transfer terminated or expired licenses and material more than 75 years old to NARA at 20 year intervals beginning year2020. Note: Transfer textual finding aid to NARA at the time of transfer of official files corresponding to finding aid.	NC1-431-89-1 Item 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.	N1-431-00-13 Item 19.b
	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 OIS processing staff after creation of the ADAMS	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-13 Item 19.c

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA CITATION
	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 TIFF files.	Permanent. Cut off electronic files upon termination, expiration, or latest document is 75 years old. 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 cutoff.	N1-431-00-13 Item 19.d
	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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after cutoff.	N1-431-00-13 Item 19.e

RECORDS OF NRC OFFICES

PART 18. RECORDS OF THE OFFICE OF NUCLEAR REACTOR REGULATION (NRR)

The records described in this schedule document the NRC licensing functions associated with construction and operation of nuclear reactors and with receipt, possession, ownership, and use of special nuclear and byproduct material used at reactor facilities; the review of applications and issue of licenses for reactor facilities required to be licensed under the Atomic Energy Act of 1954, as amended and the evaluation of health, safety, and environmental aspects of facilities and the development of sites; regulations; the analysis of reactor design concepts; the evaluation of methods of transporting nuclear materials and radioactive wastes on reactor sites; and the monitoring and testing of operating reactors, recommending upgrading of facilities and modification of regulations, as appropriate.

The following record schedules were developed for records unique to NRR. Reference NRC Schedule 1, "Records Common to Most Offices," and the General Records Schedules 1 through 26 for other applicable schedules. Applicable schedules have been identified on the "Files Maintenance and Disposition Plans" retained by the office Records Liaison Officer.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
1.	**Allegation Case Files**		
	Official case files located in NRR documenting the receipt, evaluation, and resolution of allegations that pertain to issues associated with NRC licensees and nuclear industry vendors. Case files include, for example, the original incoming document, minutes and summaries of allegation review panel meeting, correspondence with allegers and licensees, memos to and from OI, inspection reports, staff safety evaluations, Allegation Management System printouts, documents showing staff resolution, and closure documents to the alleger. Record keeping system: Paper.	Cut off files upon final resolution of allegation. Retain in office for two years or until no longer needed for current activities, then retire to the Federal Records Center. Destroy 10 years after cut off.	N1-431-00-8 Item 1.a

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
2.	**Antitrust Case Files**		
	Files consist of copies of licensee applications with antitrust information on applicant, correspondence with the Office of the General Counsel, and Department of Justice relating to findings on the applicant's financial background.		
	Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Destroy 20 years after license is approved.	NC1-431-81-5 Item 4.7.26
	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.	N1-431-00-8, Item 2.b
	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 OIS 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.	N1-431-00-8, Item 2.c
	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 license approval. Destroy 20 years after cutoff.	N1-431-00-8, Item 2.d

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
3.	**Committee and Conference Records**		
	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. Excluding routine committee and conference records covered by GRS 26-1.a. Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Permanent. Cut off when NRC involvement terminates. OIS will transfer to NARA 10 years after cutoff.	N1-431-00-8, Item 3.a(1)
	(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.	N1-431-00-8, Item 3.a(2)
	(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 OIS 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.	N1-431-00-8, Item 3.a(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files 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.	N1-431-00-8, Item 3.a(4)
	(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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-00-8, Item 3.a(5)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	b. Agenda, minutes, final reports, and related records documenting accomplishments created by committees and for conferences when NRC is not the sponsoring agency.		
	(6) Paper records created before 04/01/2000.	Destroy when 3 years old or earlier if no longer needed for reference.	N1-431-00-8, Item 3.b(1)
	(7) 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.	N1-431-00-8, Item 3.b(2)
	(8) 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 OIS 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.	N1-431-00-8, Item 3.b(3)
	(9) 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.	N1-431-00-8, Item 3.b(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	b. 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.	N1-431-00-8, Item 3.c(1)
	(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.	N1-431-00-8, Item 3.c(2)
	(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 OIS 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.	N1-431-00-8, Item 3.c(3)
	(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.	N1-431-00-8, Item 3.c(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
4.	**E-2 System (IRMS)** The system produces manpower computational tables (E-2) and budget estimate tables (E-3A, E-3, and E-4). These tables reflect manpower requirements for inspections of facilities by type, phase of construction, or operation and age. Record keeping system: Electronic Information System.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.	NC1-431-81-2 Item 13.C.4
5.	**General Program Correspondence Files (Subject Files)** Letters, memoranda, messages, studies, reports, forms, and other data documenting and/or implementing plans, policies, procedures, accomplishments, opinions, and decisions pertaining to Office of Nuclear Reactor Regulation (NRR) program and staff activities. a. Program Correspondence Files at the Office Director Level. Files that document policy- making decisions or significant NRR program management functions that are signed by or addressed to the NRR Director and 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.) Record keeping system: ADAMS.		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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 Record Center through OIS. OIS will transfer to NARA when 20 years old.	NC1-431-81-5 Item 1.2.15.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.	N1-431-00-8, Item 4.a(2)
	(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 OIS 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.	N1-431-00-8, Item 4.a(3)
	(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	N1-431-00-8, Item 4.a(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring records to NARA.	N1-431-00-8, Item 4.a(5)
	b. Program Correspondence Files Created or Received Below the Office Director Level. Files that document policy making decisions, significant or NRR program management functions and program operations. They are signed by or addressed to NRR management and staff below the NRR Director and Deputy Director level. 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.) Record keeping system: ADAMS.		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(1) 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 OIS. Destroy 10 years after cutoff.	NC1-431-81-5 Item 1.2.15.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.	N1-431-00-8, Item 4.b(2)
	(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 OIS 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.	N1-431-00-8, Item 4.b(3)
	(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.	N1-431-00-8, Item 4.b(4)
	c. Routine Program Correspondence Files Created or Received at All Organizational Levels.		
	Files documenting program transactions of a routine or recurring nature, the record content		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	of which is summarized or duplicated in Item a. or b. above.		
	Record keeping system: ADAMS.		
	(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
	(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.	N1-431-00-8, Item 4.c(2)
	(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 OIS 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.	N1-431-00-8, Item 4.c(3)
	(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.	N1-431-00-8, Item 4.c(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
6.	**Headquarters and Regional Operator Licensing Files** The information pertaining to the licensing of operators at power and non-power reactors.		
	a. 10 CFR Part 55 Docket Files		
	Case files containing information pertaining to 10 CFR Part 55 applicants for a license, licensed operators, and individuals who previously held licenses. Documentation includes applications for a license, licenses, denial letters and related licensing correspondence, correspondence pertaining to actions taken against a licensee, 10 CFR Part 50.74 notifications, certifications of medical examinations and related medical information, fitness for duty information, examination results summary sheet (Power 303-1, Non-Power 303N-1), and other docket information. Record keeping system: Paper.	Cutoff files upon latest license expiration/revocation/termin-nation, application denial or withdrawal, or issuance of denial letter. Retire to FRC when 3 years old. Destroy when 10 years old.	N1-431-90-4 Item 1
	b. Examination Packages		
	Files containing information pertaining to 10 CFR Part 55 Operators Licensing examinations at power and non-power reactors. Documentation includes corporate notification letter, examination assignment sheet, and related licensing correspondence as described in NUREG-1021, ES-501. Record keeping system: ADAMS.		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(1) Paper records created before 04/01/2000.	Cut off examination on file upon receipt of the facility's next exam. Destroy 4 years after cutoff.	N1-431-00-8, Item 5.b(1)
	(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.	N1-431-00-8, Item 5.b(2)
	(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 OIS 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.	N1-431-00-8, Item 5.b(3)
	(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 examination files upon receipt of the facility's next exam. Destroy 4 years after cutoff.	N1-431-00-8, Item 5.b(4)
	c. General Correspondence		
	Any internal memoranda, forms, notes, Power Plant Examination Results Summary Sheet (ES 501-2), Non-Power Plant Examination Results Summary Sheet (ES 501N-1) or correspondence between the		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	NRC and the facility licensees that does not directly pertain to a 55 Docket File or Exam Package. Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Cut off at close of fiscal year. Retire to the Washington National Record Center through OIS when 3 years old. Destroy 10 years after cutoff.	N1-431-00-8, Item 5.c(1)
	(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.	N1-431-00-8, Item 5.c(2)
	(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 OIS 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.	N1-431-00-8, Item 5.c(3)
	(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.	N1-431-00-8, Item 5.c(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
7.	**Licensing Project Files**		
	Applications for construction permits and/or licensing and related records on withdrawn or otherwise cancelled projects.		
	Record keeping system: ADAMS.		
	a. Files under 10 CFR Part 50.		
	(1) Paper records created before 04/01/2000.	Destroy 20 years after withdrawal or cancellation.	NC1-431-81-1 Item 1.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.	N1-431-00-8, Item 6.a(2)
	(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 OIS 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.	N1-431-00-8, Item 6.a(3)
	(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 withdrawal or cancellation. Destroy 20 years after cutoff.	N1-431-00-8, Item 6.a(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	b. Files under other applicable parts of 10 CFR.		
	(1) Paper records created before 04/01/2000.	Destroy 1 year after withdrawal or cancellation.	NC1-431-81-1 Item 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.	N1-431-00-8, Item 6.b(2)
	(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 OIS 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.	N1-431-00-8, Item 6.b(3)
	(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 withdrawal or cancellation. Destroy 1 year after cutoff.	N1-431-00-8, Item 6.b(4)
8.	**Morning Reports**		
	Reports containing items of interest distributed at both headquarters and Regional offices, containing management information of interest to	Destroy when 6 months old.	NC1-431-81-5 Item 4.4.11

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	staff. Report is required by NRC Inspection Manual. Record keeping system: Paper.		
9.	**Non-licensing Project Files** Reports and correspondence relating to specific DOE developmental projects involving use of nuclear materials. Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Destroy 20 years after completion of project.	NC1-431-81-1 Item 2
	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.	N1-431-00-8, Item 7.b
	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 OIS 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.	N1-431-00-8, Item 7.c
	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 completion of project. Destroy 20 years after cutoff.	N1-431-00-8, Item 7.d

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
10.	**NRC Inspection Manual**		
	Record copy of the NRC Inspection Manual including all changes thereto.		
	Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Permanent. Transfer to NARA at periodic intervals when superseded or obsolete.	NC1-431-81-5 Item 4.4.8
	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.	N1-431-00-8, Item 8.b
	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 OIS 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.	N1-431-00-8, Item 8.c
	d. ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files upon complete republishing of manual. 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	N1-431-00-8, Item 8.d

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		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 record to NARA.	
	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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-00-8, Item 8.e
11.	**Nuclear Power Plant Docket Files** Records documenting licensing of the construction and operation of commercial nuclear reactors for power generation and non-power reactors pursuant to Parts 2, 20, 50, 52, 54, 100, and 140 of Title 10, Code of Federal Regulations. Material consists of individual applicant case files, identified by assigned docket numbers, containing copies of all documents received or generated in review, evaluation, and authorization stages of the licensing process. Each operating license issued is for a fixed time period specified in the license document but in no case exceeds 40 years. Licenses may be renewed by the NRC upon the expiration of the initially authorized		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	operating period. Decommissioning records for these licenses are permanent and require maintenance as a subset of each case file as specified in SECY 90-316. Reference item b. below for authorized disposition.		
	Record keeping system: ADAMS.		
	a. Official docket files of the Office of Nuclear Reactor Regulation, including the decommissioning segment, located at the NRC File Center, determined by the NRC to have exceptional value because of the historical significance of their contents or their uniqueness. Included are files that:		
	1. Result in judicial decisions or legislation that affect the functions and activities of NRC, e.g., Enrico Fermi No. 1 (Power Reactor Demonstration Co. Reactor);		
	2. Result in significant changes in regulatory activities and procedures, e.g., Brown's Ferry; or		
	3. Were the subject of Congressional investigation or were of great public interest e.g., TMI.		
	(1) Paper records created before 04/01/2000.	Permanent. Retain current fiscal year and last four years in NRC File Center. Retire, by facility, to Washington National Records Center through OIS annually if the records consist of at least one cubic foot and	N1-431-92-2 Item 1.a

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		are over five years old. Closing date is the termination date following completion of decommissioning procedure (which is the license date plus 40 years). Transfer to NARA 20 years after termination of license.	
	(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.	N1-431-00-8, Item 9.a(2)
	(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 OIS 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.	N1-431-00-8, Item 9.a(3)
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files upon license termination following completion of decommissioning procedure. 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	N1-431-00-8, Item 9.a(4)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		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.	
	(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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-00-8, Item 9.a(5)
	b. Decommissioning records segment of disposable licensing case files located at NRC File Center consisting of the following types of records:		
	1. Application for Possession-Only license.		
	2. Possession-Only license amendment and any associated technical specifications (TS).		
	3. Decommissioning or Dismantling Plan and associated TS changes.		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	4. Requests for additional information on applications for Possession-Only licenses, Decommissioning and Dismantling Plans, and responses from licensee.		
	5. Federal Register Notices for applications for Possession-Only licenses and Decommissioning and Dismantling Plans.		
	6. Decommissioning and Dismantling Orders.		
	7. Final site surveys by licensee.		
	8. Final site surveys by regional inspectors.		
	9. All license amendments and associated TS changes following the initial application by the licensee for Possession-Only license.		
	10. All documents related to determining the appropriate amounts for decommissioning of facilities, including cost estimates, certifications of financial assurance for decommissioning or decommissioning funding plans. This item excludes documents related to funding methods, standby trust agreements, letters of credit, insurance policies, self-guarantee documents, or other monetary instruments that are		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	maintained by NMSS or the Regions.		
	11. Records of spills and other unusual occurrences involving the spread of contamination in and around the facility, equipment, or site.		
	12. License termination orders and associated safety evaluations.		
	13. As-built drawings and modifications of structures and equipment in restricted areas where radioactive materials were used or stored and locations of possible inaccessible contamination.		
	14. Any additional documents which refer to decommissioning, decontamination, or termination of the license, including interim or partial decommissioning of specific facilities at any time during the history of licensed operations.		
	15. Any enforcement documents related to decommissioning and decontamination activities.		
	(1) Paper records created before 04/01/2000.	Permanent. Retain current fiscal year and last four years in NRC File Center. Retire, by facility, to Washington National Records Center through OIS annually if the records consist of at least one cubic foot and are over five years old. Closing date is the termination date	N1-431-00-8, Item 9.b(1)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		following completion of decommissioning procedure (which is the license date plus 40 years). Transfer to NARA 20 years after termination of license.	
	(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.	N1-431-00-8, Item 9.b(2)
	(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 OIS 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.	N1-431-00-8, Item 9.b(3)
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files upon license termination following completion of decommissioning procedure. 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	N1-431-00-8, Item 9.b(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		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.	
	(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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA.	N1-431-00-8, Item 9.b(5)
	c. NRR copies of hearing and intervention correspondence and information; hearing transcripts of boards and panels; inspection reports and related correspondence; and any other documentation duplicated in the permanent file described in a. above and NRC Schedule 2, Part 25, Item 3 (Commission's Decisional License Docket File) and NRC Schedule 2, Part 24, Item 7.b (Permanent Regional Inspection and Enforcement Case Files).		
	(1) Paper records created before 04/01/2000.	Destroy when 5 years old.	NC1-431-81-5 Item 1.3.20.c

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	Note: NRR maintenance of separate organized collections of hearing correspondence, hearing transcripts, inspection reports of boards and panels, inspection reports and related correspondence will be discontinued when ADAMS is implemented as access to these records can be obtained by searching the ADAMS. Accordingly, this series will be discontinued on 04/01/2000 with the implementation of ADAMS and this disposition applied only to the files up to that date.		
	d. Other docket files of NRR, excluding the decommissioning segment, that do not meet the criteria for permanent retention.		
	(1) Paper records created before 04/01/2000.	Retain current fiscal year and last four years in NRC File Center. Retire, by facility, to Washington National Records Center through OIS annually if the records consist of at least one cubic foot and are over five years old. Closing date is the termination date following completion of decommissioning procedure (which is the license date plus 40 years). Destroy 20 years after termination of license.	N1-431-92-2 Item 1.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.	N1-431-00-8, Item 9.d(2)
	(3) Copies of electronic files stored outside of ADAMS used to	Destroy after creation of ADAMS electronic record or	N1-431-00-8, Item 9.d(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OIS 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.	when no longer needed for reference or updating, whichever is later.	
	(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 license termination following completion of decommissioning procedure. Destroy NRC copy 20 years after cutoff.	N1-431-00-8, Item 9.d(4)
12.	**Regulatory Effectiveness Reviews (RER)**		
	Case files documenting the evaluations of the overall effectiveness of regulations under which a Nuclear Power Plant operates. Included are team inspections comprising "Vital Area Analyses," "Facility Systems Analysis Reports," internal memoranda, Regulatory Effectiveness Review Reports, and related correspondence.		
	Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Cut off when all RER findings are closed (normally 1-5 years). Retire to WNRC one year after cutoff. Destroy 10 years after cutoff.	NC1-431-88-5 Item 1

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.	N1-431-00-8, Item 10.b
	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 OIS 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.	N1-431-00-8, Item 10.c
	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 all RER findings are closed. Destroy 10 years after cutoff.	N1-431-00-8, Item 10.d
13.	**Regulatory History Files for Proposed and Final Rulemaking** 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 and Nuclear Waste comments, Commission papers, transcripts, indexes, and *Federal Register* Notices. Record keeping system: ADAMS.		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	a. Official case files created by NRR.		
	(1) Paper records created before 04/01/2000.	Permanent. Cut off when final regulation is issued through notice in the *Federal Register*. OIS will transfer to NARA in 5-year blocks when the earliest closed case file is 25 years old and the most recent case file is 20 years old.	N1-431-00-8, Item 11.a(1)
	(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.	N1-431-00-8, Item 11.a(2)
	(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 OIS 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.	N1-431-00-8, Item 11.a(3)
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files when final regulation is issued through notice in the *Federal Register*. 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	N1-431-00-8, Item 11.a(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		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.	
	(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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-00-8, Item 11.a(5)
14.	**Regulatory Information Tracking System - NRR (NRR-RITS)**		
	NRR-RITS is an integration of three computer systems (Technical Assignment Control System [TACS], Manpower System [MPS], and Program Operating Plan System [POPS]} which are updated weekly. Data within the system are retained by staff member, licensee, and technical assignments.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.	NC1-431-81-2 Item 12.A.4

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	The system retains current and historical data on project schedules and staff resources. Record keeping system: Electronic Information System.		
15.	**Safeguard Status Reports**		
	Monthly computer printouts containing an inventory of all nuclear material located in NRC licensed facilities throughout the United States. Reports are derived from information furnished by regional inspectors. Record keeping system: Paper.	Destroy when superseded by new report.	NC1-431-81-5 Item 4.4.9
16.	**Seismic Qualification (SEISMIC)**		
	The system maintains data and information regarding seismic equipment qualifications for NRC staff review and evaluation. Record keeping system: Electronic Information System.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.	NC1-431-81-2 Item 13.C.1
17.	**Statistical and Enforcement Text System (766)**		
	The system maintains data and information regarding inspection, investigation, inquiry activities, and associated enforcement actions. Textual information concern items of noncompliance, licensee identified item, and deviation identified during an inspection activity Record keeping system: Electronic Information System.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.	NC1-431-81-2 Item 13.C.1

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
18.	**Steam Generators**		
	The system maintains a data base of engineering information regarding reactor power plant steam generator operating experience. It is used to evaluate the qualitative and quantitative aspects of steam generator operating experience. Record keeping system: Electronic Information System.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.	NC1-431-81-2 Item 11.A.3
19.	**Vendor Case Files**		
	Case files documenting NRC inspections of vendor facilities, notifications of inspection findings, and correspondence documenting the corrective actions taken. Case files include vendor inspection reports, Notices of Violations, Notices of Nonconformance, correspondence related to resolving deficiencies, and correspondence to vendors related to their Quality Assurance programs, Part 21 programs, and other regulatory requirements about the their products. Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Cut off case file when notified that vendor is no longer in business or when latest document is more than 10 years old, whichever is earlier. Retire to the Washington National Records Center through the OIS 2 years after cutoff. Destroy 10 years after cutoff.	N1-431-00-8, Item 13.a

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.	N1-431-00-8, Item 13.b
	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 OIS 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.	N1-431-00-8, Item 13.c
	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 notified that vendor is no longer in business or when latest document is more than 10 years old, whichever is earlier. Destroy 10 years after cutoff.	N1-431-00-8, Item 13.d
20.	**Vendor Topical Reports**		
	Reports submitted as part of licensing requirements by nuclear steam supply systems vendors or nuclear vendors containing information of use to utility companies as well as the Commission.		
	Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Cut off files at close of fiscal year. Retire to the Washington National Records Center through the OIS 20 years after cutoff. Destroy 60 years after cutoff.	N1-431-00-8, Item 14.a

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.	N1-431-00-8, Item 14.b
	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 OIS 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.	N1-431-00-8, Item 14.c
	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 60 years after cutoff.	N1-431-00-8, Item 14.d

NRC Schedule 2

RECORDS OF NRC OFFICES

PART 19. RECORDS OF THE OFFICE OF NUCLEAR REGULATORY RESEARCH (RES)

The records in this schedule document the planning and implementation of the programs of nuclear regulatory research which the Commission deems necessary for the performance of its licensing and related regulatory functions.

The following record schedules were developed for records unique to RES. Reference NRC Schedule 1, "Records Common to Most Offices," and the General Records Schedules 1 through 26 for other applicable schedules. Applicable schedules have been identified on the "Files Maintenance and Disposition Plans" retained by the office Records Liaison Officer.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
1.	**Abnormal Occurrence Case Files**		
	All formal correspondence with detailed background documentation relating to preparation of abnormal occurrence reports submitted quarterly to Congress.		
	Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Permanent. Cut off files every 3 years and retire to Washington National Record Center. Transfer to NARA when 20 years old.	NI-431-87-1 Item 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.	N1-431-00-19 Item 1.b
	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 OIS 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.	N1-431-00-19 Item 1.c

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	d. ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files when 3 years old. 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 15 years after transferring record to NARA.	N1-431-00-19 Item 1.d
	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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 15 years after transferring record to NARA.	N1-431-00-19 Item 1.e

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
2.	**Budget System, Research**		
	An automated budget, contract, and financial plan system, maintains data and information regarding laboratory contract proposals, 189's, of the Office of Research; controls, executes, and records monthly cost performance of approximately four hundred R&D tasks throughout the budget and financial plan cycles. Record keeping system: Electronic Information System.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.	NC1-431-81-2 Item 13.D.3
3.	**Case Study Report Files**		
	Copies of reports with all background documentation providing detailed information on formal evaluations of events with the highest potential risk to the public as identified by prior screening of Licensee Event Reports (LERs) by Office of Nuclear Regulatory Research (RES) engineers. Arranged numerically by case study number. Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Permanent. Transfer to NARA when 20 years old.	NC1-431-81-5 Item 4.1.2
	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.	N1-431-00-19 Item 2.b
	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 OIS processing staff after creation of the ADAMS	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-19 Item 2.c

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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 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 record to NARA.	N1-431-00-19 Item 2.d
	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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA.	N1-431-00-19 Item 2.e

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
4.	Committee and Conference Records		
	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.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Permanent. Cut off when NRC involvement terminates. OIS will transfer to NARA 10 years after cutoff.	NC1-431-81-5 Item 1.5.30.a.1
	(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.	N1-431-00-19 Item 3.a(2)
	(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 OIS 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.	N1-431-00-19 Item 3.a(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files 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 record to NARA.	N1-431-00-19 Item 3.a(4)
	(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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-00-19 Item 3.a(5)
	b. Agenda, minutes, final reports, and related records documenting accomplishments created by		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	committees and for conferences when NRC is not the sponsoring agency.		
	Record keeping system: ADAMS.		
	(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
	(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.	N1-431-00-19 Item 3.b(2)
	(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 OIS 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.	N1-431-00-19 Item 3.b(3)
	(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.	N1-431-00-19 Item 3.b(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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. Record keeping system: ADAMS.		
	(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
	(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.	N1-431-00-19 Item 3.c(2)
	(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 OIS 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.	N1-431-00-19 Item 3.c(3)
	(4) ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files;	Cut off electronic files upon termination of committee. Destroy 3 years after cutoff.	N1-431-00-19 Item 3.c(4)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.		
5.	**Committee to Review Generic Requirements (CRGR) Files**		
	Case files documenting CRGR reviews of proposed rulemakings and other generic NRC regulatory requirements. Records include requests for reviews, meeting agendas, issue sheets and other background information, meeting minutes, member comments, recommendations, documentation of final actions, bulletins to licensees, and related correspondence. Case files are arranged by meeting date.		
	Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Permanent. Cut off meeting case files at the close of the fiscal year in which meeting occurred. Retire to the Washington National Record Center 5 years after cutoff. Transfer to NARA 20 years after cutoff.	N1-431-00-19 Item 4.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.	N1-431-00-19 Item 4.b
	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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-19 Item 4.c

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	members and OIS 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.		
	d. 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 8 years after transferring record to NARA.	N1-431-00-19 Item 4.d
	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 documents that are linked to and	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-00-19 Item 4.e

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	considered part of the official records.		
6.	**Experiment and Test Files**		
	Experiment and test records that consist of various types of motion picture films, oscillograms, magnetic tapes, etc., on which are recorded raw or unevaluated data; and evaluation data resulting from study of above material, including memoranda, graphs, tabulations, reports, and related papers referred to collectively as "Reduced Data."		
	a. Plans and procedures for conducting the experiment or test. Record keeping system: Paper.	Destroy when 5 years old.	NC1-431-89-5 Item 1.a
	b. Record print of edited still and motion picture film resulting from experiments and tests.		
	(1) Still Photography.		
	(a) Photographs corresponding to case files which have exceptional value because of the highly significant nature of the research involved, or the uniqueness of the case files and images. Record keeping system: Still photographic prints and negatives.	Permanent. Transfer to NARA when 20 years old. For black and white photography, transfer an original negative and captioned work print when feasible. For color photography, transfer whenever feasible any existing finding aids, the original color transparency or color negative, a captioned print, and an inter-negative if one exists. Existing finding aids should be included in the transfer. (NOTE: During archival processing NARA may destroy without further agency	NC1-431-89-5 Item 1.b(1)(a)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		concurrence any material found to be lacking in permanent value.)	
	(b) Photographs corresponding to case files which lack permanent value. Record keeping system: Photographic prints and negatives.	Destroy after 20 years.	NC1-431-89-5 Item 1.b(1)(b)
	(2) Motion Picture and Videotape records.		
	(a) Records corresponding to case files which have exceptional value because of the highly significant nature of the research involved, or the uniqueness of the case files and images. Record keeping system: Film and videotape.	Permanent. Transfer to NARA when 20 years old. For motion pictures, transfer an original negative or color original plus sound and projection print whenever feasible. For video recordings, transfer the original or earliest generation of the recording and a dubbing whenever feasible. Existing finding aids should be included in the transfer. (NOTE: During archival processing NARA may destroy without further agency concurrence any material found to be lacking in permanent value.)	NC1-431-89-5 Item 1.b(2)(a)
	(b) Records corresponding to case files which lack permanent value. Record keeping system: Film and videotape.	Destroy after 20 years.	NC1-431-89-5 Item 1.b(2)(b)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	c. Summary Data and related records. Record keeping system: Various media.		
	(1) Summary data, and/or records reflecting significant findings or containing scientific data not duplicated elsewhere which serve as backup for notebook entries and/or reports.	Destroy when 7 years old.	NC1-431-89-5 Item 1.c(1)
	(2) Summary data, and/or records that do not reflect significant findings, that are routine or duplicative in nature, or those that do not serve as backup for notebook entries and/or reports.	Destroy when 2 years old or sooner, if no longer needed.	NC1-431-89-5 Item 1.c(2)
	d. Source data files, punch cards, magnetic tapes, recorder charts, preliminary drawings, film questionnaires, survey etc., used to collect and assemble data of a preliminary or intermediate character generated from such processes as experiments or observations of a routine, repetitive nature and used for reference in arriving at determinations in the conduct of research projects. Reduced data as described above. Record keeping system: Various media as described.		
	(1) Textual records.	Destroy when the program manager determines that the records have no probable value.	NC1-431-89-5 Item 1.d(1)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(2) Electronic record files.	Destroy when Program Manager determines that the records have no probable value, erase, and reuse tapes.	NC1-431-89-5 Item 1.d(2)
	(3) Raw test data consisting of Mitchell camera film, Askania Phototheodilite film, and Fastex film; film recorded charts, graphs trajectory data oscillograms, and telemetry oscillograms.	Destroy when 5 years old or 1 year after completion or final evaluation report of test project, whichever comes first.	NC1-431-89-5 Item 1.d(3)
	e. Raw data, summary data, and other background materials recommended by the Project Manager for permanent retention due to its continuing research and background value. Record keeping system: Various media.	Permanent. Cut off files upon completion of the project and retire to RFPSB when 2 years old. Transfer to NARA when 20 years old. (NOTE: During archival processing, NARA may destroy without further agency concurrence any material found to be lacking in permanent value.)	NC1-431-89-5 Item 1.e
7.	**Formal Arrangement and Agreement Files** Signed bi-lateral arrangement documents and original or certified copies of research agreements with foreign governments or other foreign organizations. Arranged alphabetically by name of foreign country. Record keeping system: ADAMS and Paper.		
	a. Paper records created prior to 04/01/2000, and signed bi-lateral arrangement documents and research agreements in paper format	Permanent. Cut off file when arrangement expires. Offer to NARA 10 years after expiration of arrangement.	N1-431-00-19 Item 5.a

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	created after that date.		
	b. Paper records used as the source to create ADAMS electronic bit-mapped image files and ASCII files.	Return to Official File Station for maintenance and disposition in accordance with item 5.1, above after ADAMS processing.	N1-431-00-19 Item 5.b
	c. Copies of electronic files stored outside of ADAMS used to create ADAMS PDF files, bit-mapped image files, and ASCII files that remain with staff members and OIS 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.	N1-431-00-19 Item 5.c
	d. ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files upon revocation or termination of agreement. 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	N1-431-00-19 Item 5.d

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		paper or to microform. Destroy NRC copy 8 years after transferring record to NARA.	
	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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-00-19 Item 5.e
8.	**General Program Correspondence Files (Subject Files)** Letters, memoranda, messages, studies, reports, forms, and other data documenting and/or implementing plans, policies, procedures, accomplishments, opinions, and decisions pertaining to Office of Nuclear Regulatory Research (RES) program and staff activities. Record keeping system: ADAMS. a. Program Correspondence Files at the Office Director Level. Files that document policy- making decisions or significant RES program management functions that are signed by or addressed to the RES Director or Deputy Director. Excluded is program correspondence that documents routine transactions for which the record content is summarized or		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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 Record Center through OIS. OIS will transfer to NARA when 20 years old.	NC1-431-81-5 Item 1.2.15.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.	N1-431-00-19 Item 6.a(2)
	(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 OIS 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.	N1-431-00-19 Item 6.a(3)
	(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	N1-431-00-19 Item 6.a(4)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-00-19 Item 6.a(5)
	b. Program Correspondence Files Created or Received Below the Office Director Level. Files that document policy making decisions, significant RES program management functions and program operations. They are signed by or addressed to RES management and staff below the Office Director level. 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.)		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(1) 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 OIS. Destroy 10 years after cutoff.	NC1-431-81-5 Item 1.2.15.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.	N1-431-00-19 Item 6.b(2)
	(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 OIS 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.	N1-431-00-19 Item 6.b(3)
	(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.	N1-431-00-19 Item 6.b(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	c. Routine Program Correspondence Files Created or Received at All Organizational Levels. 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
	(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.	N1-431-00-19 Item 6.c(2)
	(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 OIS 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.	N1-431-00-19 Item 6.c(3)
	(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	Cut off electronic files at close of fiscal year. Destroy 2 years after cutoff.	N1-431-00-19 Item 6.c(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	ADAMS digital signature and concurrence data.		
9.	Grants Files		
	a. Case files of contracts, reports, studies, agreements, correspondence, and other records relating to receipt, award, and monitoring of grants. Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy 6 years and three months after case is closed.	NC1-431-81-5 Item 1.5.33.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.	N1-431-00-19 Item 7.a(2)
	(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 OIS 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.	N1-431-00-19 Item 7.a(3)
	(4) ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document profiles and	Cut off electronic files when case is closed. Destroy 6 years and three months after cutoff.	N1-431-00-19 Item 7.a(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	document packages; and ADAMS digital signature and concurrence data.		
	b. Reports, books, studies, or any other final grant product and related records.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Permanent. Transfer to NARA when 10 years old.	NC1-431-81-5 Item 1.5.33.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.	N1-431-00-19 Item 7.b(2)
	(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 OIS 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.	N1-431-00-19 Item 7.b(3)
	(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	N1-431-00-19 Item 7.b(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-00-19 Item 7.b(5)
	c. Unsuccessful grant application files consisting of applications, correspondence, and other records relating to unsuccessful (rejected or withdrawn) applications.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy 3 years after rejection or withdrawal.	GRS 3-13

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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.	N1-431-00-19 Item 7.c(2)
	(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 OIS 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.	N1-431-00-19 Item 7.c(3)
	(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 3 years after cutoff.	N1-431-00-19 Item 7.c(4)
	d. Grant administrative files consisting of correspondence and/or subject files relating to routine operations and daily activities in administration of the grant program.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy when 2 years old.	GRS 3-14

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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.	N1-431-00-19 Item 7.d(2)
	(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 OIS 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.	N1-431-00-19 Item 7.d(3)
	(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 end of fiscal year. Destroy 2 years after cutoff.	N1-431-00-19 Item 7.d(4)
10.	**Laboratory Notebooks**		
	Scientists' notebooks containing scientific and technical data resulting from research work, as follows:		
	Record keeping system: Paper		
	a. Notebooks containing data essential in establishing patent or invention rights excluding those retained permanently under Item 5.b below.	Cut off files upon completion of project. Destroy 6 years and 3 months after completion or termination of the related	NC1-431-89-5 Item 5.a

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		project(s), or one year after final patent action, whichever is later.	
	b. Notebooks corresponding to permanent Research Project Case Files and containing significant scientific and technical data required for complete documentation of experiments some of which may contain patent and invention rights data.	Permanent. Cut off upon completion of project. Retire to RFPSB 1 year after approval/disapproval of the patent office, whichever is later. Transfer to NARA when 20 years old.	NC1-431-89-5 Item 5.b
	c. Notebooks containing data determined by competent scientific or technical personnel either to be duplicated in technical reports or elsewhere in project case files, or to be of such routine or fragmentary nature that their retention would not add significantly to the project file.	Destroy when 5 years old or 1 year after completion of final report, whichever is sooner.	NC1-431-89-5 Item 5.c
11.	National Standards Committee Participation System (SDCOM)		
	The system maintains a computer file of NRC personnel involved in the development of nuclear standards. A Nuclear Standards Directory is produced which associates corporations, committee members, and particular standards activities. Record keeping system: Electronic Information System.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.	NC1-431-81-2 Item 13.E.1

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
12.	**Nuclear Safety Research Review Committee Records (NSRRC)**		
	a. Records of the NSRRC		
	Records of the NSRRC consisting of agendas, minutes, briefing materials, transcripts of full committee and subcommittee meetings, reports describing committee and subcommittee findings and recommendations, subject files consisting of internal memorandum, incoming and outgoing correspondence, special studies project files on topics requested by the Office Director or the Commission, and all other documents pertaining to the functions, policies, and program responsibilities of the committee.	Cutoff in 5 year blocks and retire to the Washington National Records Center. Offer in 5 year blocks to NARA when 20 years old.	N1-431-90-3 Item 1
	Record keeping system: Paper.		
	b. General Administration Files		
	General administrative files pertaining to the routine internal management or general administration of the NSRRC such as budget, travel, procurement, etc./ rather than the function for which the NSRRC exists.	Cut off at close of fiscal year. Destroy when 2 years old or sooner if purpose has been served.	GRS 23-1
	Record keeping system: Paper.		
13.	**Nuclear Safety Standards Program Files**		
	a. Records accumulated in connection with the development of nuclear safety standards and guides pertaining to the siting of suitable location, design of nuclear power		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	plants, etc. Included are draft standards and guides, comments from staff offices and the public, and related records. Standards are formally published as NRC Regulations, NUREGS, Guides, or Technical Specifications, which are retained permanently in ADAMS. See NRCS 2, Part 6, Item 14a.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy when 20 years old.	NC1-431-81-5 Item 4.9.37
	(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.	N1-431-00-19 Item 8.a(2)
	(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 OIS 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.	N1-431-00-19 Item 8.a(3)
	(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	Cut off electronic files at end of fiscal year. Destroy when 20 years old.	N1-431-00-19 Item 8.a(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	ADAMS digital signature and concurrence data.		
	b. Record copy of nuclear safety standards and guides pertaining to the siting of suitable location, design of nuclear power plants, etc. Standards are formally published as NRC Regulations, NUREG, Guides, or Technical Specifications.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Permanent. Transfer to NARA when 20 years old.	N1-431-00-19 Item 8.b(1)
	(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.	N1-431-00-19 Item 8.b(2)
	(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 OIS 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.	N1-431-00-19 Item 8.b(3)
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files at end of fiscal year. Transfer to the National Archives 2 years after cut-off. At the time of transfer, NARA	N1-431-00-19 Item 8.b(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA.	N1-431-00-19 Item 8.b(5)
14.	**Personnel Monitoring Report Files**		
	Personnel monitoring reports and related information consisting of reports of individual monitoring from licensees required under 10 CFR Part 20. Documents consist of annual personnel monitoring reports and periodic reports of overexposures including NRC Form 5, the information from which is		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	maintained on magnetic tapes accessed using the Radiation Exposure Information Reporting System (REIRS) at Oak Ridge National Lab.		
	Record keeping system: ADAMS.		
	a. Personnel monitoring reports and personnel overexposure reports submitted by licensees, from which all data are entered into the Radiation Exposure Information System (REIRS).		
	(1) Paper records created before 04/01/2000.	Destroy 2 years after data are input into REIRS.	NC1-431-89-6 Item 1.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.	N1-431-00-19 Item 9.a(2)
	(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 OIS 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.	N1-431-00-19 Item 9.a(3)
	(4) ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files;	Cut off electronic files at end of fiscal year. Destroy 2 years after cutoff.	N1-431-00-19 Item 9.a(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.		
	b. Personnel monitoring reports and personnel overexposure reports that are not placed in the REIRS or of which only selected data are entered into REIRS.		
	(1) Paper records created before 04/01/2000.	Permanent. Cut off at end of fiscal year. Retire to Washington National Record Center in 5 year blocks. Transfer to NARA when 20 years old.	NC1-431-89-6 Item 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.	N1-431-00-19 Item 9.b(2)
	(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 OIS 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.	N1-431-00-19 Item 9.b(3)
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files at end of fiscal year. Transfer to the National	N1-431-00-19 Item 9.b(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA.	N1-431-00-19 Item 9.b(5)
c.	Electronic records of personnel monitoring report data, 1978-present (maintained at Oak Ridge National Laboratory). (Reference NRCS 2-21.12 "REIRS System."	Permanent. Transfer data copy immediately on magnetic tape according to NARA technical requirements. Transfer revised data copies to the NARA every 5 years.	N1-431-89-6 Item 1.c

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	d. REIRS system programming and documentation.		
	(1) Paper records created before 04/01/2000.	Permanent. Transfer to NARA on an ongoing basis in conjunction with item 9c.	NC1-431-89-6 Item 1.d
	(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.	N1-431-00-19 Item 9.d(2)
	(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 OIS 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.	N1-431-00-19 Item 9.d(3)
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files at end 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	N1-431-00-19 Item 9.d(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA.	N1-431-00-19 Item 9.d(5)
15.	**Plans and Systems Design Descriptions**		
	Drawings and plans of 64 systems associated with the LOFT (loss of fluid test) reactor. Maintained by the research contractor at the facility. Record keeping system: Paper.	Permanent. Offer to NARA when 20 years old.	NC1-431-81-3 Item 2
16.	**Radiation Exposure Information System (REIRS)**		
	The system maintains radiation exposure data reported by NRC licensee according to category such as: commercial reactors, industrial radiographers, fuel fabricators and processors, and commercial distributors	Permanent. Transfer data copy immediately on magnetic tape according to NARA technical requirements. Transfer revised data copies to the National Archives every 5 years. (Initial	NC1-431-89-6 Item 1.c

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	of specified quantities of by product material. Such data assist in the evaluation of the effectiveness of NRC's regulatory program. Record keeping system: Electronic Information System.	transfer occurred 8/24/90)	
17.	**Regulatory History Files for Proposed and Final Rulemaking** 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 *Federal Register* Notices. Record keeping system: ADAMS.		
	a. Official case files created by the RES.		
	(1) Paper records created before 04/01/2000.	Permanent. Cut off when regulation is issued through notice in the *Federal Register*. OIS will transfer to NARA in 5-year blocks when the 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
	(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.	N1-431-00-19 Item 10.a(2)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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 OIS 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.	N1-431-00-19 Item 10.a(3)
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files when regulation is issued through notice in the *Federal Register*. 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 record to NARA.	N1-431-00-19 Item 10.a(4)

RECORDS OF NRC OFFICES

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.	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-00-19 Item 10.a(5)
18.	**Rejected Research Project Proposals**		
	All proposals for research projects consisting of unsolicited contract proposals from individuals and organizations which were not funded by NRC.		
	Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Destroy 2 years after disapproval of funding.	N1-431-89-5 Item 2
	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.	N1-431-00-19 Item 11.b
	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 OIS 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.	N1-431-00-19 Item 11.c

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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 disapproval of funding. Destroy 2 years after cutoff.	N1-431-00-19 Item 11.d
19.	Research Program Files		
	Records consisting of documents, data, and correspondence relating to the formulation, planning, direction, review, and evaluation of research in major program areas.		
	Record keeping system: ADAMS.		
	a. Documents generated, received, signed, or maintained at the Office Director level.		
	(1) Paper records created before 04/01/2000.	Permanent. Cut off files annually and retire to OIS when 2 years old. Transfer to NARA when 20 years old.	N1-431-89-5 Item 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.	N1-431-00-19 Item 12.a(2)
	(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 OIS processing staff after	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-19 Item 12.a(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.		
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files annually. 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 record to NARA.	N1-431-00-19 Item 12.a(4)
	(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	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA.	N1-431-00-19 Item 12.a(5)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	are linked to and considered part of the official records.		
	b. Documentation at the division level and below.		
	(1) Paper records created before 04/01/2000.	Cut off files annually. Destroy 10 years after cutoff.	N1-431-89-5 Item 3.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.	N1-431-00-19 Item 12.b(2)
	(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 OIS 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.	N1-431-00-19 Item 12.b(3)
	(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.	N1-431-00-19 Item 12.b(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
20.	**Research Project Case Files**		
	Technical documents, memoranda, monthly or quarterly highlight reports, program reports, status reports, management letters, original of tracings of drawings, specifications, and duplicate photographs of completed products, or apparatus, and references pertinent to a project maintained by the project manager.		
	Record keeping system: ADAMS.		
	a. Case files deemed by the NRC or NARA to have exceptional value because of the highly significant nature of the research involved or uniqueness of the case file. Included are files that (1) show development of new and significant techniques, (2) relate to new and significant methodology and materials, (3) were the subject of Congressional investigation or came under intensive public scrutiny, (4) result in judicial decisions or legislative activities affecting the functions and activities of the NRC, or (5) result in significant changes in regulatory activities and functions of the NRC.		
	(1) Paper records created before 04/01/2000.	Permanent. Cut off files after completion or termination of the project and retire to OIS when 2 years old. Transfer to NARA in annual blocks when 20 years old.	N1-431-89-5 Item 4.a
	(2) Paper records used as the source to create ADAMS Tagged	Destroy paper documents 2 months after creation of	N1-431-00-19 Item 13.a(2)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	Image File Format (TIFF) files and ASCII files.	ADAMS electronic record.	
	(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 OIS 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.	N1-431-00-19 Item 13.a(3)
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files upon completion or termination of the project. 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	N1-431-00-19 Item 13.a(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		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.	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA.	N1-431-00-19 Item 13.a(5)
	b. All other case files.		
	(1) Paper records created before 04/01/2000.	Destroy when 20 years old.	N1-431-89-5 Item 4.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.	N1-431-00-19 Item 13.b(2)
	(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 OIS 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.	N1-431-00-19 Item 13.b(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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 completion or termination of the project. Destroy when 20 years old.	N1-431-00-19 Item 13.b(4)
21.	**Scientific and Technical Reports**		
	These are published and unpublished scientific and technical reports, as defined in NRC Management Directive 3.8.		
	Record keeping system: ADAMS.		
	a. Record copy officially designated by the originating NRC office or contractor.		
	(1) Published reports.		
	(a) Paper records created before 04/01/2000.	Permanent. Transfer to NARA when 10 years old.	NC1-431-81-5 Item 4.8.28.a.1
	(b) Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	N1-431-00-19 Item 14.a(1)(b)
	(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 OIS 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.	N1-431-00-19 Item 14.a(1)(c)

RECORDS OF NRC OFFICES

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.		
	(d) 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 8 years after transferring record to NARA.	N1-431-00-19 Item 14.a(1)(d)
	(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	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-00-19 Item 14.a(1)(e)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	concurrences in documents that are linked to and considered part of the official records.		
	(2) Unpublished reports.		
	(a) Paper records created before 04/01/2000.	Permanent. Cut off files at close of fiscal year. Transfer to NARA in annual blocks when 20 years old.	N1-431-81-5 Item 4.8.28.a.2
	(b) Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) and ASCII files.	Destroy paper documents 2 months after creation of ADAMS electronic record.	N1-431-00-19 Item 14.a(2)(b)
	(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 OIS 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.	N1-431-00-19 Item 14.a(2)(c)
	(d) 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	N1-431-00-19 Item 14.a(2)(d)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		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 record to NARA.	
	(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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA.	N1-431-00-19 Item 14.a(2)(e)
22.	**Still Photographs Associated with Loss of Fluid Transfer (LOFT)**		
	Still photographs of instruments, facilities, procedures, and special visits associated with the LOFT reactor. Prints are maintained in the Office of Nuclear Regulatory Research, and	Permanent. Break file every five years. Offer negative and print to NARA five years after file break.	NC1-431-81-4 Item 1.e

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	negatives are maintained by the research contractor arranged by subject. Record keeping system: Prints and negatives.		
23.	**Video Recordings For Research Projects** Experiment and Test records for research projects, as follows: Record keeping system: Videotape.		
	a. Edited, educational motion picture film or video recordings on the LOFT program. Originals may be maintained by contractors and prints or dubbings maintained in the Office of Nuclear Regulatory Research.	Permanent. Offer original, intermediate copy and print or dubbing to NARA when five years old.	NC1-431-81-4 Item 3.F
	b. Unedited documentary motion picture film or video recordings resulting from LOFT experiment and tests.	Destroy when no longer needed.	NC1-431-81-4 Item 3.F.b

NRC Schedule 2

RECORDS OF NRC OFFICES

PART 20. OFFICE OF NUCLEAR SECURITY AND INCIDENT RESPONSE (NSIR)

The Office of Nuclear Security and Incident Response (NSIR) develops overall agency policy and provides management direction for evaluation and assessment of technical issues involving security at nuclear facilities, and is the agency safeguards and security interface with the Department of Homeland Security (DHS), the intelligence and law enforcement communities, Department of Energy (DOE), and other agencies. Develops and directs the NRC program for response to incidents, and is the agency incident response interface with the DHS, Federal Emergency Management Agency (FEMA) and other Federal agencies.

The following record schedules were developed for records unique to NSIR. Reference NRC Schedule 1, "Records Common to Most Offices," and the General Records Schedules 1 through 26 for other applicable schedules. Applicable schedules have been identified on the "Files Maintenance and Disposition Plans" retained by the office Records Liaison Officer.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
1.	Committee and Conference Records		
	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. Excluding routine committee and conference records covered by GRS 26-1.a.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000, and classified and safeguards unclassified material maintained in paper form.	Permanent. Cut off when NRC involvement terminates. OIS will transfer to NARA 10 years after cutoff.	N1-431-03-1 Item 1.a(1)
	(2) Paper records used as the source to create ADAMS Tagged	Destroy paper documents 2 months after creation of	N1-431-03-1 Item 1.a(2)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	Image File Format (TIFF) files and ASCII files.	ADAMS electronic record.	
	(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 OIS 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.	N1-431-03-1 Item 1.a(3)
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files 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	N1-431-03-1 Item 1.a(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		paper or to microform. Destroy NRC copy 8 years after transferring records 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-03-1 Item 1.a(5)
	b. Agenda, minutes, final reports, and related records documenting accomplishments created by committees and for conferences when NRC is not the sponsoring agency.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000, and classified and safeguards unclassified material maintained in paper form.	Destroy when 3 years old or earlier if no longer needed for reference.	N1-431-03-1 Item 1.b(1)
	(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.	N1-431-03-1 Item 1.b(2)
	(3) 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.	N1-431-03-1 Item 1.b(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	remain with staff members and OIS 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.		
	(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.	N1-431-03-1 Item 1.b(4)
	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.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000, and classified and safeguards unclassified material maintained in paper form.	Destroy when 3 years old or earlier if no longer needed for reference.	N1-431-03-1 Item 1.c(1)
	(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.	N1-431-03-1 Item 1.c(2)
	(3) Copies of electronic files stored outside of ADAMS used to	Destroy after creation of ADAMS electronic record or	N1-431-03-1 Item 1.c(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	create ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OIS 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.	when no longer needed for reference or updating, whichever is later.	
	(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.	N1-431-03-1 Item 1.c(4)
2.	Emergency Planning Files		
	a. Case Files accumulated in NSIR, consisting of a record copy of each plan or directive issued, with related background papers.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000, and classified and safeguards unclassified material maintained in paper form.	Permanent. Cut off at close of fiscal year. Hold 2 years and retire to the Washington National Record Center through OIS. OIS will transfer to NARA when 20 years old.	NC1-431-81-1 Item 3.a
	(2) Paper records used as the source to create ADAMS Tagged	Destroy paper documents 2 months after creation of	N1-431-03-1 Item 2.a(2)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	Image File Format (TIFF) files and ASCII files.	ADAMS electronic record.	
	(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 OIS 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.	N1-431-03-1 Item 2.a(3)
	(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	N1-431-03-1 Item 2.a(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		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.	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA.	N1-431-03-1 Item 2.a(5)
	b. Record set of NRC reports of operation tests accumulated in NSIR, consisting of consolidated or comprehensive reports reflecting NRC-wide results of tests conducted under emergency plans. Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000, and classified and safeguards unclassified material maintained in paper form.	Permanent. Cut off at close of fiscal year. Hold 2 years and retire to the Washington National Record Center through OIS. OIS will transfer to NARA when 20 years old.	NC1-431-81-1 Item 3.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.	N1-431-03-1 Item 2.b(2)
	(3) Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files,	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating,	N1-431-03-1 Item 2.b(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	TIFF files, and ASCII files that remain with staff members and OIS 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.	whichever is later.	
	(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 record to NARA.	N1-431-03-1 Item 2.b(4)
	(5) ADAMS document profiles and ADAMS document packages created for the management, search, and retrieval of the PDF files and TIFF files, and	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the	N1-431-03-1 Item 2.b(5)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.	PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA.	
3.	**General Program Correspondence Files (Subject Files)**		
	Letters, memoranda, messages, studies, reports, forms, and other data documenting and/or implementing plans, policies, procedures, accomplishments, opinions, and decisions pertaining to Office of Nuclear Security and Incident Response (NSIR) program and staff activities.		
	Record keeping system: ADAMS.		
	a. Program Correspondence Files at the Office Director Level.		
	Files that document policy- making decisions or significant NSIR program management functions that are signed by or addressed to the NSIR Director and 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, and classified and safeguards unclassified material	Permanent. Cut off at close of fiscal year. Hold 2 years and retire to the Washington	NC1-431-81-5 Item 1.2.15.a

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	maintained in paper form.	National Record Center through OIS. OIS will transfer to NARA when 20 years old.	
	(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.	N1-431-03-1 Item 3.a(2)
	(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 OIS 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.	N1-431-03-1 Item 3.a(3)
	(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	N1-431-03-1 Item 3.a(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring records to NARA.	N1-431-03-1 Item 3.a(5)
	b. Program Correspondence Files Created or Received Below the Office Director Level. Files that document policy making decisions, significant or NSIR program management functions and program operations. They are signed by or addressed to NSIR management and staff below the NSIR Director and Deputy Director level. 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, and classified and	Cut off at close of fiscal year. Hold 2 years and retire to the	NC1-431-81-5 Item 1.2.15.b

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	safeguards unclassified material maintained in paper form.	Washington National Record Center through OIS. Destroy 10 years after cutoff.	
	(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.	N1-431-03-1 Item 3.b(2)
	(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 OIS 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.	N1-431-03-1 Item 3.b(3)
	(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.	N1-431-03-1 Item 3.b(4)
	c. Routine Program Correspondence Files Created or Received at All Organizational Levels.		
	Files documenting program transactions of a routine or recurring nature, the record content		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	of which is summarized or duplicated in Item a. or b. above.		
	(1) Paper records created before 04/01/2000, and classified and safeguards unclassified material maintained in paper form.	Destroy when 2 years old, or sooner if purpose has been served.	NC1-431-81-5 Item 1.2.15.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.	N1-431-03-1 Item 3.c(2)
	(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 OIS 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.	N1-431-03-1 Item 3.c(3)
	(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.	N1-431-03-1 Item 3.c(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
4.	**International Safeguards Program Office (ISPO) Files** The ISPO is a part of the Brookhaven National Laboratory and is responsible for coordinating the comments and development process or the POTAS reports. ISPO files include copies of reports developed by U.S. contractors under the Program for Technical Assistance to the International Atomic Energy Agency (IAEA) Safeguards (POTAS); reviews of the international safeguards and physical protection technical aspects of export and import licencing and retransfer requests (some are classified); the technical evaluations of the safeguards provisions of agreements for cooperation (some are classified); the evaluations of efforts to support the strengthening of IAEA safeguards (some are classified); the onsite reviews of foreign physical programs (classified); reports of efforts to enhance safeguards programs in other countries including the republics of the former Soviet Union (some are classified); and reports of activities in support of implementation of IAEA safeguards agreement (company proprietary). Also included in the files are correspondence between ISPO and NRC, DOE, and DOJ and NRC response to ISPO requests for comments on draft reports and copies of final reports. Record keeping system: Unclassified - ADAMS; Classified and SG1 - Paper.		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	a. Paper records created before 04/01/2000, and classified and safeguards unclassified material maintained in paper form.	Permanent. Transfer to NARA when 20 years old.	N1-431-03-1 Item 4.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.	N1-431-03-1 Item 4.b
	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 OIS 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.	N1-431-03-1 Item 4.c
	d. 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,	N1-431-03-1 Item 4.d

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		with NARA concurrence, records will be converted to paper or to microform. Destroy NRC copy 18 years after transferring record to NARA.	
	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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA.	N1-431-03-1 Item 4.e
5.	**Safeguard Status Reports**		
	Monthly computer printouts containing an inventory of all nuclear material located in NRC licensed facilities throughout the United States. Reports are derived from information furnished by regional inspectors.		
	Record keeping system: Unclassified - ADAMS; Classified and SG1 - Paper.		
	a. Paper records created before 04/01/2000, and classified and safeguards unclassified material maintained in paper form.	Destroy when superseded by new report.	NC1-431-81-5 Item 4.4.9
	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.	N1-431-03-1 Item 5.b
	c. Copies of electronic files stored outside of ADAMS used to create	Destroy after creation of ADAMS electronic record or	N1-431-03-1 Item 5.c

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	ADAMS Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OIS 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.	when no longer needed for reference or updating, whichever is later.	
	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 superseded by a new report and destroy immediately.	N1-431-03-1 Item 5.d
6.	Security Policy Files		
	Manuals, directives, plans, reports, and correspondence reflecting policies and procedures developed by NSIR, in the administration and direction of security and protective services programs.		
	Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Permanent. Transfer to NARA when 10 years old.	N1-431-03-1 Item 6.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.	N1-431-03-1 Item 6.b
	c. Copies of electronic files stored outside of ADAMS used to create ADAMS Portable Document Format (PDF) files, TIFF files, and	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating,	N1-431-03-1 Item 6.c

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	ASCII files that remain with staff members and OIS 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.	whichever is later.	
	d. ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files at close of the 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 8 years after transferring record to NARA.	N1-431-03-1 Item 6.d
	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	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy	N1-431-03-1 Item 6.e

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	management and staff concurrences in documents that are linked to and considered part of the official records.	8 years after transferring record to NARA.	
7.	Systems Security Records		
	a. Access Request Files		
	Requests and authorization for individuals to have access to communication security (COMSEC) information.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy 2 years after authorization expires.	NC1-431-81-5 Item 1.5.39.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.	N1-431-03-1 Item 7.a(2)
	(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 OIS 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.	N1-431-03-1 Item 7.a(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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 when authorization expires. Destroy 2 years after cutoff.	N1-431-03-1 Item 7.a(4)
	b. Document and Material Transfer Records COMSEC document and material transfer records, package receipts and COMSEC material reports, SF 153. Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy 2 years after completion of transaction.	NC1-431-81-5 Item 1.5.39.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.	N1-431-03-1 Item 7.b(2)
	(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 OIS 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.	N1-431-03-1 Item 7.b(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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 completion of transaction. Destroy 2 years after cutoff.	N1-431-03-1 Item 7.b(4)
	c. Inventory of COMSEC Documents and Material		
	(1) Periodic inventories of COMSEC documents and material in cases where no discrepancies exist.		
	Record keeping system: ADAMS.		
	(a) Paper records created before 04/01/2000.	Destroy after the succeeding inventory is submitted and verified.	NC1-431-81-5 Item 1.5.39.c.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.	N1-431-03-1 Item 7.c(1)(b)
	(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 OIS	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-03-1 Item 7.c(1)(c)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.		
	(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 after the succeeding inventory is submitted and verified. Destroy immediately.	N1-431-03-1 Item 7.c(1)(d)
	(2) Periodic inventories of COMSEC documents and material where discrepancies exist.		
	Record keeping system: ADAMS.		
	(a) Paper records created before 04/01/2000.	Destroy after the succeeding inventory is submitted and verified and all discrepancies resolved.	NC1-431-81-5 Item 1.5.39.c.2
	(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.	N1-431-03-1 Item 7.c(2)(b)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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 OIS 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.	N1-431-03-1 Item 7.c(2)(c)
	(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 after the succeeding inventory is submitted and verified and all discrepancies resolved. Destroy immediately.	N1-431-03-1 Item 7.c(2)(d)
	(3) Inventories conducted on change or absence or COMSEC custodian. Record keeping system: ADAMS.		
	(a) Paper records created before 04/01/2000.	Destroy 1 year after conducted, verified, and all discrepancies resolved.	N1-431-03-1 Item 7.c(3)(a)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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.	N1-431-03-1 Item 7.c(3)(b)
	(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 OIS 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.	N1-431-03-1 Item 7.c(3)(c)
	(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 inventory being conducted, verified, and all discrepancies resolved. Destroy 1 year after cutoff.	N1-431-03-1 Item 7.c(3)(d)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(4) Inventories conducted periodically or on change or absence of COMSEC custodian where irregularities exist or have existed. Record keeping system: ADAMS.		
	(a) Paper records created before 04/01/2000.	Destroy when all purposes have been served.	NC1-431-81-5 Item 1.5.39.c.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.	N1-431-03-1 Item 7.c(4)(b)
	(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 OIS 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.	N1-431-03-1 Item 7.c(4)(c)
	(d) ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files;	Cut off electronic files when all purposes have been served. Destroy immediately.	N1-431-03-1 Item 7.c(4)(d)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.		
	d. Loss or Compromise of Accountable COMSEC Documents or Material		
	Message reports, letter reports, or other documents relating to loss or compromise of accountable COMSEC documents or material.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy only after accountability established or evidence of compromise negated.	NC1-431-81-5 Item 1.5.39.d
	(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.	N1-431-03-1 Item 7.d(2)
	(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 OIS 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.	N1-431-03-1 Item 7.d(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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 after accountability established or evidence of compromise negated. Destroy immediately.	N1-431-03-1 Item 7.d(4)
	e. Document and Material Destruction		
	Key card disposition record, key list disposition record, and other records of destruction of accountable COMSEC documents or material.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy when 2 years old.	NC1-431-81-5 Item 1.5.39.e
	(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.	N1-431-03-1 Item 7.e(2)
	(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 OIS processing staff after creation of the ADAMS records. Included are electronic records created internally using	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-03-1 Item 7.e(3)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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 close of fiscal year. Destroy 2 years after cutoff.	N1-431-03-1 Item 7.e(4)
	f. Reportable Telecommunications Insecurities		
	Reports of any deviation or incident which could adversely affect the security of a telecommunication system.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy 5 years after all action has been completed.	NC1-431-81-5 Item 1.5.39.f
	(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.	N1-431-03-1 Item 7.f(2)
	(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 OIS processing staff after creation of the ADAMS	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-03-1 Item 7.f(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.		
	(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 completion of final action. Destroy 5 years after cutoff.	N1-431-03-1 Item 7.f(4)
	g. Security Proposals for the Establishment of Centers and Use of Equipment		
	Security proposals for the establishment of secure communications centers, installation of equipment, or systems.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy 2 years after the center is deactivated, equipment has been replaced or system is changed.	NC1-431-81-5 Item 1.5.39.g
	(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.	N1-431-03-1 Item 7.g(2)
	(3) Copies of electronic files stored outside of ADAMS used to create ADAMS Portable	Destroy after creation of ADAMS electronic record or when no longer needed for	N1-431-03-1 Item 7.g(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OIS 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.	reference or updating, whichever is later.	
	(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 center deactivation, equipment replacement, or system change. Destroy 2 years after cutoff.	N1-431-03-1 Item 7.g(4)
	h. Equipment		
	List of equipment comprising a secure telecommunications system (e.g., terminal equipment, cryptographic equipment and modems).		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy when no longer applicable.	NC1-431-81-5 Item 1.5.39.h
	(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.	N1-431-03-1 Item 7.h(2)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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 OIS 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.	N1-431-03-1 Item 7.h(3)
	(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 when list is no longer applicable. Destroy immediately.	N1-431-03-1 Item 7.h(4)
i.	Floor Plans		
	Floor plans of secure communications centers showing the location of equipment, the construction of walls, floors, and ceilings of the room(s), or separate architectural details such as doors, windows, or ducts.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy when secure communications centers have been relocated.	NC1-431-81-5 Item 1.5.39.I

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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.	N1-431-03-1 Item 7.I(2)
	(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 OIS 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.	N1-431-03-1 Item 7.I(3)
	(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 relocating secure communication center. Destroy immediately.	N1-431-03-1 Item 7.I(4)
j.	Installation Drawings		
	Installation drawings, e.g., wiring diagrams and conduit plans for the secure telecommunications equipment.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy when equipment has been replaced.	NC1-431-81-5 Item 1.5.39.j

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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.	N1-431-03-1 Item 7.j(2)
	(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 OIS 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.	N1-431-03-1 Item 7.j(3)
	(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 when equipment is replaced. Destroy immediately.	N1-431-03-1 Item 7.j(4)
	k. Standard Operating Instructions		
	Standard operating instructions for secure communications centers.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy when secure communications center is no longer operable.	NC1-431-81-5 Item 1.5.39.k

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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.	N1-431-03-1 Item 7.k(2)
	(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 OIS 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.	N1-431-03-1 Item 7.k(3)
	(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 when secure communications center is no longer operable. Destroy immediately.	N1-431-03-1 Item 7.k(4)
l.	Tempest and Acoustic Tests		
	Documents relating to Tempest tests or tests conducted of secure communications centers.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy after subsequent tests have been conducted and results approved.	NC1-431-81-5 Item 1.5.39.1

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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.	N1-431-03-1 Item 7.l(2)
	(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 OIS 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.	N1-431-03-1 Item 7.l(3)
	(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 approval of subsequent tests. Destroy immediately.	N1-431-03-1 Item 7.l(4)
	m. Audio Countermeasure Inspection Files Records of sweep requests (NRC Form 337) and sweep reports (NRC Form 336) relating to the examination and inspection using sophisticated electronic equipment. Record keeping system: ADAMS.		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(1) Paper records created before 04/01/2000.	Destroy after the succeeding inspection is conducted.	NC1-431-81-5 Item 1.5.39.m
	(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.	N1-431-03-1 Item 7.m(2)
	(3) Electronic records used as the source to create ADAMS PDF files, bit-mapped image files, and ASCII files that remain with staff members and OIS 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.	N1-431-03-1 Item 7.m(3)
	(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 conducting succeeding inspection. Destroy immediately.	N1-431-03-1 Item 7.m(4)

NRC Schedule 2

RECORDS OF NRC OFFICES

PART 21. RECORDS OF THE OFFICE OF PUBLIC AFFAIRS

The Office of Public Affairs (OPA) develops policies, programs, and procedures for the Chairman's approval for informing the public of NRC activities. Prepares, clears, and disseminates information to the public and the news media concerning NRC policies, programs, and activities; keeps NRC management informed on media coverage of activities of interest to the agency; plans, directs, and coordinates the activities of public information staffs located at Regional Offices; conducts a cooperative program with schools; and carries out assigned activities in the area of consumer affairs.

The following record schedules were developed for records unique to OPA. Reference NRC Schedule 1, "Records Common to Most Offices," and the General Records Schedules 1 through 26 for other applicable schedules. Applicable schedules have been identified on the "Files Maintenance and Disposition Plans" retained by the office Records Liaison Officer.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
1.	**General Program Correspondence Files (Subject Files)** Letters, memoranda, messages, studies, reports, forms, and other data documenting and/or implementing plans, policies, procedures, accomplishments, opinions, and decisions pertaining to Office of Public Affairs (OPA) program and staff activities. Record keeping system: ADAMS. a. Program Correspondence Files at the Office Director Level. Files that document policy- making decisions or significant OPA program management functions that are signed by or addressed to the OPA Director or Deputy Director. Excluded is program correspondence that documents routine transactions for which the		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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 Record Center through OIS. OIS will transfer to NARA when 20 years old.	NC1-431-81-5 Item 1.2.15.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.	N1-431-99-6 Item 1.a(2)
	(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 OIS 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.	N1-431-99-6 Item 1.a(3)
	(4) ADAMS PDF files and TIFF files.	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	N1-431-99-6 Item 1.a(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		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.	
	(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 § 1228.270 when the PDF files and TIFF files are transferred.	N1-431-99-6 Item 1.a(5)
	b. Program Correspondence Files Created or Received Below the Office Director Level. Files that document policy making decisions, significant OPA program management functions and program operations. They are signed by or addressed to OPA management and staff below the Office Director level. 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.	Cut off at close of fiscal year. Hold 2 years and retire to the Washington National Record	NC1-431-81-5 Item 1.2.15.b

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		Center through OIS. Destroy 10 years after cutoff.	
	(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.	N1-431-99-6 Item 1.b(2)
	(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 OIS 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.	N1-431-99-6 Item 1.b(3)
	(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.	N1-431-99-6 Item 1.b(4)
	c. Routine Program Correspondence Files Created or Received at All Organizational Levels.		
	Files documenting program transactions of a routine or		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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
	(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.	N1-431-99-6 Item 1.c(2)
	(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 OIS 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.	N1-431-99-6 Item 1.c(3)
	(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.	N1-431-99-6 Item 1.c(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
2.	**Information Files Containing Press Releases and Official Speeches**		
	Complete set of formal informational releases and publications, press conference transcripts, official speeches, and indexes thereto maintained by the Office of Public Affairs.		
	Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Permanent. Offer to NARA when 10 years old.	NC1-431-81-5 Item 1.5.34
	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.	N1-431-99-6 Item 2.b
	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 OIS 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.	N1-431-99-6 Item 2.c
	d. ADAMS PDF files and TIFF files.	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	N1-431-99-6 Item 2.d

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		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.	
	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 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 § 1228.270 when the PDF files and TIFF files are transferred.	N1-431-99-6 Item 2.e

NRC Schedule 2

RECORDS OF NRC OFFICES

PART 22. RECORDS OF THE OFFICE OF THE SECRETARY

The Office of the Secretary of the Commission (SECY) develops policies and procedures for the provision of complete secretariat services required for the discharge of Commission business and implementation of Commission decisions. The Secretary advises and assists, the Commission, offices reporting directly to the Commission, and staff on the planning, scheduling, and conduct of Commission business. The Assistant Secretary performs functions of the Federal Advisory Committee Management Officer, and maintains liaison with certain boards and advisory committees.

The following record schedules were developed for records unique to SECY. Reference NRC Schedule 1, "Records Common to Most Offices," and the General Records Schedules 1 through 26 for other applicable schedules. Applicable schedules have been identified on the "Files Maintenance and Disposition Plans" retained by the office Records Liaison Officer.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
1.	**Commission's Decisional License Docket Files** The official license files of the Commission maintained in the Office of the Secretary containing copies of Licensing Board and Appeal Panel Orders and transcripts of hearings, exhibits consisting of copies of pertinent staff documents, Commission orders and decisions, and filings by various parties and related documentation in all licensing proceedings. The files are arranged numerically by docket number. Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Permanent. Transfer to the National Archives 5 years after expiration or revocation of license.	NC1-431-81-5 Item 1.3.16
	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.	N1-431-01-2 Item 1.b

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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 OIS 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.	N1-431-01-2 Item 1.c
	d. ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files upon expiration or revocation of license. Transfer to the National Archives 5 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. If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform that meets the standards contained in 36 CFR 1230.14. Destroy NRC copy 20 years after transfer.	N1-431-01-2 Item 1.d
	e. ADAMS document profiles and ADAMS document packages	Permanent. Cut off electronic files with related PDF files and	N1-431-01-2 Item 1.e

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.	TIFF files. Transfer to the National Archives according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 20 years after transfer.	
2.	**Commission Decision-Making Files**		
	a. Commission Papers, generally referred to as SECY Papers, and Commission Action Memoranda (COMs), are formal documents prepared by NRC staff offices, Commission staff offices, ACRS, and Boards and Panels as the principal instrument by which the Commission receives recommendations for decision and information on significant matters. Copies of all decision-making papers are filed subjectively in the Secretariat subject files (NRC Schedule 1, Part 2, Item 1a).		
	Record keeping system: Paper.		
	(1) Commission (SECY) Paper Comment Folders which are case files comprising the official record of the Commissioners' voting and their comments. Folders include a copy of the SECY Paper, vote sheets, and related comments and correspondence, arranged numerically by SECY Paper Number.	Permanent. Offer to NARA when 20 years old.	NC1-431-81-5 Item 1.2.7

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(2) Electronic records created or received used as the source to create paper records that are filed in the COM Comment Folders. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, E-mail, etc.) and electronic records received internally and from outside the agency.	Create paper record of the electronic document on the day created or received or as soon as practical and file in appropriate official files. Destroy electronic version immediately after creating official record copy or when no longer needed for reference or updating, whichever is later.	N1-431-02-1 Item 1.a(2)
	b. Commission Action Memoranda (COMs) Comment Folders Record keeping system: Paper		
	(1) COM-Comment Folders contain written exchanges between the Commissioners or memoranda from the staff of other Commission-level offices to the Commission seeking guidance from the Commission. Folders include a copy of the original memoranda, individual votes of the Commissioners, and related comments and correspondence, arranged by the unique COM number.	Permanent. Transfer to NARA when 20 years old.	N1-431-02-1 Item 1.b(1)
	(2) Electronic records created or received used as the source to create paper records that are filed in the COM Comment Folders. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms,	Create paper record of the electronic document on the day created or received or as soon as practical and file in appropriate official files. Destroy electronic version immediately after creating official record copy or when no longer needed for	N1-431-02-1 Item1.b(2)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	E-mail, etc.) and electronic records received internally and from outside the agency.	reference or updating, whichever is later.	
	c. Other copies of Commission (SECY Papers. Record keeping system: Paper	Destroy when no longer needed for reference	NC1-431-81-5 Item 1.2.7.b
3.	**Commission Tracking System**		
	The system generates reports which contain information on all tasks assigned to staff by Commission action; the tasks are contained in SECY Staff Requirements Memorandums, SRMs. The reports list each task according to the office responsible for the action, and the status of each action (i.e., complete, overdue, or on schedule). Record keeping system: Electronic Information System.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.	NC1-431-81-2 Item 12.K.1
4.	**Committee and Conference Records**		
	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. Record keeping system: ADAMS.		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(1) Paper records created before 04/01/2000.	Permanent. Cut off when NRC involvement terminates. OIS will transfer to the National Archives 20 years after cutoff.	N1-431-01-2 Item 2.a(1)
	(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.	N1-431-01-2 Item 2.a(2)
	(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 OIS 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.	N1-431-01-2 Item 2.a(3)
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files when NRC involvement terminates. Transfer to the National Archives 5 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. If transfer in an	N1-431-01-2 Item 2.a(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform that meets the standards contained in 36 CFR 1230.14. Destroy NRC copy 20 years after transfer.	
	(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 the National Archives according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 20 years after transfer.	N1-431-01-2 Item 2.a(5)
	b. Agenda, minutes, final reports, and related records documenting accomplishments created by committees and for conferences when NRC is not the sponsoring agency.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy when 3 years old or earlier if no longer needed for reference.	N1-431-01-2 Item 2.b(1)
	(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.	N1-431-01-2 Item 2.b(2)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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 OIS 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.	N1-431-01-2 Item 2.b(3)
	(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.	N1-431-01-2 Item 2.b(4)
	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. Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy when 3 years old or earlier if no longer needed for reference.	N1-431-01-2 Item 2.c(1)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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.	N1-431-01-2 Item 2.c(2)
	(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 OIS 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.	N1-431-01-2 Item 2.c(3)
	(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.	N1-431-01-2 Item 2.c(4)
5.	**General Program Correspondence Files (Subject Files)** (signed by the Chairman maintained in paper) Letters, memoranda, messages, studies, reports, forms, and other data documenting and/or implementing plans, policies, procedures, accomplishments, opinions, and		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	decisions pertaining to Office of the Secretary of the Commission (SECY) program and staff activities.		
	Record keeping system: Paper.		
	a. Program Correspondence Files at the Commission Level.		
	(1) Files that document the Commission's policymaking decisions or significant NRC program management functions that are addressed to the Commission and sign by the Chairman. Excluded is program correspondence that documents routine transactions for which the record content is summarized or duplicated in higher level documents.	Permanent. Cut off at close of fiscal year. Hold 10 years and retire to WNRC through OIS. OIS will transfer to NARA when 20 years old.	NC1-431-02-1 Item 2.a(1)
	(2) Electronic records created or received used as the source to create paper records that are filed in the Program Correspondence Files. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, E-mail, etc,) and electronic records received internally and from outside the agency.	Create paper record of the electronic document on the day created or received or as soon as practical and file in appropriate official files. Destroy electronic version immediately after creating official record copy or when no longer needed for reference or updating,	NC1-431-02-1 Item 2.a(2)
	b. Routine Program Correspondence Files Created or Received at all Organizational Levels		
	(1) Files documenting program transactions of a routine or	Destroy when 10 years old, or sooner if purpose has been	NC1-431-02-1 Item 2.b(1)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	recurring nature, the record content of which is summarized or duplicated in Item a, above.	served.	
	(2) Electronic records created or received used as the source to create paper records that are filed in the Routine Program Correspondence Files. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, E-mail, etc,) and electronic records received internally and from outside the agency.	Create paper record of the electronic document on the day created or received or as soon as practical and file in appropriate official files. Destroy electronic version immediately after creating official record copy or when no longer needed for reference or updating.	NC1-431-02-1 Item 2.b(2)
6.	General Program Correspondence Files (Subject Files) (signed below the Chairman level maintained in ADAMS) 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 Secretary of the Commission (SECY) program and staff activities. Record keeping system: ADAMS.		
	a. Program Correspondence Files at the Commission Level. Files that document the Commission's policymaking decisions or significant NRC program management functions that are addressed to the Commission and signed by Office Directors		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	reporting to the Commission. 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 10 years and retire to the Washington National Record Center through OIS. OIS will transfer to the National Archives when 20 years old.	NC1-431-81-5 Item 1.2.15.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.	N1-431-01-2 Item 3.a(2)
	(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 OIS 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.	N1-431-01-2 Item 3.a(3)
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files at close of fiscal year. Transfer to the National Archives 5 years after cut-off.	N1-431-01-2 Item 3.a(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		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. If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform that meets the standards contained in 36 CFR 1230.14. Destroy NRC copy 20 years after transfer.	
	(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 the National Archives according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 20 years after transfer.	N1-431-01-2 Item 3.a(5)
	b. Program Correspondence Files Created or Received at the Division Level and Below.		
	Files that document policy making decisions, significant or program management functions and program operations. They are signed by or		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	addressed to Commission management and staff below the Office Director level. 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.	Cut off at close of fiscal year. Hold 5 years and retire to the Washington National Record Center through OIS. Destroy 10 years after cutoff.	NC1-431-81-5 Item 1.2.15.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.	N1-431-01-2 Item 3.b(2)
	(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 OIS 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.	N1-431-01-2 Item 3.b(3)
	(4) ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files;	Cut off electronic files at close of fiscal year. Destroy 10 years after cutoff.	N1-431-01-2 Item 3.b(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.		
	c. Routine Program Correspondence Files Created or Received at All Organizational Levels. 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 10 years old, or sooner if purpose has been served.	N1-431-01-2 Item 3.c(1)
	(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.	N1-431-01-2 Item 3.c(2)
	(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 OIS 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.	N1-431-01-2 Item 3.c(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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.	N1-431-01-2 Item 3.c(4)
7.	**Narrative Histories**		
	Narrative histories of the Commission and its work, including oral history projects.		
	Record keeping system: ADAMS.		
	a. Record copy maintained by the NRC Historian.		
	(1) Paper records created before 04/01/2000.	Permanent. Transfer to the National Archives when 20 years old.	N1-431-01-2 Item 4.a(1)
	(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.	N1-431-01-2 Item 4.a(2)
	(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 OIS 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.	N1-431-01-2 Item 4.a(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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 5 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. If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform that meets the standards contained in 36 CFR 1230.14. Destroy NRC copy 20 years after transfer.	N1-431-01-2 Item 4.a(4)
	(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 the National Archives according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 20 years after transfer.	N1-431-01-2 Item 4.a(5)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
8.	**Oral History Sound Recordings**		
	Oral history sound recordings of NRC officials maintained by the Chief Historian, Office of the Secretary.	Erase and reuse when no longer needed.	NC1-431-91-4 Item 4.b
	Record keeping system: Audio tape.		
9.	**Regulatory History Files for Proposed and Final Rulemaking**		
	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 *Federal Register* Notices.		
	Record keeping system: ADAMS.		
	a. Official case files created by the Commission and SECY.		
	(1) Paper records created before 04/01/2000.	Permanent. Cut off when regulation is issued through notice in the *Federal Register*. OIS will transfer to the National Archives 20 years after cutoff.	N1-431-01-2 Item 5.a(1)
	(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.	N1-431-01-2 Item 5.a(2)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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 OIS 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.	N1-431-01-2 Item 5.a(3)
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files when regulation is issued through notice in the *Federal Register*. Transfer to the National Archives 5 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. If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform that meets the standards contained in 36 CFR 1230.14. Destroy NRC copy 20 years after transfer.	N1-431-01-2 Item 5.a(4)

RECORDS OF NRC OFFICES

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.	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to the National Archives according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 20 years after transfer.	N1-431-01-2 Item 5.a(5)
10.	**Rulemaking Docket Files**		
	Copies of rulemaking documents sent to the Office of the Federal Register for publication, and related correspondence and other documentation.		
	Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Destroy 10 years after the completion (through adoption or withdrawal) or rulemaking proceedings noticed in the Federal Register.	N1-431-01-2 Item 6.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.	N1-431-01-2 Item 6.b
	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 OIS processing staff after creation of the ADAMS records. Included are electronic records created internally using	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-01-2 Item 6.c

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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 after the completion (through adoption or withdrawal) or rulemaking proceedings noticed in the Federal Register. Destroy 10 years after cutoff.	N1-431-01-2 Item 6.d
11.	**Stenographic Tapes of Commission Meetings**		
	a. Tapes of open meetings. Record keeping system: Audio tape.	Destroy when transcribed.	NC1-431-81-5 Item 1.2.9
	b. Tapes of closed meetings. Record keeping system: Audio tape.	Destroy when two years old or later when a complete transcript has been disclosed, except that all tapes of TMI are to be retained until disposal has been authorized by the Office of general Counsel.	
12.	**Transcripts of Commission Meetings**		
	Verbatim transcripts of open and closed meetings of the Commission, arranged chronologically by date of meeting. Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Permanent. Transfer to the National Archives when 20 years old.	NC1-431-81-5 Item 2.3.8

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.	N1-431-01-2 Item 7.b
	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 OIS 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.	N1-431-01-2 Item 7.c
	d. ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files at close of fiscal year. Transfer to the National Archives 5 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. If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform that meets the standards contained in 36 CFR 1230.14. Destroy NRC copy 20 years after transfer.	N1-431-01-2 Item 7.d

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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 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 the National Archives according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 20 years after transfer.	N1-431-01-2 Item 7.e

NRC Schedule 2

RECORDS OF NRC OFFICES

PART 23. RECORDS OF THE OFFICE OF SMALL BUSINESS AND CIVIL RIGHTS

The Office of Small Business and Civil Rights (OSBCR) develops and implements, in cooperation with the Director, Division of Contracts and Property Management, and Directors of other affected Offices, specific policies and procedures to carry out the functions and duties of Sections 8 and 15 of the Small Business Act and Executive Order 12138, as they relate to the NRC. Provides focus for NRC efforts to assist small businesses, small businesses owned by socially or economically disadvantaged individuals, women-owned businesses, and firms in labor surplus areas.

The following record schedule was developed for records unique to the OSBCR. Reference NRC Schedule 1, "Records Common to Most Offices," and the General Records Schedules 1 through 26 for other applicable schedules. Applicable schedules have been identified on the "Files Maintenance and Disposition Plans" retained by the office Records Liaison Officer.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
1.	General Program Correspondence Files (Subject Files)		
	Letters, memoranda, messages, studies, reports, forms, and other data documenting and/or implementing plans, policies, procedures, accomplishments, opinions, and decisions pertaining to Office of Small Business and Civil Rights (SBCR) program and staff activities.		
	Record keeping system: ADAMS.		
	a. Program Correspondence Files at the Office Director Level.		
	Files that document policy- making decisions or significant SBCR program management functions that are signed by or addressed to the SBCR Director or Deputy Director. Excluded are records related to the small and disadvantaged business utilization program, and records		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	related to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent later legislation, and records related to the agency EEO Committees.		
	(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 Record Center through OIS. OIS will transfer to NARA when 20 years old.	NC1-431-81-5 Item 1.2.15.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.	N1-431-99-5 Item 1.a(2)
	(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 OIS 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.	N1-431-99-5 Item 1.a(3)
	(4) ADAMS PDF files and TIFF files.	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	N1-431-99-5 Item 1.a(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		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.	
	(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 § 1228.270 when the PDF files and TIFF files are transferred.	N1-431-99-5 Item 1.a(5)

NRC Schedule 2

RECORDS OF NRC OFFICES

PART 24. RECORDS OF THE OFFICE OF STATE AND TRIBAL PROGRAMS

The Office of State and Tribal Programs (STP) plans and directs NRC's program of cooperation and liaison with States, local governments, interstate, and Indian Tribe organizations. Participates in the formulation of policies involving NRC/State cooperation and liaison; develops and directs administrative and contractual programs for coordinating and integrating Federal and State regulatory activities; maintains liaison between NRC and State, interstate, regional, Indian Tribe, and quasi-governmental organizations on regulatory matters; monitors nuclear-related State legislative activities; and directs regulatory activities of State Liaison Officers located in Regional Offices. Participates in policy matters on State Public Utility Commissions (PUCs).

STP also plans, implements, and manages the State Agreements program under the provisions of Section 274 of the Atomic Energy of 1954, as amended. Monitors the State Agreements program to evaluate its compatibility with the NRC regulatory program and adequacy to protect the public health and safety. Provides and coordinates training and technical assistance to the Agreement States. Recommends and administers policy for the Agreements State programs. Directs regulatory activities of State Agreement Officers located in Regional Offices. Provides technical support and guidance to other NRC offices whose functional responsibilities require liaison with State Agreement operations. Reviews Agreement State materials licensing and inspection programs for technical adequacy and consistency.

The following record schedules were developed for records unique to STP. Reference General Records Schedules 1 through 26 for other applicable schedules. Applicable schedules have been identified on the "Files Maintenance and Disposition Plans" retained by the office Records Liaison Officer.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
1.	Agreement State Files		
	a. Copies of State-enabling legislation, cooperative agreements between NRC and State government agencies, and Commission papers on the Agreements. Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000, and original, signed State Agreements in paper format created after that date.	Permanent. Cut off file upon revocation or termination of agreement. OIS will transfer to NARA 5 years after cutoff.	NC1-431-81-5 Item 4.10.38.a

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(2) Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files excluding original, signed State Agreements described above.	Destroy paper documents 2 months after creation of ADAMS electronic record.	N1-431-99-4 Item 1.a(2)
	(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 OIS 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.	N1-431-99-4 Item 1.a(3)
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files upon revocation or termination of agreement. 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.	N1-431-99-4 Item 1.a(4)

RECORDS OF NRC OFFICES

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.	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred.	N1-431-99-4 Item 1.a(5)
	b. Integrated Materials Performance Evaluation Program (IMPEP) records including Review Team reports, questionnaires, and internal correspondence and correspondence with individual Agreement States.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Permanent. Cut off file upon revocation or termination of agreement. Transfer to NARA 5 years after revocation or termination.	NC1-431-81-5 Item 4.10.38.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.	N1-431-99-4 Item 1.b(2)
	(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 OIS processing staff after creation of the ADAMS	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-99-4 Item 1.b(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.		
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files upon revocation or termination of agreement. 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.	N1-431-99-4 Item 1.b(4)
	(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 § 1228.270 when the PDF files and TIFF files are transferred.	N1-431-99-4 Item 1.b(5)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
2.	General Program Correspondence Files (Subject Files)		
	Letters, memoranda, messages, studies, reports, forms, and other data documenting and/or implementing plans, policies, procedures, accomplishments, opinions, and decisions pertaining to Office of State Program (STP) program and staff activities.		
	Record keeping system: ADAMS.		
	a. Program Correspondence Files at the Office Director Level.		
	Files that document policy- making decisions or significant STP program management functions that are signed by or addressed to the STP 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 Record Center through OIS. OIS will transfer to NARA when 20 years old.	NC1-431-81-5 Item 1.2.15.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.	N1-431-99-4 Item 2.a(2)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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 OIS 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.	N1-431-99-4 Item 2.a(3)
	(4) ADAMS PDF files and TIFF files.	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 8 years after transferring record to NARA.	N1-431-99-4 Item 2.a(4)
	(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	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred.	N1-431-99-4 Item 2.a(5)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	management and staff concurrences in documents that are linked to and considered part of the official records.		
	b. Program Correspondence Files Created or Received Below the Office Director Level.		
	Files that document policy making decisions, significant STP program management functions and program operations. They are signed by or addressed to STP management and staff below the Office Director level. 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.	Cut off at close of fiscal year. Hold 2 years and retire to the Washington National Record Center through OIS. Destroy 10 years after cutoff.	NC1-431-81-5 Item 1.2.15.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.	N1-431-99-4 Item 2.b(2)
	(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 OIS processing staff after creation of the ADAMS	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-99-4 Item 2.b(3)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.		
	(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.	N1-431-99-4 Item 2.b(4)
	c. Routine Program Correspondence Files Created or Received at All Organizational Levels. 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
	(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.	N1-431-99-4 Item 2.c(2)
	(3) 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.	N1-431-99-4 Item 2.c(3)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	remain with staff members and OIS 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.		
	(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.	N1-431-99-4 Item 2.c(4)
3.	Non-Agreement State Files		
	Copies of State Acts pertaining to nuclear regulatory matters and related correspondence with individual non-Agreement States.		
	Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Cut off at close of fiscal year. Destroy 10 years after cutoff.	NC1-431-81-5 Item 4.10.39
	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.	N1-431-99-4 Item 4.b
	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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-99-4 Item 4.c

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	members and OIS 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.		
	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 10 years after cutoff.	N1-431-99-4 Item 4.d
4.	Training Files		
	Correspondence and reports pertaining to the presentation and attendance by individuals at NRC-sponsored training courses for Agreement State personnel.		
	Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Cut off at close of fiscal year. Destroy when 3 years old.	NC1-431-81-5 Item 4.10.40
	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.	N1-431-99-4 Item 3.b
	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 OIS processing staff after creation of the ADAMS	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-99-4 Item 3.c

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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 at close of fiscal year. Destroy 3 years after cutoff.	N1-431-99-4 Item 3.d

NRC Schedule 2

RECORDS OF NRC OFFICES

PART 25. RECORDS OF THE REGIONAL OFFICES

The NRC Regional Offices execute established NRC policies and assigned programs relating to inspection, licensing, incident response, governmental liaison, resource management, and human resources.

The following record schedules were developed for records unique to the Regions. Reference NRC Schedule 1, "Records Common to Most Offices," and the General Records Schedules 1 through 26 for other applicable schedules. Applicable schedules have been identified on the "Files Maintenance and Disposition Plans" retained by the office Records Liaison Officer.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
1.	**Action Item Tracking System (AITS)**		
	The system tracks the status of individual work assignments for inspection and enforcement and its principal organizational components. Record keeping system: Electronic Information System.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.	NC1-431-81-2 Item 12.C.1
2.	**Allegation Case Files**		
	Official case files located in Regional Offices documenting the receipt, evaluation, and resolution of allegations that pertain to issues associated with NRC licensees and nuclear industry vendors. Case files include, for example, the original incoming document, minutes and summaries of allegation review panel meeting, correspondence with allegers and licensees, memos to and from OI, inspection reports, staff safety evaluations, Allegation Management System printouts, documents showing staff resolution, and cclosure documents to the alleger. Record keeping system: Paper.	Cut off files upon final resolution of allegation. Retain in office for two years or until no longer needed for current activities, then retire to the Federal Records Center. Destroy 10 years after cut off.	N1-431-00-20, Item 1.a

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
3.	Committee and Conference Records		
	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. Excluding routine internal committee and conference records covered by GRS 26-1.a.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Permanent. Cut off when NRC involvement terminates. OIS will transfer to NARA 10 years after cutoff.	N1-431-00-20 Item 2.a(1)
	(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.	N1-431-00-20 Item 2.a(2)
	(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 OIS 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.	N1-431-00-20 Item 2.a(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	e-mail, etc.) and electronic records received from outside the agency.		
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files 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 record to NARA.	N1-431-00-20 Item 2.a(4)
	(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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-00-20 Item 2.a(5)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	b. Agenda, minutes, final reports, and related records documenting accomplishments created by committees and for conferences when NRC is not the sponsoring agency. Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy when 3 years old or earlier if no longer needed for reference.	N1-431-00-20 Item 2.b(1)
	(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.	N1-431-00-20 Item 2.b(2)
	(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 OIS 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.	N1-431-00-20 Item 2.b(3)
	(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	Cut off electronic files upon termination of committee. Destroy 3 years after cutoff.	N1-431-00-20 Item 2.b(4)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	ADAMS digital signature and concurrence data.		
	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.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Destroy when 3 years old or earlier no longer needed for reference.	N1-431-00-20 Item 2.c(1)
	(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.	N1-431-00-20 Item 2.c(2)
	(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 OIS 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.	N1-431-00-20 Item 2.c(3)
	(4) ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files;	Cut off electronic files upon termination of committee. Destroy 3 years after cutoff	N1-431-00-20 Item 2.c(4)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	ADAMS document profiles and document packages; and ADAMS digital signature and concurrence data.		
4.	**Duplicate Nuclear Power Plant Docket Files**		
	Duplicate copies of NRR's nuclear power plant docket files located in the regional offices except for documentation described in Item 13b below.	Destroy when 5 years old or sooner if purpose has been served.	NC1-431-81-5 Item 1.3.10.d
	Record keeping system: Paper.		
5.	**Emergency Planning Files**		
	a. Case files accumulated in the Regional Offices, consisting of a record copy of each plan or directive issued, and related background papers.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Permanent. Transfer to NARA when 20 years old.	NC1-431-81-1 Item 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.	N1-431-00-20 Item 4.a(2)
	(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 OIS processing staff after	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-20 Item 4.a(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.		
	(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 8 years after transferring record to NARA.	N1-431-00-20 Item 4.a(4)
	(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	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record	N1-431-00-20 Item 4.a(5)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	management and staff concurrences in documents that are linked to and considered part of the official records.	to NARA.	
	b. Record set of NRC reports of operation tests accumulated in the Regional Offices consisting of consolidated or comprehensive reports reflecting results of tests conducted under emergency plans.		
	Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Permanent. Transfer to NARA when 20 years old.	NC1-431-81-1 Item 3.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.	N1-431-00-20 Item 4.b(2)
	(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 OIS 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.	N1-431-00-20 Item 4.b(3)
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files at close of fiscal year. Transfer to the National	N1-431-00-20 Item 4.b(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-00-20 Item 4.b(5)
6.	**Enforcement Action Case Files**		
	Case files located in the Office of Enforcement and in the Regions documenting enforcement actions and violations in all activity areas at all severity levels. Case files include		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	Orders, Notices of Violations with and without Civil Penalties, Orders Imposing Civil Penalties, Letters of Reprimand, and Demands for Information; licensee responses to the actions; and other relevant documents pertinent to the action. Case files are arranged by Individual Action number as actions are issued. Record keeping system: ADAMS.		
	a. Significant Enforcement Actions Enforcement actions that have exceptional value because of the historical significance of their contents or their uniqueness. Included are files that: - Result in significant judicial decisions or legislation that affect the functions and activities of NRC; - Result in significant changes in regulatory activities and procedures; - Were the subject of congressional investigation or were of great public interest; or - Contributes substantive information supporting docket files identified for permanent retention.		
	(1) Paper records created before 04/01/2000.	Permanent. Cut off files when case is closed. Hold 5 years and retire to the Washington National Record Center through OIS. OIS will transfer to NARA with related indexes when 20 years old.	N1-431-00-20 Item 5.a(1)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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.	N1-431-00-20 Item 5.a(2)
	(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 OIS 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.	N1-431-00-20 Item 5.a(3)
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files when case is closed. 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	N1-431-00-20 Item 5.a(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		paper or to microform. 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.	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA.	N1-431-00-20 Item 5.a(5)
	b. All Other Enforcement Actions and Violations		
	(1) Paper records created before 04/01/2000.	Cut off files when case is closed. Hold 2 years and retire to the Washington National Record Center through OIS. Destroy 10 years after cutoff.	N1-431-00-20 Item 5.b(1)
	(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.	N1-431-00-20 Item 5.b(2)
	(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 OIS processing staff after creation of the ADAMS records. Included are electronic records created internally using	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-20 Item 5.b(3)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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 when case is closed. Destroy 10 years after cutoff.	N1-431-00-20 Item 5.b(4)
7.	**Fuel Facilities, Transportation, Byproduct, Source, and Special Nuclear Material Docket Files**		
	Case files documenting the licensing or certifying of persons, institutions, facilities, or companies to use byproduct, source, and special nuclear material, and to transport nuclear material as defined in 10 CFR Parts 30, 40, 50, 70, 71, 73, 74, 75, and 76. Included are the application, license or certificate and amendments, and all related licensing or certifying documentation. This series also includes general licenses, NRC Form 241, issued to Agreement States licensees to conduct business outside of the Agreement State. Decommissioning records for these licenses or certificates are permanent and require maintenance as a subset of each case file as specified in SECY 90-316. Reference Item c. below for authorized disposition of decommissioning files.		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	Excluded are case files (under 10 CFR Part 40) with license prefix of "SUA" which are covered by the High-Level, Low-Level, and Uranium Recovery Docket File schedule. Post 1983 Regional case files include the Inspection and Enforcement Case File documentation described in the Inspection and Enforcement Case File schedule and are retained as one case file under this schedule. For the purposes of applying the authorized disposition instructions, a withdrawn or denied license or certificate application is considered terminated on the date of withdrawal or denial.		
	Also excluded are classified and safeguards information records that will not be maintained in ADAMS, but will be maintained in paper format.		
	Record keeping system: ADAMS.		
	a. Case Files covering licensee for which licensing or certifying jurisdiction is transferred to the State under agreement covering transfer of function.		
	(1) Paper records created before 04/01/2000.	Transfer to Agreement States.	NC1-431-81-5 Item 1.3.22.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.	N1-431-00-20 Item 6.a(2)
	(3) Copies of electronic files stored outside of ADAMS used to create ADAMS Portable	Destroy after creation of ADAMS electronic record or when no longer needed for	N1-431-00-20 Item 6.a(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OIS 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.	reference or updating, whichever is later.	
	(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 request for transfer. Convert to media acceptable to NRC and Agreement State (paper, electronic, microform). Transfer to Agreement States. Destroy NRC copy 3 years after cutoff.	N1-431-00-20 Item 6.a(4)
	b. Official case files of NMSS and the Regional offices including the decommissioning segment, determined by the NRC to have exceptional value because of the historical significance of their contents or their uniqueness.		
	(1) Paper records created before 04/01/2000.	Permanent. Cut off upon license or certificate termination, following completion of decommissioning procedure. Retire to WNRC through OIS at end of fiscal year. Transfer to NARA 20 years after termination of license or certificate.	N1-431-00-20 Item 6.b(1)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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.	N1-431-00-20 Item 6.b(2)
	(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 OIS 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.	N1-431-00-20 Item 6.b(3)
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files upon licence or certificate termination following completion of decommissioning procedure. 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,	N1-431-00-20 Item 6.b(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		with NARA concurrence, records will be converted to paper or to microform. 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.	Permanent. Cut off electronic files with related PDF files and TIFF files. Transfer to NARA according to regulations found in 36 CFR § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA.	N1-431-00-20 Item 6.b(5)
	c. Decommissioning records segment of disposable licensing or certifying case files located at the Regional offices consisting of the following types of documents: 1. All license or certificate applications, amendment requests, and renewal requests. 2. Complete license or certificate, including all amendments. 3. Termination amendment. 4. Licensee request for license or certificate termination and all supporting documentation including plans for completion of decommissioning.		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	5. Forms dealing with disposition of material (NRC/AEC Form 314, AEC Form HQ-277, and other forms) and/or letters from licensees dealing with disposition and status of material.		
	6. Reports of NRC closeout inspections.		
	7. Letter of certification from NRC official stating that license or certificate can be terminated.		
	8. Any closeout survey by NRC, the licensee, or a contractor working for either NRC or the licensee.		
	9. Any additional documents dealing with disposition of waste or other material or residual contamination on the site, including records of on-site burials.		
	10. All documents related to determining the appropriate amounts for decommissioning of facilities, including cost estimates, certifications of financial assurance for decommissioning or decommissioning funding plans. This item excludes documents related to funding methods, standby trust agreements, letters of credit, insurance policies, self-guarantee documents, or other monetary instruments that are maintained by NMSS or the Regions. (See Item 7.d)		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	11. Records of spills and other unusual occurrences involving the spread of contamination in and around the facility, equipment, or site.		
	12. As-built drawings and modifications of structures and equipment in restricted areas where radioactive materials were used or stored and locations of possible inaccessible contamination.		
	13. Any additional documents which refer to decommissioning, decontamination, or termination of the license or certificate, including interim or partial decommissioning or specific facilities at any time during the history of licensed operations.		
	14. Any enforcement documents related to decommissioning and decontamination activities.		
	(1) Paper records created before 04/01/2000.	Permanent. Cut off upon license or certificate termination, following completion of decommissioning procedure. Retire to WNRC through OIS at end of fiscal year. Transfer to NARA 20 years after termination of license or certificate.	N1-431-00-20 Item 6.c(1)
	(2) Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Forward negotiable checks to the Materials Licensing Branch. Destroy other paper documents 2 months after creation of ADAMS electronic record.	N1-431-00-20 Item 6.c(2)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		Note that credit card payment authorization forms will not copied into ADAMS, but provided directly to the Material licensing Branch.	
	(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 OIS 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.	N1-431-00-20 Item 6.c(3)
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files upon licence termination following completion of decommissioning procedure. 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	N1-431-00-20 Item 6.c(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA.	N1-431-00-20 Item 6.c(5)
	d. All documents related to funding methods for financial assurance for decommissioning, including standby trust agreements, letters of credit, surety bonds, statements of intent, certificates of deposit, government securities, external sinking funds, parent company or self guarantees, standby trust agreements, decommissioning cost estimates, financial tests, or other financial assurance instrument documentation.		
	(1) Paper records created before 04/01/2000.	Cut off upon license or certificate termination following completion of decommissioning procedure. Return documents to licensee in accordance with Management Directive (MD) 8.12.	N1-431-00-20 Item 6.d(1)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(2) Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Forward paper documents to the Financial Assurance Instrument Custodian for storage in an approved container per MD 8.12. Upon termination of license or certificate or superseding of the document, return the superceded documents to the licensee.	N1-431-00-20 Item 6.d(2)
	(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 OIS 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.	N1-431-00-20 Item 6.d(3)
	(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 license or certificate termination following decommissioning procedure. Destroy 20 years after cutoff.	N1-431-00-20 Item 6.d(4)
	e. Other case files, excluding the decommissioning segment, that do not meet the criteria for permanent retention.		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(1) Paper records created before 04/01/2000.	Cut off upon license or certificate termination, following completion of decommissioning procedure. Retire to WNRC through OIS at the end of fiscal year. Destroy 20 years after termination of license or certificate.	N1-431-92-3 Item 1.d
	(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.	N1-431-00-20 Item 6.e(2)
	(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 OIS 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.	N1-431-00-20 Item 6.e(3)
	(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 license or certificate termination following completion of decommissioning procedure. Destroy 20 years after cutoff.	N1-431-00-20 Item 6.e(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
8.	General Program Correspondence Files (Subject Files)		
	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 Regional Administrator program and staff activities. Excluded are classified and safeguards information records that will not be maintained in ADAMS, but will be maintained in paper format.		
	Record keeping system: ADAMS.		
	a. Program Correspondence Files at the Regional Administrator Level.		
	Files that document policy- making decisions or significant Regional program management functions that are signed by or addressed to the Regional Administrator (RA) or Deputy RA. 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 Record Center through OIS. OIS will transfer to NARA when 20 years old.	NC1-431-81-5 Item 1.2.15.a
	(2) Paper records used as the source to create ADAMS Tagged	Destroy paper documents 2 months after creation of	N1-431-00-20 Item 7.a(2)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	Image File Format (TIFF) files and ASCII files.	ADAMS electronic record.	
	(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 OIS 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.	N1-431-00-20 Item 7.a(3)
	(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	N1-431-00-20 Item 7.a(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		NRC copy 8 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-00-20 Item 7.a(5)
	b. Program Correspondence Files Created or Received Below the Regional Administrator Level. Files that document policy making decisions, significant Regional program management functions and program operations. They are signed by or addressed to Regional management and staff below the Regional Administrator level. 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.	Cut off at close of fiscal year. Hold 2 years and retire to the Washington National Record Center through OIS. Destroy 10 years after cutoff.	NC1-431-81-5 Item 1.2.15.b

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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.	N1-431-00-20 Item 7.b(2)
	(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 OIS 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.	N1-431-00-20 Item 7.b(3)
	(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.	N1-431-00-20 Item 7.b(4)
	c. Routine Program Correspondence Files Created or Received at All Organizational Levels. 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.		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(1) Paper records created before 04/01/2000.	Destroy when 2 years old, or earlier if purpose has been served.	NC1-431-81-5 Item 1.2.15.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.	N1-431-00-20 Item 7.c(2)
	(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 OIS 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.	N1-431-00-20 Item 7.c(3)
	(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.	N1-431-00-20 Item 7.c(4)
9.	**Headquarters and Regional Operator Licensing Files** The information pertaining to the licensing of operators at power and non-power reactors.		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	a. 10 CFR Part 55 Docket Files Case files containing information pertaining to 10 CFR Part 55 applicants for a license, licensed operators, and individuals who previously held licenses. Documentation includes applications for a license, licenses, denial letters and related licensing correspondence, correspondence pertaining to actions taken against a licensee, 10 CFR Part 50.74 notifications, certifications of medical examinations and related medical information, fitness for duty information, examination results summary sheet (Power 303-1, Non-Power 303N-1), and other docket information. Record keeping system: Paper.	Cutoff files upon latest license expiration/revocation/termin-nation, application denial or withdrawal, or issuance of denial letter. Retire to FRC when 3 years old. Destroy when 10 years old.	N1-431-90-4 Item 1
	b. Examination Packages Files containing information pertaining to 10 CFR Part 55 Operators Licensing examinations at power and non-power reactors. Documentation includes corporate notification letter, examination assignment sheet, and related licensing correspondence as described in NUREG-1021, ES-501. Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Cut off examination on file upon receipt of the facility's next exam. Destroy 4 years after cutoff.	N1-431-00-20 Item 8.b(1)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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.	N1-431-00-20 Item 8.b(2)
	(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 OIS 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.	N1-431-00-20 Item 8.b(3)
	(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 examination files upon receipt of the facility's next exam. Destroy 4 years after cutoff.	N1-431-00-20 Item 8.b(4)
	c. General Correspondence		
	Any internal memoranda, forms, notes, Power Plant Examination Results Summary Sheet (ES 501-2), Non-Power Plant Examination Results Summary Sheet (ES 501N-1), or correspondence between the NRC and the facility licensees that		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	does not directly pertain to a 55 Docket File or Exam Package. Record keeping system: ADAMS.		
	(1) Paper records created before 04/01/2000.	Cut off at close of fiscal year. Retire to the Washington National Record Center through OIS when 3 years old. Destroy 10 years after cutoff.	N1-431-00-20 Item 8.c(1)
	(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.	N1-431-00-20 Item 8.c(2)
	(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 OIS 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.	N1-431-00-20 Item 8.c(3)
	(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.	N1-431-00-20 Item 8.c(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
10.	**High-Level, Low-Level, and Uranium Recovery Docket Files** Case files documenting the licensing of high-level, or low-level and uranium recovery operations including mills, solution mining, and heat leaching of ion exchange facilities in non-Agreement States as defined in 10 CFR 40 with license transfer prefix of "SUA." Includes applications, licenses and amendments, and other related material. The files are arranged by docket number. Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Permanent. Transfer to NARA when 10 years old.	NC1-431-81-5 Item 1.3.23
	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.	N1-431-00-20 Item 9.b
	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 OIS 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.	N1-431-00-20 Item 9.c
	d. ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files upon licence termination following completion of	N1-431-00-20 Item 9.d

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		decommissioning procedure. 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 record to NARA.	
	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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA.	N1-431-00-20 Item 9.e
11.	**Improper Action Files**		
	a. Case files located in regional offices documenting the receipt, review, and resolution of allegations of improper actions by NRC staff	Cut off files upon final resolution or referral to the OIG. Retain in office for two years or until no longer needed	N1-431-00-21 Item 1.a

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	members or contractors. Case files include description of allegation and circumstances under which it was received, memos to and from the OIG, letters to the alleger, letters to file, employee's written version of issue and events, recommendations, plans for implementation, status reports, notifications of substantiation, conclusions, follow-up reports, documents showing resolution and related material. Case files are arranged numerically by year and sequential case file number within that year. Record keeping system: Paper.	for current activities, then retire to WNRC through the OIS. Destroy 10 years after cutoff.	
	b. Electronic records created or received used as the source to create paper records that are filed in the Improper Action Files. Included are electronic records created internally using office automation tools (e.g., WordPerfect, Lotus, InForms, E-mail, etc,) and electronic records received internally and from outside the agency. Record keeping system: Paper.	Create paper record of the electronic document on the day created or received or as soon as practical and file in appropriate official files. Destroy electronic version immediately after creating official record copy or when no longer needed for reference or updating., whichever is later.	N1-431-00-21 Item 1.b
12.	**Information Files** Complete set of formal informational releases and publications, press conference transcripts, official speeches, and indexes thereto maintained by the Regional offices. Record keeping system: ADAMS.		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	a. Paper records created before 04/01/2000.	Permanent. Transfer to NARA when 10 years old.	NC1-431-81-5 Item 1.5.34
	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.	N1-431-00-20 Item 10.b
	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 OIS 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.	N1-431-00-20 Item 10.c
	d. 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,	N1-431-00-20 Item 10.d

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		records will be converted to paper or to microform. Destroy NRC copy 8 years after transferring record to NARA.	
	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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-00-20 Item 10.e
13.	**Inspection and Enforcement Case Files** Files documenting the inspection activity and enforcement actions relating to power and non-power reactors, byproduct, source, and special nuclear material licenses, including copy of license, inspection and follow-up reports, inspectors' notes, enforcement action documents, final certification that premises are free of radiological contamination, and related documentation. Decommissioning records for this series are permanent and require maintenance as a subset of each file as specified in SECY-90-316. Reference Item c. below for authorized disposition. Post 1983 Regional inspection and enforcement documentation for byproduct, source, and special nuclear material, are retained with the licensing case file and follow the authorized disposition for		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	material licensing case files (Items 7.b, c, d, and e). For the purposes of applying the authorized disposition instructions, a withdrawn or denied license application is considered terminated on the date of withdrawal or denial.		
	Record keeping system: ADAMS.		
	Excluded are classified and safeguards information records that will not be maintained in ADAMS, but will be maintained in paper format.		
	a. Regional inspection and enforcement case files for material licenses terminated 1965 and prior.	Permanent. Transfer to NARA at end of FY 1996.	N1-431-92-1 Item 1.a
	b. Official case files including the decommissioning segment, except for those described in item a. above, located at Regional offices determined by the NRC to have exceptional value because of the historical significance of their contents or their uniqueness. Included are those inspection and enforcement case files that relate to the docket numbers retained permanently under NRR's permanent Nuclear Power Plant Docket Files and NMSS and Regional permanent materials licensing case files), i.e., those files that: - Result in judicial decisions or legislation that affect the functions and activities of NRC;		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	- Result in significant changes in regulatory activities and procedures; or - Were the subject of Congressional investigation or were of great public interest.		
	(1) Paper records created before 04/01/2000.	Permanent. Retain current fiscal year and last four years in Regional file room. Retire, by facility, to WNRC through OIS annually if the records consist of at least one cubic foot and are over five years old. Closing date is the termination date following completion of decommissioning procedure (which is the license date plus 40 years). Transfer to NARA 20 years after termination of license.	N1-431-92-1 Item 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.	N1-431-00-20 Item 11.b(2)
	(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 OIS 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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-20 Item 11.b(3)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	records received from outside the agency.		
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files upon license termination following completion of decommission procedure. 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 record to NARA.	N1-431-00-20 Item 11.b(4)
	(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.	N1-431-00-20 Item 11.b(5)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	c. Decommissioning records segment of disposable inspection and enforcement case files relating to power and non-power reactors located at Regional offices consisting of Regional records relating to the following types of documents: 1. Application for Possession-Only license. 2. Possession-Only license amendment and any associated technical specifications (TS). 3. Decommissioning or Dismantling Plan and associated TS changes. 4. Requests for additional information on applications for Possession-Only licenses, Decommissioning and Dismantling Plans, and responses from licensee. 5. Federal Register Notices for applications for Possession-Only licenses and Decommissioning and Dismantling Plans. 6. Decommissioning and Dismantling Orders. 7. Final site surveys by licensee. 8. Final site surveys by Regional inspectors.		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	9. All license amendments and associated TS changes following the initial application by the licensee for Possession-Only license.		
	10. All documents related to determining the appropriate amounts for decommissioning of facilities, including cost estimates, certifications of financial assurance for decommissioning or decommissioning funding plans. This item excludes documents related to funding methods, standby trust agreements, letters of credit, insurance policies, self-guarantee documents, or other monetary instruments that are maintained by NMSS or the Regions. (See Item 6.d)		
	11. Records of spills and other unusual occurrences involving the spread of contamination in and around the facility, equipment, or site.		
	12. License termination orders and associated safety evaluations.		
	13. As-built drawings and modifications of structures and equipment in restricted areas where radioactive materials were used or stored and locations of possible inaccessible contamination.		
	14. Any additional documents which refer to decommissioning, decontamination, or termination of the license, including interim or		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	partial decommissioning of specific facilities at any time during the history of licensed operations.		
	15. Any enforcement documents related to decommissioning and decontamination activities. Decommissioning records segment of disposable inspection and enforcement case files relating to post 1983 Regional fuel facilities, transportation, byproduct, source, and special nuclear material licenses are filed with the related material licensing case files. Reference the records schedules for the material licensing case files contained in Regional schedule 7.b, c, d, and e for the material licensing decommissioning records types and their authorized disposition.		
	(1) Paper records created before 04/01/2000.	Permanent. Retain current fiscal year and last four years in Regional file room. Retire, by facility, to WNRC through OIS annually if the records consist of at least one cubic foot and are over five years old. Closing date is termination date following completion of decommissioning procedure (which is the license date plus 40 years). Transfer to NARA 20 years after termination of license.	N1-431-00-20 Item 11.c(1)
	(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.	N1-431-00-20 Item 11.c(2)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(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 OIS 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.	N1-431-00-20 Item 11.c(3)
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files upon licence termination following completion of decommissioning procedure. 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 record to NARA.	N1-431-00-20 Item 11.c(4)

RECORDS OF NRC OFFICES

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.	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.	N1-431-00-20 Item 11.c(5)
	d. All documents related to funding methods for financial assurance for decommissioning, including standby trust agreements, letters of credit, surety bonds, statements of intent, certificates of deposit, government securities, external sinking funds, parent company or self guarantees, standby trust agreements, decommissioning cost estimates, financial tests, or other financial assurance instrument documentation.		
	(1) Paper records created before 04/01/2000.	Cut off upon license or certificate termination following completion of decommissioning procedure. Return documents to licensee in accordance with Management Directive (MD) 8.12.	N1-431-00-20 Item 11.d(1)
	(2) Paper records used as the source to create ADAMS Tagged Image File Format (TIFF) files and ASCII files.	Forward paper documents to the Financial Assurance Instrument Custodian for storage in an approved container per MD 8.12. Upon termination of license or certificate or	N1-431-00-20 Item 11.d(2)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		superseding of the document, return the superceded documents to the licensee.	
	(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 OIS 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.	N1-431-00-20 Item 11.d(3)
	(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 license or certificate termination following decommissioning procedure. Destroy 20 years after cutoff.	N1-431-00-20 Item 11.d(4)
	e. Other case files in Regional offices that do not meet criteria for permanent retention, excluding the decommissioning segment.		
	(1) Paper records created before 04/01/2000.	Retain current fiscal year and last four years in Regional file room. Retire, by facility, to WNRC through OIS annually if the records consist of at least one cubic foot and are over five years old. Closing date is the	N1-431-92-1 Item 1.d

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		termination date following completion of decommissioning procedure (which is the same as license date plus 40 years). Destroy 20 years after termination of license.	
	(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.	N1-431-00-20 Item 11.e(2)
	(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 OIS 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.	N1-431-00-20 Item 11.e(3)
	(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 license termination following completion of decommissioning procedure. Destroy NRC copy 20 years after cutoff.	N1-431-00-20 Item 11.e(4)
	f. Case files of both Headquarters and Regional offices, consisting of material remaining after files are transferred to a State under		

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	agreement covering transfer of regulatory function.		
	(1) Paper records created before 04/01/2000.	Destroy 1 year after official file is transferred to the Agreement State.	N1-431-81-5 Item 4.4.6.b.(3)
	(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.	N1-431-00-20 Item 11.f(2)
	(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 OIS 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.	N1-431-00-20 Item 11.f(3)
	(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 close of the fiscal year following transfer of official license to the Agreement State. Destroy 1 year after cutoff.	N1-431-00-20 Item 11.f(4)
14.	**Licensee Mismanagement Files**		
	Licensee reports and other records relating to incidents of the		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	mismanagement of radiation administered to individuals by licensees (primarily doctors or other medical facilities) containing name of individuals and other data pertaining to the mismanagement.		
	Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Files to be maintained by licensee or State office of radiological safety for 75 years from date of report. If records are deposited with NRC, destroy 75 tears from date of report.	NC1-431-81-5 Item 1.4.26
	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.	N1-431-00-20 Item 13.b
	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 OIS 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.	N1-431-00-20 Item 13.c
	d. ADAMS PDF files and their linked native application source files; ADAMS TIFF files and their linked ASCII files; ADAMS document	Cut off electronic files at close of fiscal year. Destroy 75 years after cutoff.	N1-431-00-20 Item 13.d

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	profiles and document packages; and ADAMS digital signature and concurrence data.		
15.	**Module Status Report System**		
	The system maintains the status of all modules required to be inspected under various inspection programs. Information includes definition of inspection program being monitored, facilities selected for review, modules with overdue inspections, inspection profile, and a transaction listing of all facilities included in the review. Record keeping system: Electronic Information System.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.	NC1-431-81-2 Item 12.C.4
16.	**Nuclear Material Accountability Worksheets**		
	Worksheets maintained by Regional inspectors in accounting for nuclear materials located at NRC licensed facilities. Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Destroy when superseded or no longer needed.	NC1-431-81-5 Item 4.4.12
	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.	N1-431-00-20 Item 14.b
	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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	N1-431-00-20 Item 14.c

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	members and OIS 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.		
	d. ADAMS PDF files, bit-mapped 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 5 years after cutoff.	N1-431-00-20 Item 14.d
17.	Outstanding Item Systems (OIS)		
	The system tracks all items which require follow-up action by Project and Specialist Inspectors. Record keeping system: Electronic Information System.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.	NC1-431-81-2 Item 12.C.3
18.	Personnel Exposure Files		
	Records Accumulated to measure the degree of radiation exposure of individuals to external radiation and internally deposited isotopes. Record keeping system: ADAMS.		
	a. Individual NRC personnel folders containing data and radiation exposure.		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS		AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(1)	Paper records created before 04/01/2000.	Destroy 75 years from the date of the creation of the record.	NC1-431-81-5 Item 1.4.25.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.	N1-431-00-20 Item 15.a(2)
	(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 OIS 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.	N1-431-00-20 Item 15.a(3)
	(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 75 years after cutoff.	N1-431-00-20 Item 15.a(4)
	b. Personal Dosimetry Processing Reports.			

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS		AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	(1)	Paper records created before 04/01/2000.	Destroy 75 years from date of report.	N1-431-00-20 Item 15.b(1)
	(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.	N1-431-00-20 Item 15.b(2)
	(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 OIS 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.	N1-431-00-20 Item 15.b(3)
	(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 75 years after cutoff.	N1-431-00-20 Item 15.b(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
19.	**Radiation Protection Program Records** Files located in NMSS and the Regions documenting the management and implementation of the NRC's internal radiation protection program, and compliance by the NRC and its employees with the provisions of NRC Management Directive (MD) 10.131. Records include reports of lost, stolen, or missing radioactive material; reports of overexposure, excessive levels, and concentrations of radioactive material; surveys and records documenting equipment calibrations, and computations determining radiation exposure hazard or compliance with the requirements of Management Directive 10.131; records of measurements and calculations to evaluate the release of radioactive effluent to the environment; records documenting compliance with the dose limit for individual members of the public; records of waste disposal; and all correspondence, reports, surveys, audits, and reviews related to the implementation, compliance, and management of the NRC Radiation Protection Program. Record keeping system: ADAMS.		
	a. Paper records created before 04/01/2000.	Cut off at close of fiscal year. Retain 2 years then retire to OIS in annual blocks. Destroy when 75 years old.	N1-431-00-20 Item 16.a

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	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.	N1-431-00-20 Item 16.b
	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 OIS 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.	N1-431-00-20 Item 16.c
	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 75 years after cutoff.	N1-431-00-20 Item 16.d
20.	**Regulatory History Files for Proposed and Final Rulemaking** Official case files created by Regional offices 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 and Nuclear Waste comments, Commission		

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
	papers, transcripts, indexes, and *Federal Register* Notices.		
	Record Keeping System: ADAMS.		
	a. Official case files created by Regional Offices.		
	(1) Paper records created before 04/01/2000.	Permanent. Cut off when final regulation is issued through notice in the *Federal Register*. OIS will transfer to NARA in 5-year blocks when the earliest closed case file is 25 years old and the most recent case file is 20 years old.	N1-431-00-20 Item 17.a(1)
	(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.	N1-431-00-20 Item 17.a(2)
	(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 OIS 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.	N1-431-00-20 Item 17.a(3)
	(4) ADAMS PDF files and TIFF files.	Permanent. Cut off electronic files when final regulation is issued through notice in the	N1-431-00-20 Item 17.a(4)

RECORDS OF NRC OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA APPROVED CITATION
		Federal Register. 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 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 § 1228.270 when the PDF files and TIFF files are transferred. Destroy NRC copy 8 years after transferring record to NARA.	N1-431-00-20 Item 17.a(5)

NRC RECORDS SCHEDULES
SUBJECT

Series	Schedule Number
Abnormal Occurrence Case Files	2-19.1
Accounting System (CAB)	2-5.1
ACNW Meeting Files	2-2.1
ACNW Members' Personnel Files	2-2.3
ACNW Members' General Files	2-2.2
ACNW Project Case Files	2-2.4
ACRS Meeting Files	2-3.1
ACRS Members' Personnel	2-3.3
ACRS Members' General Files	2-3.2
Action Tracking System (AITS)	2-25.1
ADAMS Legacy Libraries	2-6.1
Administrative Budget Control (ABC)	2-1.1
Administrative Files	
Administrative Subject Files	See GRS 23-1
Electronic Records, Admin. Master Files	See GRS 20-3
Employee Travel Files	1-1.1
Office General Personnel Files	1-1.2
Office Organization Reference Files	1-1.3
Policy and Precedent Reference Files	1-1.4
Reading or Chronological Files	1-1.5
Reference Publication Files	1-1.6
Reimbursable Agreements and Contract Files	1-1.7
Staff Working File	1-1.8
Technical Reference Files	1-1.9
Vu-graphs	1-1.10
Weekly Status Reports	1-1.11

Series	Schedule Number
Advisory Screening Committee Consultant Personnel Files	2-4.1
Agreement State Files	2-24.1
Allegation and Inquiry Files	2-16.1
Allegation Case Files	2-17.1
Allegation Case Files	2-18.1
Allegation Case Files	2-25.2
Annual Reports of the ACRS to the U.S. Congress and/or U.S. NRC	2-3.4
Annual Reports to the Attorney General on FOIA	2-6.2
Antitrust Case Files	2-18.2
Appellate Adjudication Documents Files	2-8.1
Audio Cassettes for Technical Training	2-13.1
Audiovisual Records	
Audio Cassettes for Technical Training	2-13.1
Graphic Arts Files	2-6.9
Oral History Sound Recordings	2-22.8
Stenographic Tapes of Commission Meetings	2-22.11
Still Photographs Associated with Loss of Fluid Transfer (LOFT)	2-19.22
Still Photography Files	2-1.16
Video Recording Files	2-1.17
Video Recordings For Research Projects	2-19.23
Vu-graphs	1-1.10
Audit Case Files	2-14.1
Automated Information Documentation System (AIDS)	2-6.3
Automated Personnel System (APS)	2-13.2
Awards Files	2-13.3

Series	Schedule Number
Bibliographic Retrieval System (BRS)	2-6.4
Budget Files	2-5.2
Administrative Budget Control (ABC)	2-1.1
Budget Correspondence	2-5.2.a
Budget Files	2-5.2
Working papers and background materials	2-5.2.d
Budget System, Research	2-19.2
Estimates and Justifications	2-5.2.b
Case Study Report Files	2-19.3
Central Personnel Clearance Index (CPCI)	2-1.2
Certificate of Compliance Files	2-17.2
Chronological Files (See also Reading Files)	1-1.5
Reading or Chronological Files	1-1.5
Commissioners' Chronological Files	2-7.1
Classified Defense Information File	2-3.5
Classified Document Control System (CDCS)	2-1.4
Commission Decision-Making Files	2-22.2
Commission Memorandum File	2-12.1
Commission Tracking System	2-22.3
Commission's Decisional License Docket Files	2-22.1
Commissioners' Chronological Files	2-7.1
Committee Files on Regulation Guidelines	2-3.7
Committee to Review Generic Requirements (CRGR) Files	2-19.5
Committee and Conference Records	
Administration	2-1.3
Advisory Committee on Nuclear Waste	2-2.5
Advisory Committee on Reactor Safeguards	2-3.6

Series	Schedule Number
Atomic Safety and Licensing Board Panel	2-4.2
Chief Financial Officer	2-5.3
Congressional Affairs	2-9.1
Enforcement	2-10.1
Executive director for Operations	2-11.1
General Counsel	2-12.2
Human Resources	2-13.4
Information Services	2-6.5
Inspector General	2-14.2
International Programs	2-15.1
Nuclear Material Safety and Safeguards	2-17.3
Nuclear Reactor Regulation	2-18.3
Nuclear Regulatory Research	2-19.4
Nuclear Security and Incident Response	2-20.1
Regional Offices	2-25.3
Secretary	2-22.4
Confidential Source Files	2-16.2
Conflict of Interest (Ethics Official) Files	2-12.3
Congressional Correspondence Files	2-9.3
Congressional Correspondence System	2-9.4
Congressional Hearing Testimony and Transcript Files	2-9.2
Consultants' General Files	2-2.6
Consultants' General Files	2-3.8
Consultants' Personnel Files	2-2.7
Consultants' Personnel Files	2-3.9
Contract Files (Also see GRS 3-3 and GRS 3-14))	
Contracts System	2-1.5
Grants Files, ADM	2-1.8
Grants Files, RES	2-19.9
Reimbursable Agreements and Contract Files	1-1.7
Country Files, Export/Import and International Safeguards Records	2-15.2

Series	Schedule Number
Country Files, International Arrangements	2-15.3
Decommissioning Records	
Docket 50 Licenses	2-18.11
Inspection and Enforcement Case Files	2-25.7
Materials Licenses (NMSS)	2-17.6.b-e
Materials Licenses (Regional Offices)	2-25.7.b-e
Differing Professional View and Opinion Files	2-13.5
Directives Case Files	2-1.6
Docket Files	
10 CFR Part 55 Docket Files	2-18.6.a
Commission's Decisional License Docket Files	2-22.1
Docket Files for the Disposal of High-Level Radioactive Wastes in Geologic Repositories	2-17.4
Docket Files for the Land Disposal of Radioactive Wastes	2-17.5
Duplicate Nuclear Power Plant Docket Files	2-25.4
Export/Import License Docket Files	2-15.4
Fuel Facilities, Transportation, Byproduct, Source, and Special Nuclear material Docket Files (NMSS)	2-17.6
Fuel Facilities, Transportation, Byproduct, Source, and Special Nuclear material Docket Files (Regional Offices)	2-25.7
Headquarters and Regional Operator Licensing Files	2-18.6
High-Level, Low-Level, and Uranium Recovery Docket Files (NMSS)	2-17.8
High-Level, Low-Level, and Uranium Recovery Files (Regional Offices)	2-25.10
Independent Spent Fuel Storage Installation Docket Files (ISFSI)	2-17.9
Licensing Docket Formal Hearing Files	2-12.6
Nuclear Power Plant Docket Files (ACNW)	2-3.12
Nuclear Power Plant Docket Files (NRR)	2-18.11
Patent Invention Dockets	2-12.8.a
Power Reactor License Docket Files of the ASLBP	2-4.7
Rulemaking Docket Files	2-22.10
Uranium Recovery	2-17.8
Draft Memorandum and Order Files	2-8.2
Duplicate Nuclear Power Plant Docket Files	2-25.4
Duplicate Reference Files of the Public Document Room (PDR)	2-6.6

Series	Schedule Number
E-2 System (IRMS)	2-18.4
Electronic Records (Also See GRS 20 and 23)	
Administrative Master Files	See GRS 20-3
Electronic Records	See GRS Index
EDO Action Files	2-11.2
Emergency Planning	
Emergency Planning Files	2-20.2
Emergency Planning Files	2-25.5
Employee Travel Files	1-1.1
Enforcement Action Case Files	2-10.2
Enforcement Action Case Files	2-25.6
Experiment and Test Files	2-19.6
Export/Import License Docket Files	2-15.4
Fee Determination Background File	2-5.4
Files of Department of State Cables and Atomic International Forum Wires (AIF)	2-15.5
Foreign Visitor Files	2-15.6
Formal Arrangement and Agreement Files	2-15.7
Formal Arrangement and Agreement Files	2-19.7
Forms Files	2-6.7
Fuel Facilities, Transportation, Byproduct, Source, and Special Nuclear material Docket Files	2-17.6
Fuel Facilities, Transportation, Byproduct, Source, and Special Nuclear Material Docket Files	2-25.7
General Program Correspondence Files	

Series	Schedule Number
Advisory Committee on Nuclear Waste	2-2.8
Advisory Committee on Reactor Safeguards	2-3.10
Atomic Safety and Licensing Board Panel (Subject Files)	2-4.3
Administration (Subject Files)	2-1.7
Chief Financial Officer (Subject Files)	2-5.5
Congressional Affairs (Subject Files)	2-9.5
Enforcement (Subject Files)	2-10.3
Executive Director for Operations (Subject Files)	2-11.7
General Counsel (Subject Files)	2-12.4
Human Resources (Subject Files)	2-13.6
Information Services (Subject Files)	2-6.8
Inspector General (Subject Files)	2-14.3
International Programs (Subject Files)	2-15.8
Investigations (Subject Files)	2-16.3
Nuclear Material Safety and Safeguards (Subject Files)	2-17.7
Nuclear Reactor Regulation (Subject Files)	2-18.5
Nuclear Regulatory Research (Subject Files)	2-19.8
Nuclear Security and Incident Response (Subject Files)	2-20.3
Programmatic Files Common to Most Offices (Subject Files)	1-2.1
Public Affairs (Subject Files)	2-21.1
Small Business and Civil Rights (Subject Files)	2-23.1
State and Tribal Programs (Subject Files)	2-24.2
Secretary (Subject Files)	
(Signed by the Chairman maintained in paper)	2-22.5
Secretary (Subject Files)	
(Signed below the Chairman level maintained in ADAMS)	2-22.6
Regional Offices (Subject Files)	2-25.8
Grants Files	2-1.8
Grants Files	2-19.9
Graphic Arts Files	2-6.9
Headquarters and Regional Operator Licensing Files	2-18.6
Headquarters and Regional Operator Licensing Files	2-25.9
Health Records	
Employee Medical Folder	GRS 1-21
Health Record Files, HR	GRS 1-19 & 21
Health Unit Records	GRS 1-19 & 20

Series	Schedule Number
High-Level, Low-Level, and Uranium Recovery Docket Files	2-17.8
High-Level, Low-Level, and Uranium Recovery Docket Files	2-25.10
Holding Action System (HAS)	2-1.9
Improper Action Files	2-25.11
Independent Spent Fuel Storage Installation Docket Files (ISFSI)	2-17.9
Information Files	2-25.12
Information Files Containing Press Releases and Official Speeches	2-21.2
Information Requirements Control Automated System (IRCAS)	2-6.10
Inspection and Enforcement	
Inspection and Enforcement Case Files (NMSS)	2-17.6
Inspection and Enforcement Case Files (Regional Offices)	2-25.7
Decommissioning Records	2-17.6
Enforcement Action Case Files	2-10.2
NRC inspection Manual	2-18.10
Investigation Procedures Manual and Investigative Guidance	2-16.5
Regional Records	2-25.13
Regional Decommissioning Records	2-25.7
Statistical and Enforcement Text System (766)	2-18.17
Vendor Inspection Reports	2-18.19
Integrated Financial Management Information System (IFMIS)	2-5.6
International Organization Files	2-15.9
International Programs Export/Import License Tracking System (IPELTS)	2-15.10
International Safeguards Program Office (ISPO)	2-17.10
International Safeguards Program Office (ISPO) Files	2-20.4
Investigation Case Files	2-14.4
Investigation Case Files	2-16.4
Investigation Procedures Manual and Investigative Guidance	2-16.5

Series	Schedule Number
Investigation Records Made Publicly Available	2-14.5
Keyword In Context/Out of Context Index (KWIC/KWOC)	2-3.11
Laboratory Notebooks	2-19.10
Legal and Legislative	
Appellate Adjudication Documents Files	2-8.1
Commission Memorandum File	2-12.1
Copies of State-enabling legislation	2-24.1.a
Legal Interpretations	2-16.6
Legal Memos, ASLPB	2-4.4.a
Legislative Files, OGC	2-12.5
Legislative Files, OCA	2-9.6
Litigation Case Files	2-12.7
Patent and Technical Data Files	2-12.8
Licensing Records	
Certificate of Compliance Files	2-17.2
Commission's Decisional License Docket Files	2-22.1
Docket Files for the Disposal of High-Level Radioactive Wastes in Geologic Repositories	2-17.4
Docket Files for the Land Disposal of Radioactive Wastes	2-17.5
Export/Import License Docket Files	2-15.4
Fuel Facilities, Transportation, Byproduct, Source, and Special Nuclear Material Docket Files (NMSS)	2-17.6
Fuel Facilities, Transportation, Byproduct, Source, and Special Nuclear Material Docket Files (Regional Offices)	2-25.7
Headquarters and Regional Operator Licensing Files (NRR)	2-18.6
Headquarters and Regional Operator Licensing Files (Regions)	2-25.9
High-Level, Low-Level, and Uranium Recovery Docket Files(NMSS)	2-17.8
High-Level, Low-Level, and Uranium Recovery Docket Files (NRR)	2-25.10
Independent Spent Fuel Storage Installation Docket Files (ISFSI	2-17.9
International Programs Export/Import License Tracking System (IPELTS)	2-15.10
License Fee Branch Reporting System (FEES)	2-5.7
Licensee Mismanagement Files (NMSS)	2-17.11
Licensee Mismanagement Files (Regions)	2-25.14
Licensing Docket Formal Hearing Files	2-12.6
Licensing Project Files	2-18.7
Nuclear Power Plant Docket Files	2-3.12
Power Reactor License Docket Files of the ASLBP	2-4.7
Process Operator License Files	2-17.18

Series	Schedule Number
Uranium Mill Tailings Remedial Action Program (UMTRAP)	
Project Licensing Case Files	2-17.25
Waste Management Licensing Files	2-2.10
Litigation Case Files	2-12.7
Manpower System (MPS)	2-6.11
Memoranda to Panel Board Members	2-4.4
Minutes of Advisory Screening Committees	2-4.5
Module Status Report System	2-25.15
Morning Reports	2-18.8
Narrative Histories	2-22.7
National Standards Committee Participation System (SDCOM)	2-19.11
NMSS Case Work System (CASE)	2-17.12
NMSS Contract File Management System (FILNET)	2-17.13
Non-Agreement State Files	2-24.3
Non-licensing Project Files	2-18.9
NRC Inspection Manual	2-18.10
Nuclear Documents System (NUDOCS) Records	2-6.12
Nuclear Material	
Certificate of compliance Files	2-17.2
Decommissioning Records	2-17.6.c
Nuclear Material Accountability Worksheets	2-25.16
Nuclear Material Licensing	2-25.13
Nuclear Material Management and Safeguards System (NMSS)	2-17.14
Sealed Source and Device Review Files	2-17.22
Transportation, NMSS	2-17.6
Transportation, Regions	2-25.7
Nuclear Power Plants (Also see Docket Files)	

Series	Schedule Number
Antitrust Case Files	2-18.2
Decommissioning Records	2-18.11.b
Inspection Records	2-25.13
Nuclear Power Plant Docket Files (ACNW)	2-3.12
Nuclear Power Plant Docket Files (NRR)	2-18.11
Nuclear Reactor Project Files	2-3.13
Reactor Operator Licensing (NRR)	2-18.6
Reactor Operator Licensing (Regions)	2-25.9
Nuclear Power Plant Docket Files	2-18.11
Nuclear Power Plant Docket Files	2-3.12
Nuclear Reactor Project Files	2-3.13
Nuclear Safety Research Review Committee Records (NSRRC)	2-19.12
Nuclear Safety Standards Program Files	2-19.13
OCAA Program Management and Operational Files	2-8.3
Office Files of the Chairman and Commissioners	2-7.2
Office General Personnel File	1-1.2
Office Organization Reference Files	1-1.3
Oral History Sound Recordings	2-22.8
Organizational Records	2-1.10
Outstanding Systems (OIS)	2-25.17
Panel Board's Monthly Status Report to Commissioners	2-4.6
Part 71 Quality Assurance Files	2-17.16
Part 71 Safety Evaluation Reports	2-17.15
Patent and Technical Data Files	2-12.8
Payroll System (PAY)	2-5.8

Series	Schedule Number
Personal Opinion Files	2-12.9
Personnel Records (Also See GRS 1)	
Personnel Exposure Files (HR)	2-17.17
Personnel Exposure Files (Regions)	2-25.18
Personnel Files	1-1.2
Personnel Monitoring Report Files	2-19.14
Plans and Systems Design Descriptions	2-19.15
Policy	
Budget, CFO	2-5.2
Management Directive Files	2-1.6
Policy and Precedent Reference Files	1-1.4
Proposed and Final Rules (ADM)	2-1.12
Proposed and Final Rules (ASLBP)	2-4.8
Security (ACNW)	2-1.14
Security (NSIR)	2-6.20
Standards Development	2-19.11
Power Reactor License Docket Files of the ASLBP	2-4.7
Process Operator License Files	2-17.18
Program Correspondence (see General Program Correspondence Files)	
OCAA Program Management and Operational Files	2-8.3
Reading or Chronological Files	1-1.5
Project Management System (PMS)	2-6.13
Property and Supply System (PASS)	2-1.11
Publications	
Publications, CIO Record Copy)	2-6.14
Reference Publications Files	1-1.6
Scientific and Technical Reports	2-19.21
Vendor Topical Reports	2-18.20
Radiation Exposure Information System (REIRS)	2-19.16
Radiation Protection Program Records	2-17.19
Radiation Protection Program Records	2-25.19

Series	Schedule Number
Reading Files	
Commissioners' Chronological Files	2-7.1
Reading or Chronological Files	1-1.5
Records of NRC Offices	
Administration	2-1
Advisory Committee on Reactor Safeguards	2-3
Atomic Safety and Licensing Board Panel	2-4
Chief Financial Officer	2-5
Office of Information Services	2-6
Commission	2-7
Commission Appellate Adjudication	2-8
Committee on Nuclear Waste	2-2
Congressional Affairs	2-9
Enforcement	2-10
Executive Director for Operations	2-11
General Counsel	2-12
Human Resources	2-13
Inspector General	2-14
International Programs	2-15
Investigations	2-16
Nuclear Material Safety and Safeguards	2-17
Nuclear Reactor Regulation	2-18
Nuclear Regulatory Research	2-19
Nuclear Security and Incident Response	2-20
Public Affairs	2-21
Regional Offices	2-25
Secretary	2-22
Small Business and Civil Rights	2-23
State and Tribal Programs	2-24
Records Common to Most Offices	1
Reference Publication Files	1-1.6
Regulatory Effectiveness Reviews (RER)	2-18.12
Regulatory History Files for Proposed and Final Rulemaking	
Administration	2-1.12
Atomic Safety and Licensing Board Panel	2-4.8
Chief Financial Officer	2-5.9
Information Services	2-6.15
Enforcement	2-10.4

Series	Schedule Number
Executive Director for Operations	2-15.11
General Counsel	2-12.10
Inspector General	2-14.6
Nuclear Material Safety and Safeguards	2-17.20
Nuclear Reactor Regulation	2-18.13
Nuclear Regulatory Research	2-19.17
Regional Offices	2-25.20
Secretary	2-22.9
Regulatory Information Tracking System - NMSS (NMSS-RITS)	2-17.21
Regulatory Information Tracking System - NMSS (NMSS-RITS)	2-18.14
Regulatory Information Tracking Systems - CIO (IRM-RITS)	2-6.16
Reimbursable Agreements and Contract Files	1-1.7
Rejected Research Project Proposals	2-19.18
Representation Fund Files	2-15.12
Research Program Files	2-19.19
Research Project Case Files	2-19.20
Rulemaking Docket Files	2-22.10
Rulemaking Documents Published in the Federal Register	2-1.13
Safeguard Status Reports (NRR)	2-18.15
Safeguard Status Reports (NSIR)	2-20.5
Schedule of Daily Activities	2-7.3
Scientific and Technical Reports	2-19.21
Sealed Source and Device Review Files	2-17.22
Security Policy Files	
Central Personnel Clearance Index (CPCI)	2-1.2
Classified Document Control System (CDCS)	2-1.4
COMSEC Records	2-20.7

Series	Schedule Number
Drug Testing Program Files	See GRS 1-36
Security Policy Files (Admin)	2-1.14
Security Policy Files (NSIR)	2-20.6
Security Violations (Felonies) Files	2-1.15
Systems Security Records	2-20.7
Seismic Qualification (SEISMIC)	2-18.16
Senate and House Members Profile Files	2-9.7
Source and Special (SS) Material Accountability System Files	2-17.23
Staff Working File	1-1.8
Statistical and Enforcement Text System (766)	2-18.17
Statistical Information System For Operating Reactors (SISOR)	2-6.17
Steam Generators	2-18.18
Stenographic Tapes of Commission Meetings	2-22.11
Still Photographs Associated with Loss of Fluid Transfer (LOFT)	2-19.22
Still Photography Files	2-1.16
Subject Files (See also General Program Correspondence Files)	
Office Administrative Files	See GRS 23-1
Programmatic Files Common to Most Offices (Subject Files)	1-2.1
Technical Reference	1-1.9
Research Program	2-19.19
Systems Security Records	2-20.7
Technical Assignment Control System (TACS)	2-6.18
Technical Reference Files	1-1.9
Telephone Directory System (TEL)	2-6.19
Timesharing Accounts Management System (TAMS)	2-6.20
Training	

Office Administrative Training Files	See GRS 23-1
Audio Cassettes for Technical Training	2-13.1
Training Aids	2-13.7
Training Files	2-24.4
Transcripts	
Advisory Commission on Nuclear Waste Meetings	2-2.9
Advisory Commission on Nuclear Reactor Standards Meetings	2-3.14
Atomic Safety Nuclear Licensing Board Panel Hearings	2-4.9
Commission Meetings	2-22.12
Transportation Records	
Transport Approval Package Information System (TAPIS)	2-17.24
Nuclear Material Packaging	2-17.2
Nuclear Material Transport	2-17.6
Nuclear Material Transport, Regions	2-25.7
Uranium Mill Tailings Remedial Action Program (UMTRAP) Project Licensing Case Files	2-17.25
Vendor Case Files	2-18.19
Vendor Topical Reports	2-18.20
Video Recording Files	2-1.17
Video Recordings For Research Projects	2-19.23
Vu-graphs	1-1.10
Waste Management Licensing Files	2-2.10
Weekly Status Reports	1-1.11
Work Tracking System (WITS-II)	2-11.4

General Records Schedules

National Archives and
Records Administration
College Park, MD

Introduction

General Records Schedules (GRS) are issued by the Archivist of the United States to provide disposition authorization for records common to several or all agencies of the Federal Government. They include records relating to civilian personnel, fiscal accounting, procurement, communications, printing, and other common functions, and certain nontextual records. They also include records relating to temporary commissions, boards, councils and committees. These records comprise an estimated one-third of the total volume of records created by Federal agencies.

In 1978, use of the GRS was made legally mandatory. The disposal authorizations must be used by a Federal agency to the greatest extent possible. Because these schedules are designed to cover records common to several agencies, many of the records descriptions are general. Agency records officers may either use the schedules as an appendix to an agency printed schedule or tailor the general schedules to the agency's own particular needs and incorporate them into agency schedules.

The GRS covers only records that are common among several agencies. For complete coverage of the disposition of all its records, each agency must independently develop schedules for the remaining records. Agencies should exercise particular care in applying items in GRS 1-16 and 18 to subject or correspondence files that may include a mix of administrative and program records. Usually, administrative subject files have short retention periods, less than 3 years. Program subject files may be needed by the agency for 10 years or more and may have archival value as well. Except when the volume of administrative records is negligible, agencies should maintain administrative records separately from program records in their agency recordkeeping systems. If administrative records are mixed with program records in the recordkeeping system and cannot be economically segregated, the entire file must be kept for the period of time approved for the program records. Similarly, if documents described in the GRS are part of a subject or case file that documents activities different from those covered by the schedules, they should be treated in the same manner as the files of which they are a part.

For more information on scheduling records not covered by the GRS, including potentially permanent records, see the Disposition of Federal Records Handbook. Also, the National Archives and Records Administration (NARA) has prepared a series of instructional guides that provide information on scheduling nontextual records that are not covered by the GRS. The handbook and separate guides on electronic records, audiovisual records, and cartographic and architectural records are available from the National Archives and Records Administration (NWCP), Room G-9, Washington, DC 20408.

GRS items cover only record copies. In some instances, more than one copy of a document or file would be considered a record if different offices use it to perform different functions. When it is difficult to decide whether files are record or nonrecord materials, the records officer should treat them as records. Records officers may consult with the NARA Life Cycle Management Division (NWML) to determine the record or nonrecord status of particular files.

The disposition instructions in the GRS are to be implemented without further approval from NARA, with the exception that most records created before January 1, 1921, must first be offered to NARA for appraisal. If NARA rejects these records they may be destroyed immediately. GRS 3, 11, 16, and 21 have other delimiting dates. Agencies that convert records covered by the GRS to microform should apply the GRS disposition standards to the microform copies and destroy the paper copies after verification of the film unless legal considerations require longer retention of the paper (36 CFR 1230.10(b)). No further authorization from NARA is required to implement these provisions. If an agency wishes to apply a different retention period for any series of records included in the GRS, the records officer must submit a Standard Form (SF) 115 providing justification for the deviation.

The GRS includes an index of commonly used Standard and Optional Forms. The forms index includes only the forms most frequently used by the various Government agencies.

Items at the end of GRS 1-16, 18, 23, 24, 25 and 26 provide disposition instructions for electronic mail and word processing copies, maintained apart from the recordkeeping copy, of the records described in the other items in those schedules. The other items authorize the disposition of the recordkeeping copy. The electronic mail and word processing records covered in each of those schedules are those that remain in personal and shared directories after the recordkeeping copy has been produced, and electronic copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Questions of applicability of any GRS item to agency records or differences of interpretation between the records officer and other agency personnel that cannot be reconciled within the agency may be referred to the Director, Life Cycle Management Division (NWML), NARA, from offices in the Washington, DC area, or the NARA regional records services facility from offices outside the Washington, DC area.

Some records series covered by the GRS are eligible for retirement to the Washington National Records Center or to records center storage in a NARA regional records services facility. Records should be retired from agency space to such storage only if transfer costs do not exceed the expense of retaining them in agency space. Records sent to records center storage in a NARA facility should have a remaining retention of at least 1 year. If special circumstances, such as lack of filing equipment or space, make it imperative that records be retired, exceptions can be made to this policy. These decisions are made on an individual basis by the appropriate NARA facility director. Procedures for transfer of records to records center storage in a NARA facility are found in NARA regulations (36 CFR 1228.152).

Table of Contents

Schedule 1 - Civilian Personnel Records
Schedule 2 - Payrolling and Pay Administration Records
Schedule 3 - Procurement, Supply and Grant Records
Schedule 4 - Property Disposal Records
Schedule 5 - Budget Preparation, Presentation, and Appointment Records
Schedule 6 - Accountable Officers' Accounts Records
Schedule 7 - Expenditure Accounting Records
Schedule 8 - Stores, Plant and Cost Accounting Records
Schedule 9 - Travel and Transportation Records
Schedule 10 - Motor Vehicle Maintenance and Operation
Schedule 11 - Space and Maintenance Records
Schedule 12 - Communications Records
Schedule 13 - Printing, Binding, Duplication, and Distribution Records
Schedule 14 - Informational Services Records
Schedule 15 - Housing Records
Schedule 16 - Administrative Management Records
Schedule 17 - Cartographic, Aerial Photographic, Architectural, and Engineering Records
Schedule 18 - Security and Protective Services Records
Schedule 19 - RESERVED
Schedule 20 - Electronic Records (Transmittal No. 7)
Schedule 21 - Audiovisual Records
Schedule 22 - Inspector General Records - WITHDRAWN
Schedule 23 - Records Common to Most Offices Within Agencies
Schedule 24 - Information Technology Operations and Management Records
Schedule 25 - Ethics Program Records
Schedule 26 - Temporary Commissions, Boards, Councils and Committees - ADDED

Subject Index
Forms Index

GENERAL RECORDS SCHEDULE 1

Civilian Personnel Records

Agency civilian personnel records relate to the supervision over and management of Federal civilian employees. This schedule covers the disposition of Official Personnel Folders of civilian employees and other records relating to civilian personnel, wherever located in the agency. Specifically excluded are program records of the Office of Personnel Management (OPM), the Bureau of Medical Services (PHS/HHS), the Office of Workers' Compensation Programs (DOL), and the Equal Employment Opportunity Commission. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration (NARA) for appraisal before these disposition instructions may be applied.

The most important types of records, the Official Personnel Folders, the Service Record Cards, and the Employee Medical Folders, are maintained according to *The Guide to Personnel Recordkeeping*, an OPM manual that prescribes a system of recordkeeping for Federal personnel.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	**Official Personnel Folders** (OPFs). Records filed on the right side of the OPF. (See GRS 1, item 10, for temporary papers on the left side of the OPF). Folders covering employment terminated after December 31, 1920, excluding those selected by NARA for permanent retention. Record keeping system: Paper.	
	a. Transferred employees.	See Chapter 7 of *The Guide to Personnel Recordkeeping* for instructions relating to folders of employees transferred to another agency.
	b. Separated employees.	Transfer folder to National Personnel Records Center (NPRC), St. Louis, MO, 30 days after latest separation. [See note (2) after this item]. NPRC will destroy 65 years after separation from Federal service.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION

[NOTES: (1) OPFs covering periods of employment terminated prior to January 1, 1921, are not covered by this item. If an agency has such files, it should contact NARA to request appraisal of the files. If NARA rejects the records, the disposition for GRS 1, item 1b applies. (2) Certain agencies have been exempted by OPM from retiring their OPF's to NPRC. These agencies retain OPF's for the period specified in item 1b of this schedule and effect destruction after that period has elapsed.]

2. Service Record Cards. [See note after item 2b.]

Service Record Card (Standard Form (SF) 7 or equivalent).

Record keeping system: NA.

a. Cards for employees separated or transferred on or before December 31, 1947.	Transfer to NPRC (CPR), St. Louis, MO. Destroy 60 years after earliest personnel action.
b. Cards for employees separated or transferred on or after January 1, 1948.	Destroy 3 years after separation or transfer of employee.

[NOTE: Effective December 31, 1994, the SF 7 card became obsolete.]

3. Personnel Correspondence Files.

Correspondence, reports, and other records relating to the general administration and operation of personnel functions, but excluding records specifically described elsewhere in this schedule and records maintained at agency staff planning levels.	Destroy when 3 years old.

Record keeping system: NRC Form 722 - Paper. General Correspondence, etc. - ADAMS.

4. Offers of Employment Files.

Correspondence, including letters and telegrams, offering appointments to potential employees.
Record keeping system: Paper.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	a. Accepted offers.	Destroy when appointment is effective.
	b. Declined offers:	
	(1) When name is received from certificate of eligibles.	Return to OPM with reply and application.
	(2) Temporary or excepted appointment.	File with application (see item 15 of this schedule).
	(3) All others.	Destroy immediately.
5.	**Certificate of Eligibles Files.**	
	Copies obtained from OPM of certificates of eligibles with related requests, forms, correspondence, and statement of reasons for passing over a preference eligible and selecting a nonpreference eligible.	Destroy when 2 years old.
	Record keeping system: Paper.	
6.	**Employee Record Cards.** [See note after this item.]	
	Employee record cards used for informational purposes outside personnel offices (such as SF 7B).	Destroy on separation or transfer of employee.
	Record keeping system: Paper.	

[NOTE: Effective December 31, 1994, the SF 7 card became obsolete. Agencies may use an internal agency form.]

7. Position Classification Files.

a. Position Classification Standards Files.

Record keeping system: Paper.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	(1) Standards and guidelines issued or reviewed by OPM and used to classify and evaluate positions within the agency.	Destroy when superseded or obsolete.
	(2) Correspondence and other records relating to the development of standards for classification of positions peculiar to the agency, and OPM approval or disapproval.	
	(a) Case file.	Destroy 5 years after position is abolished or description is superseded.
	(b) Review File.	Destroy when 2 years old.
	b. Position Descriptions.	
	Record copy of position descriptions that include information on title, series, grade, duties and responsibilities, and related documents.	Destroy 2 years after position is abolished or description is superseded.
	Record keeping system: Paper.	
	c. Survey Files.	
	Record keeping system: Paper.	
	(1) Classification survey reports on various positions prepared by classification specialists, including periodic reports.	Destroy when 3 years old or 2 years after regular inspection, whichever is sooner.
	(2) Inspection, audit, and survey files including correspondence, reports, and other records relating to inspections, surveys, desk audits, and evaluations.	Destroy when obsolete or superseded
	d. Appeals Files.	
	Record keeping system: Paper.	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	(1) Case files relating to classification appeals, excluding OPM classification certificate.	Destroy 3 years after case is closed.
	(2) Certificates of classification issued by OPM.	Destroy after affected position is abolished or superseded.
8.	**Interview Records.**	
	Correspondence, reports, and other records relating to interviews with employees. Record keeping system: Paper.	Destroy 6 months after transfer or separation of employee.
9.	**Performance Rating Board Case Files.**	
	Copies of case files forwarded to OPM relating to performance rating board reviews. Record keeping system: Paper.	Destroy 1 year after case is closed.
10.	**Temporary Individual Employee Records.**	
	a. All copies of correspondence and forms maintained on the left side of the Official Personnel Folder in accordance with Chapter 3 of *The Guide to Personnel Recordkeeping*, EXCLUDING the Immigration and Naturalization Service Form I-9 and performance-related records. Record keeping system: Paper.	Destroy when superseded or obsolete, or upon separation or transfer of employee, unless specifically required to be transferred with the OPF. See item 10b for disposition of I-9 Forms and item 23 of this schedule for disposition of temporary performance-related records.
	b. Immigration and Naturalization Service Form I-9. Record keeping system: Paper.	Destroy 3 years after employee separates from service or transfers to another agency.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
11.	**Position Identification Strips.** [See note after this item.]	Destroy when superseded or obsolete.
	Strips, such as the former SF 7D, containing summary data on each position occupied.	
	Record keeping system: NA.	

[NOTE: Effective December 31, 1994, the SF 7D became obsolete.]

12.	**Employee Awards Files.** [See note after item 12d.]	
	a. General awards records, EXCLUDING those relating to department-level	
	Record keeping system: Paper.	
	(1) Case files including recommendations, approved nominations, correspondence, reports, and related handbooks pertaining to agency-sponsored cash and noncash awards such as incentive awards, within-grade merit increases, suggestions, and outstanding performance.	Destroy 2 years after approval or disapproval.
	(2) Correspondence pertaining to awards from other Federal agencies or non-Federal organizations.	Destroy when 2 years old.
	b. Length of service and sick leave awards files.	
	Records including correspondence, reports, computations of service and sick leave, and lists of awardees.	Destroy when 1 year old.
	Record keeping system: Paper.	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	c. Letters of commendation and appreciation.	
	Copies of letters recognizing length of service and retirement and letters of appreciation and commendation for performance, EXCLUDING copies filed in the OPF.	Destroy when 2 years old.
	Record keeping system: Paper.	
	d. Lists or indexes to agency award nominations.	
	Lists of nominees and winners and indexes of nominations.	Destroy when superceded or obsolete.
	Record keeping system: Paper.	

[**NOTE:** Records relating to department-level awards must be scheduled by submitting an SF 115, Request for Records Disposition Authority, to NARA.]

13. Incentive Awards Program Reports.

Reports pertaining to the operation of the Incentive Awards Program.	Destroy when 3 years old.
Record keeping system: Paper.	

14. Notifications of Personnel Actions.

Standard Form 50, documenting all individual personnel actions such as employment, promotions, transfers, separation, exclusive of the copy in the OPF.	
Record keeping system: Paper.	
a. Chronological file copies, including fact sheets, maintained in personnel offices.	Destroy when 2 years old.
b. All other copies maintained in personnel offices.	Destroy when 1 year old.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
15.	**RESERVED.**	
16.	**Personnel Operations Statistical Reports.**	
	Statistical reports in the operating personnel office and subordinate units relating to personnel.	Destroy when 2 years old.
	Record keeping system: Paper.	
17.	**Correspondence and Forms Files.**	
	Operating personnel office records relating to individual employees not maintained in OPFs and not provided for elsewhere in this schedule.	
	Record keeping system: Paper.	
	a. Correspondence and forms relating to pending personnel actions.	Destroy when action is completed.
	b. Retention registers and related records.	Destroy when 2 years old.
	(1) Registers and related records used to effect reduction-in-force actions.	
	(2) Registers from which no reduction-in-force actions have been taken and related records.	Destroy when superseded or obsolete.
	c. All other correspondence and forms.	Destroy when 6 months old.
18.	**Supervisors' Personnel Files and Duplicate OPF Documentation.**	
	a. Supervisors' Personnel Files.	
	Correspondence, forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for	Review annually and destroy superseded or obsolete documents, or destroy file relating to an employee

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	personnel action, and records on individual employees duplicated in or not appropriate for the OPF. Record keeping system: Paper.	within 1 year after separation or transfer.
	b. Duplicate Documentation.	
	Other copies of documents duplicated in OPFs not provided for elsewhere in this schedule. Record keeping system: Paper.	Destroy when 6 months old.
19.	**Individual Non-Occupational Health Record Files.**	
	Forms, correspondence, and other records, including summary records, documenting an individual employee's medical history, physical condition, and visits to Government health facilities, for nonwork-related purposes, EXCLUDING records covered by item 21 of this schedule. Record keeping system: Paper.	Destroy 6 years after date of last entry.
20.	**Health Unit Control Files.**	
	Logs or registers reflecting daily number of visits to dispensaries, first aid rooms, and health units. Record keeping system: Paper.	
	a. If information is summarized on statistical report.	Destroy 3 months after last entry.
	b. If information is not summarized.	Destroy 2 years after last entry.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
21.	**Employee Medical Folder** (EMF). [See note after item 21c.]	
	Record keeping system: Paper.	
	a. Long-term medical records as defined in 5 CFR Part 293, Subpart E.	See 5 CFR Part 293, Subpart E for instructions.
	(1) Transferred employees.	
	(2) Separated employees.	Transfer to NPRC, St. Louis, MO, 30 days after separation. NPRC will destroy 75 years after birth date of employee; 60 years after date of the earliest document in the folder, if the date of birth cannot be ascertained; or 30 years after latest separation, whichever is later.
	b. Temporary or short-term records as defined in the Federal Personnel Manual (FPM).	Destroy 1 year after separation or transfer of employee.
	c. Individual employee health case files created prior to establishment of the EMF system that have been retired to a NARA records storage facility.	Destroy 60 years after retirement to the NARA records storage facility.

[NOTE: Electronic master files and data bases created to supplement or replace the records covered by item 21 are not authorized for disposal under the GRS. Such files must be scheduled on an SF 115.]

22.	**Statistical Summaries.** [See not after this item.]	
	Copies of statistical summaries and reports with related papers pertaining to employee health, retained by the reporting unit.	Destroy 2 years after date of summary or report.
	Record keeping system: Paper.	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION

[**NOTE:** Electronic master files and data bases created to supplement or replace the records covered by this item are not authorized for disposal under the GRS. Such files must be scheduled on an SF 115.]

23. Employee Performance File System Records.
[See note after item 23b(4).]

a. Non-SES appointees (as defined in 5 U.S.C. 4301(2)).

Record keeping system: Paper.

(1) Appraisals of unacceptable performance, where a notice of proposed demotion or removal is issued but not effected and all related documents.	Destroy after the employee completes 1 year of acceptable performance from the date of the written advance notice of proposed removal or reduction-in-grade notice.
(2) Performance records superseded through an administrative, judicial, or quasi-judicial procedure.	Destroy when superseded.
(3) Performance-related records pertaining to a former employee.	
(a) Latest rating of record 3 years old or less, performance plan upon which it is based, and any summary rating.	Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee separates (see item 1b of this schedule). An agency retrieving an OPF from NPRC will dispose of these documents in accordance with item 23a(3)(b) of this schedule.
(b) All other performance plans and ratings.	Destroy when 4 years old.
(4) All other summary performance appraisal records, including performance appraisals and job elements and standards upon which they are based.	Destroy 4 years after date of appraisal.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	(5) Supporting documents.	Destroy 4 years after date of appraisal.
	b. SES appointees (as defined in 5 U.S.C. 3132a(2)).	
	Record keeping system: Paper.	
	(1) Performance records superseded through an administrative, judicial, or quasi-judicial procedure.	Destroy when superseded.
	(2) Performance-related records pertaining to a former SES appointee.	
	(a) Latest rating of record that is less than 5 years old, performance plan upon which it is based, and any summary rating.	Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee leaves Federal service (see item 1b of this schedule). An agency retrieving an OPF from NPRC will dispose of those documents in accordance with item 23b(2)(b) of this schedule.
	(b) All other performance ratings and plans.	Destroy when 5 years old.
	(3) All other performance appraisals, along with job elements and standards (job expectations) upon which they are based, EXCLUDING those for SES appointees serving on a Presidential appointment (5 CFR 214).	Destroy 5 years after date of appraisal.
	(4) Supporting documents.	Destroy 5 years after date of appraisal.

[NOTE: Performance records pertaining to Presidential appointees are not covered by the GRS. Such records must be scheduled by submitting an SF 115 to NARA.]

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
24.	**Reasonable Accommodation Request Records** Information created and maintained while receiving, coordinating, reviewing, processing, approving, and reporting requests for reasonable accommodation from federal employees and applicants under the Rehabilitation Act of 1973 and Executive Order 13164. A reasonable accommodation is a change in the work environment or in the way things are customarily done that would enable an individual with a disability to enjoy equal employment opportunities. The three categories of reasonable accommodation are: • Modification or adjustments to a job application process to permit an individual with a disability to be considered for a job, such as providing application forms in large print or Braille; • Modifications or adjustments necessary to enable a qualified individual with a disability to perform essential functions of the job, such as providing sign language interpreters; and • Modifications or adjustments that enable employees with disabilities to enjoy equal benefits and privileges of employment, such as removing physical barriers in an office or cafeteria. This schedule includes all requests for reasonable accommodation and/or assistive technology devices and services offered through the agency or the Computer/Electronic Accommodation Program (CAP) that are made by or on behalf of applicants, current or former	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	employees. Also included are medical records, supporting notes and documentation, as well as procedures and records related to processing, deciding, implementing, and tracking requests for reasonable accommodation(s).	
	a. General Files Agency-wide and departmental procedures for receiving, processing, and appealing requests for reasonable accommodation by employees and applicants. Files may include, but are not limited to, instructions, directives, notices, forms, timetables and guidelines for requesting, processing and approving requests and for appealing decisions for reasonable accommodation. Also included are records notifying the Equal Employment Opportunity Commission (EEOC), the agency's collective bargaining representative(s) and the agency's Equal Employment Opportunity office of the agency's reasonable accommodation request and processing procedures as well as modifications to established procedures. Record keeping system: Paper.	Destroy three years after supercession or when no longer needed for reference whichever is later.
	b. Employee Case Files Individual employee files that are created, received, and maintained by EEO reasonable accommodation or diversity/disability program or employee relations coordinators, immediate supervisors, CAP administrator, or HR specialists containing records of requests for reasonable accommodation and/or assistive technology devises and services through the agency or CAP that have been requested for or by an employee.	Destroy three years after employee separation from the agency or all appeals are concluded whichever is later.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	This series also includes, but is not limited to, request approvals and denials, notice of procedures for informal dispute resolution or appeal processes, forms, correspondence, emails, records of oral conversations, medical documentation, and notes. Record keeping system: Paper.	

[**Note:** These records are neither part of an employee's Official Personnel File (OPF) nor part of a supervisor's unofficial personnel file.]

c. Supplemental Files

	Records created, received, and maintained by EEO reasonable accommodation or diversity/disability program or employee relation coordinators, while advising on, implementing or appealing requests for or from an individual employee for reasonable accommodation. Some requests may involve HR matters, including but not limited to changes in duties, reassignments, leave usage, and performance issues. Files may include, but are not limited to, policy guidance, resource information about accommodation providers, forms, emails, notes. Record keeping system: Paper.	Destroy three years after end of fiscal year in which accommodation is decided or all appeals are concluded, whichever is later.

Note: These records are neither part of an employee's Official Personnel File (OPF) nor part of a supervisor's unofficial personnel file.]

d. Tracking System

	Records and data created, received, and maintained for purposes of tracking agency compliance with Executive Order 13164 and	Delete/destroy three years after compliance report is filed or

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	Equal Employment Opportunity Commission (EEOC) guidance. Record keeping system: Electronic.	
25.	**Employment Opportunity (EEO) Records.**	
a.	Official Discrimination Complaint Case Files.	
	Originating agency's file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222. Cases resolved within the agency, by Equal Employment Opportunity Commission, or by a U.S. Court. Record keeping system: ADAMS.	Destroy 4 years after resolution of case.
b.	Copies of Complaint Case Files.	
	Duplicate case files or documents pertaining to case files retained in Official Discrimination Complaint Case Files. Record keeping system: Paper.	Destroy 1 year after resolution of case.
c.	Preliminary and Background Files. Record keeping system: ADAMS.	
	(1) Background records not filed in the Official Discrimination Complaint Case Files.	Destroy 2 years after final resolution of case.
	(2) Records documenting complaints that do not develop into Official Discrimination Complaint Cases.	Destroy when 2 years old.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	d. Compliance Records.	
	(1) Compliance Review Files.	
	Reviews, background documents, and correspondence relating to contractor employment practices.	Destroy when 7 years old.
	Record keeping system: ADAMS.	
	(2) EEO Compliance Reports.	Destroy when 3 years old.
	Record keeping system: ADAMS.	
	e. Employee Housing Requests.	
	Forms requesting agency assistance in housing matters, such as rental or purchase.	Destroy when 1 year old.
	Record keeping system: Paper.	
	f. Employment Statistics Files. [See note after this item.]	
	Employment statistics relating to race and sex.	Destroy when 5 years old.
	Record keeping system: Paper or HRMS	

[NOTE: Electronic master files and data bases created to supplement or replace the records covered by this subitem are not authorized for disposal under the GRS. Such files must be scheduled on an SF 115.]

	g. EEO General Files.	
	General correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent later legislation,	Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	and agency EEO Committee meeting records, including minutes and reports. Record keeping system: ADAMS	
	h. EEO Affirmative Action Plans (AAP).	
	(1) Agency copy of consolidated AAP(s). Record keeping system: ADAMS.	Destroy 5 years from date of plan.
	(2) Agency feeder plan to consolidated AAP(s). Record keeping system: ADAMS.	Destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner.
	(3) Report of on-site reviews of Affirmative Action Programs. Record keeping system: ADAMS.	Destroy 5 years from date of report.
	(4) Agency copy of annual report of Affirmative Action accomplishments. Record keeping system: ADAMS.	Destroy 5 years from date of report.
26.	**Personnel Counseling Records.**	
	a. Counseling Files.	
	Reports of interviews, analyses, and related records. Record keeping system: Paper.	Destroy 3 years after termination of counseling.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	b. Alcohol and Drug Abuse Program. Records created in planning, coordinating, and directing an alcohol and drug abuse program. Record keeping system: Paper.	Destroy when 3 years old.

27. Alternative Dispute Resolution (ADR) Files.

Alternative Dispute Resolution (ADR) is any procedure, conducted by a neutral third party, that is used to resolve issues in controversy, including, but not limited to, conciliation, facilitation, mediation, fact finding, minitrials, arbitration and use of ombuds. The records covered by this schedule relate to techniques and processes used in an agency's ADR program in resolving disputes with or between its own employees.

[**NOTE:** This schedule does not apply to: 1. Administrative grievance files, 2. Adverse action files, 3. Formal and informal equal employment opportunity proceedings, 4. Traditional EEO counseling or other records included in the EEO file when a person chooses to go directly to ADR, or 5. Private party claims or EEOC's involvement with federal sector claims of non-EEOC employees against other federal agencies. These records are covered by other items in GRS 1. This schedule does not apply to ADR records that are produced as part of an agency's primary mission.]

	a. General Files: General correspondence and copies of statutes, regulations, meeting minutes, reports, statistical tabulations, evaluations of the ADR program, and other records relating to the agency's overall ADR program. Record keeping system: Paper.	Destroy when 3 years old. Longer retention is authorized if records are needed for agency business.
	b. Case Files: Records documenting ADR proceedings. These files may include an agreement to use ADR, documentation of	Destroy 3 years after settlement is implemented or case is discontinued.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	the settlement or discontinuance of the ADR case, parties' written evaluations of the process and/or the neutral third party mediator, and related correspondence.	
	Record keeping system: Paper.	
28.	**Labor Management Relations Records.**	
	a. Labor Management Relations General and Case Files.	
	Correspondence, memoranda, reports, and other records relating to the relationship between management and employee unions or other groups.	
	Record keeping system: Paper.	
	(1) Office negotiating agreement.	Destroy 5 years after expiration of agreement.
	(2) Other offices.	Destroy when superseded or obsolete.
	b. Labor Arbitration General and Case Files.	
	Correspondence, forms, and background papers relating to labor arbitration cases.	Destroy 5 years after final resolution of case.
	Record keeping system: Paper.	
29.	**Training Records.**	
	EXCLUDING records of formally established schools which train agency employees in specialized program areas,	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	such as law enforcement and national defense. [See note after item 29b.]	
	Record keeping system: Paper or HRMS.	
	a. General file of agency-sponsored training, EXCLUDING record copy of manuals, syllabuses, textbooks, and other training aids developed by the agency.	
	(1) Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training courses and conferences.	Destroy when 5 years old or 5 years after completion of a specific training program.
	(2) Background and working files.	Destroy when 3 years old.
	b. Employee training.	
	Correspondence, memoranda, reports, and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-Government institutions.	Destroy when 5 years old or when superseded or obsolete, whichever is sooner.

[NOTE: Records excluded from this item must be scheduled by submission of an SF 115 to NARA.]

30.	**Administrative Grievance, Disciplinary, and Adverse Action Files.** [See note after item 30b.]	
	a. Administrative Grievance Files (5 CFR 771).	Destroy no sooner than 4 years but no later than 7 years after case is closed.
	Records relating to grievances raised by agency employees, except EEO complaints. These case files include	[In accordance with note below NRC elected to destroy when 7 years old.]

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request. Record keeping system: Paper.	
	b. Adverse Action Files (5 CFR 752) and Performance-Based Actions (5 CFR 432).	
	Case files and records related to adverse actions and performance-based actions (removal, suspension, reduction-in-grade, furlough) against employees. The file includes a copy of the proposed adverse action with supporting documents; statements of witnesses; employee's reply; hearing notices, reports, and decisions; reversal of action; and appeal records, EXCLUDING letters of reprimand which are filed in the OPF. Record keeping system: Paper.	Destroy no sooner than 4 years but no later than 7 years after case is closed. [In accordance with note below NRC elected to destroy when 7 years old.]

[NOTE: OPM has determined that agencies may decide how long, within the range of 4 to 7 years, grievance and adverse action files need to be retained. To implement this authority, each agency must select one fixed retention period, between 4 and 7 years, for the entire series of its closed cases. Agencies are not authorized to use different retention periods for individual cases. The agency should publish the chosen retention period in the Privacy Act notice for these records, the agency's records disposition manual, and any other issuance dealing with the disposition of these records.]

31. Personal Injury Files.

	Forms, reports, correspondence, and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made, EXCLUDING	Cut off on termination of compensation or when deadline for filing a claim has passed. Destroy 3 years after cutoff.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	copies filed in the Employee Medical Folder and copies submitted to the Department of Labor. Record keeping system: Paper.	
32.	**Merit Promotion Case Files.**	
	Records relating to the promotion of an individual that document qualification standards, evaluation methods, selection procedures, and evaluations of candidates. Record keeping system: Paper.	Destroy after OPM audit or 2 years after the personnel action is completed, whichever is sooner.
33.	**Examining and Certification Records.**	
	Delegated agreements and related records created under the authority of 5 U.S.C. 1104 between the OPM and agencies, allowing for the examination and certification of applicants for employment. Record keeping system: Paper.	
	a. Delegated agreements.	Destroy 3 years after termination of agreement.
	b. Correspondence concerning applications, certification of eligibles, and all other examining and recruiting operations. Such correspondence, includes, but is not limited to, correspondence from Congress, White House, and the general public, and correspondence regarding accommodations for holding examinations and shipment of test materials.	Cut off annually. Destroy 1 year after cutoff.
	c. Correspondence or notices received from eligibles indicating a change in name, address, or availability.	Destroy 90 days after updating the appropriate record in the registry or inventory.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
d.	Test material stock control.	
	Stock control records of examination test material including running inventory of test material in stock.	Destroy when test is superseded or obsolete.
e.	Application Record Card (OPM Form 5000A, or equivalent).	Cut off after examination. Destroy no later than 90 days after cutoff.
f.	Examination Announcement Case Documentation Files.	
	Correspondence regarding examination requirements, final version of announcement(s) issued, subsequent amendments to announcement(s), public notice documentation, rating schedule, job analysis documentation, record of selective and quality rating factors, rating procedures, transmutation tables, and other documents associated with the job announcement(s) and the development of the register/inventory or case examination.	Cut off after termination of related register or inventory or after final action is taken on the certificate generated by case examining procedures. Destroy 2 years after cut off.
g.	Register or inventory of eligibles (OPM Form 5001-C or equivalent, documenting eligibility of an individual for Federal jobs).	Destroy 2 years after the date on which the register of inventory is terminated.
h.	Letters to applicants denying transfer of eligibility (OPM Form 4896 or equivalent).	Cut off annually. Destroy 1 year after cutoff.
i.	Test Answer Sheets.	
	Written test answer sheets for both eligibles and ineligibles. Filed by date of processing.	Destroy when 6 months old.
j.	Lost or Exposed Test Material Case Files.	Cut off files annually. Destroy 5 years after cutoff.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	Records showing the circumstances of loss, nature of the recovery action, and corrective action required.	
k.	Cancelled and ineligible applications for positions filled from a register or inventory. Such documents include Optional form (OF) 612, resumes, supplemental forms, and attachments, whether in hard copy or electronic format.	Cut off annually. Destroy 1 year after cutoff.
l.	Eligible applications for positions filled from a register or inventory, including OF 612, resumes, supplemental forms, and attachments, whether in hard copy or electronic format.	
	(1) On active register or inventory.	Destroy 90 days after termination of the register or inventory, (except for those applications that may be brought forward to a new register or inventory, if any).
	(2) On inactive register or inventory.	Cut off annually. Destroy 1 year after cut off.
m.	Ineligible or incomplete applications for positions filled by case examining. Such documents include OF 612, resumes, supplemental forms, whether in hard copy or electronic format.	Cutoff annually. Destroy 2 years after cutoff.
n.	Eligible applications for positions filled by case examining that either are not referred to the hiring official or are returned to the examining office by the hiring official. Such documents include OF 612, resumes, supplemental forms, and attachments, whether in hard copy or electronic format.	Cutoff annually. Destroy 2 years after cutoff.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
o.	Request for prior approval of personnel actions taken by agencies on such matters as promotion, transfer, reinstatement, or change in status, submitted by SF 59, OPM 648, or equivalent form.	Cut off annually. Destroy 1 year after cutoff.
p.	Certificate Files, including SF 39, SF 39A, or equivalent, and all papers upon which the certification was based: the list of eligibles screened for the vacancies, ratings assigned, availability statements, the certificate of eligibles that was issued to the selecting official, the annotated certificate of eligibles that was returned from the selecting official, and other documentation material designated by the examiner for retention.	Cut off annually. Destroy 2 years after cutoff.
q.	Certification request control index. Certificate control log system. Records of information (e.g. receipt date, series, and grade of position, duty station, etc.) pertaining to requests for lists of eligibles from a register or inventory.	Cut off annually. Destroy 2 years after cutoff.
r.	Interagency Placement Program (IPP) application and registration sheet.	Destroy upon expiration of employee's DEP eligibility.
s.	DEP control cards, if maintained.	Cut off annually. Destroy 2 years after cut off.
t.	Reports of audits of delegated examining operations.	Destroy 3 years after date of the report.

34. <u>Occupational Injury and Illness Files</u>.

Reports and logs (including Occupational Safety and Health Administration (OSHA) Forms 100, 101, 102, and 200, or equivalents) maintained as prescribed in 29 CFR 1960 and OSHA pamphlet 2014 to	Destroy when 5 years old.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	document all recordable occupational injuries and illnesses for each establishment.	
	Record keeping system: Paper.	
35.	**Denied Health Benefits Requests Under Spouse Equity**. [See note after item 35b(2).]	
	Denied eligibility files consisting of applications, court orders, denial letters, appeal letters, and related papers.	
	Record keeping system: Paper.	
	a. Health benefits denied, not appealed.	Destroy 3 years after denial.
	b. Health benefits denied, appealed to OPM for reconsideration.	
	(1) Appeal successful - benefits granted.	Create enrollment file in accordance with Subchapter S17 of the FEHB Handbook.
	(2) Appeal unsuccessful - benefits denied.	Destroy 3 years after denial.

[NOTE: Pursuant to Subchapter S17 of the FEHB Handbook enrollment files of spouses eligible for benefits are transferred to OPM when former spouse cancels the enrollment, when enrollment is terminated by the employing office, or when former spouse begins receiving an annuity payment.]

36.	**Federal Workplace Drug Testing Program Files**. [See notes after item 36e(2).]	
	Drug testing program records created under Executive Order 12564 and Public Law 100-71, Section 503 (101 Stat. 468), EXCLUDING consolidated statistical and narrative reports concerning the operation of agency programs, including annual reports to	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	Congress, as required by Pub. L. 100-71, 503(f).	
	This authorization does not apply to oversight program records of the Department of Health and Human Services, the Office of Personnel Management, the Office of Management and Budget, the Office of National Drug Control Policy, and the Department of Justice.	
	Record keeping system: Paper.	
	a. Drug test plans and procedures, EXCLUDING documents that are filed in record sets of formal issuances (directives, procedures handbooks, operating manuals, and the like.)	
	Agency copies of plans and procedures, with related drafts, correspondence, memoranda, and other records pertaining to the development of procedures for drug testing programs, including the determination of testing incumbents in designated positions.	Destroy when 3 years old or when superseded or obsolete. [See note (2) after item 36e(2).]
	b. Employee acknowledgment of notice forms.	
	Forms completed by employees whose positions are designated sensitive for drug testing purposes acknowledging that they have received notice that they may be tested.	Destroy when employee separates from testing-designated position. [See note (2) after item 36e(2).]
	c. Selection/scheduling records.	
	Records relating to the selection of specific employees/applicants for testing and the scheduling of tests. Included are	Destroy when 3 years old. [See note (2) after item 36e(2).]

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	lists of selectees, notification letters, and testing schedules.	
	d. Records relating to the collection and handling of specimens.	
	(1) "Record Books."	
	Bound books containing identifying data on each specimen, recorded at each collection site in the order in which the specimens were collected.	Destroy 3 years after date of last entry. [See note (2) after item 36e(2).]
	(2) Chain of custody records.	
	Forms and other records used to maintain control and accountability of specimens from the point of collection to the final disposition of the specimen.	Destroy when 3 years old. [See note (2) after item 36e(2).]
	e. Test results.	
	Records documenting individual test results, including reports of testing, notifications of employees/applicants and employing offices, and documents relating to follow-up testing.	
	(1) Positive results.	
	(a) Employees.	Destroy when employee leaves the agency or when 3 years old, whichever is later.
	(b) Applicants not accepted for employment.	Destroy when 3 years old. [See note (2) after item 36e(2).]
	(2) Negative results.	Destroy when 3 years old.

[NOTES: (1) Disciplinary action case files pertaining to actions taken against employees for drug use, drug possession, failure to comply with drug testing procedures, and similar matters

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION

are covered by GRS 1, item 30b, which authorizes destruction of records between 4 and 7 years after the case is closed. (2) Any records covered by items 36 a-e that are relevant to litigation or disciplinary actions should be disposed of no earlier than the related litigation or adverse action case file(s).]

37. Donated Leave Program Case Files.

Case files documenting the receipt and donation of leave for medical emergencies, including recipient applications, agency approvals or denials, medical or physician certifications, leave donation records or OF 630-A, supervisor/timekeeper approvals, leave transfer records, payroll notification records, and leave program termination records.	Beginning in January 1994, destroy 1 year after the end of the year in which the file is closed.

Record keeping system: Paper.

38. Wage Survey Files.

Wage survey reports and data, background documents and correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and request for an authorization of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).	Destroy after completion of second succeeding wage survey.

Record keeping system: Paper.

39. Retirement Assistance Files.

Correspondence, memoranda, annuity estimates, and other records used to assist	Destroy when 1 year old.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	retiring employees or survivors claim insurance or retirement benefits. Record keeping system: Paper.	
40.	**Handicapped Individuals Appointment Case Files.**	
	Case files containing position title and description; fully executed SF 171; medical examiner's report; a brief statement explaining accommodation of impairment; and other documents related to previous appointment, certification, and/or acceptance or refusal, created in accordance with FPM chapter 306-11, subchapter 4-2. Record keeping system: Paper.	Destroy 5 years following the date of approval or disapproval of each case.
41.	**Pay Comparability Records.**	
	Records created under implementation of the Federal Employees Pay Comparability Act including written narratives and computerized transaction registers documenting use of retention, relocation and recruitment bonuses, allowances, and supervisory differentials, and case files consisting of requests for and approval of recruitment and relocation bonuses and retention allowances. Record keeping system: Paper.	Destroy 1 year after end of employee's participation in the program.
42.	**Alternate Worksite Records.**	
	a. Approved requests or applications to participate in an alternate worksite program; agreements between the agency and the employee; and records relating to the safety of the worksite, the installation	Destroy 1 year after end of employee's participation in the program.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	and use of equipment, hardware, and software, and the use of secure, classified information or data subject to the Privacy Act. Record keeping system: Paper.	
	b. Unapproved requests. Record keeping system: Paper.	Destroy 1 year after request is rejected
	c. Forms and other records generated by the agency or the participating employee evaluating the alternate worksite program. Record keeping system: Paper.	Destroy when 1 year old, or when no longer needed, whichever is later.
43.	**Electronic Mail and Word Processing System Copies.** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination. Record keeping system: NA.	
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are	Destroy/delete within 180 days after the recordkeeping copy has been produced.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	used only to produce the recordkeeping copy.	
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Destroy/delete when dissemination, revision, or updating is completed.

GENERAL RECORDS SCHEDULE 2

Payrolling and Pay Administration Records

Payrolling and pay administration records pertain to disbursements to civilian employees of the Government for personal services. This schedule applies to the pay records that are common to all agencies, but it excludes (a) retirement records (Standard Form (SF) 2806 or equivalent) that are maintained during employee duty and then transferred to the Office of Personnel Management (OPM); (b) files maintained in agency space for audit by the General Accounting Office (GAO) under 31 U.S.C. 3529(c); (c) records relating to tax withholding, savings bonds, fidelity bonds, or other records held by the appropriate units of the Treasury Department responsible for the related Government-wide programs; and (d) Office of Management and Budget files reflecting agency personnel needs and problems. The National Archives and Records Administration (NARA) must be consulted for any records created prior to January 1, 1921 before applying these disposition instructions.

Documents required by the Comptroller General to be maintained for site audit are segments of accountable officer's accounts. In no event may disposal be made of records pertaining to accounts, claims, or demands involving the Government of the United States which have not been settled or adjusted by the GAO unless the agency concerned has written approval of the Comptroller General, as required by 44 U.S.C. 3309. Most Federal civilian pay accounts are prepared and maintained in accordance with Title 6 - Pay, Leave, and Allowances and incorporated in the GAO Policy and Procedures Manual for Guidance of Federal Agencies. In the payrolling process different types of records are accumulated. Under Title 6 of the GAO Manual these records are normally site-audited on a sample basis by GAO representatives who examine primarily the earnings record card, payroll change slips that are prepared to document changes in normal pay, certification sheets containing the signatures of the certifying officer, checklists prepared in lieu of the more formal payrolls by Department of the Treasury or local disbursing personnel, source personnel documents such as basic time and attendance reports, and copies of personnel action forms documenting changes in pay. In addition, pay registers and other accounting devices are maintained to check and balance the accounts.

All payroll systems require the maintenance of a leave record used to submit data to the payroll system. Information is posted to this record from more detailed records kept by time and attendance clerks located throughout an agency. Depending on the type of system in operation, this leave record may be a hard-copy input form or it may be a wholly electronic input.

Other records incidental to the payrolling process are employee requests for tax withholding; employee requests for Thrift Savings Plan deductions; savings bond records; and other records not pertaining to individuals, but rather to the general administration of the payrolling office and the payrolling function.

A new item has been added to this schedule to authorize the destruction of electronic mail and word processing records maintained by agencies in addition to the copy in the recordkeeping system. This item covers electronic copies of electronic mail and word processing records created and used solely to produce the recordkeeping copy, and electronic copies of electronic mail and word processing records that are needed in addition to the recordkeeping copy for dissemination, revision, or updating.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	PAYROLL	
1.	**Individual Employee Pay Record.**	
a.	Pay record for each employee as maintained in an electronic data base. This database may be a stand-alone payroll system or part of a combined personnel/payroll system. Record keeping system: Electronic.	Update elements and/or entire record as required.
b.	Individual Pay Record, containing pay data on each employee within an agency. This record may be in paper or microform but not in machine readable form. Record keeping system: Paper or Microfilm.	Transfer to National Personnel Records Center. Destroy when 56 years old.
2.	**Noncurrent Payroll Files.**	
	Copy of noncurrent payroll data as maintained by payroll service bureaus in either microform or machine-readable form. Record keeping system: Paper, Microfilm, or Electronic.	Destroy 15 years after close of pay year in which generated.

Items 3 through 5. Reserved.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION

TIME AND ATTENDANCE

6. Leave Application Files.	
SF 71 or equivalent plus any supporting documentation of requests and approvals of leave. Record keeping system: Paper.	
a. If employee initials time card or equivalent.	Destroy at end of following pay period.
b. If employee has not initialed time card or equivalent.	Destroy after GAO audit or when 3 years old, whichever is sooner.
7. Time and Attendance Source Records.	
All time and attendance records upon which leave input data is based, such as time or sign-in sheets; time cards (such as Optional Form (OF) 1130); flexitime records; leave applications for jury and military duty; and authorized premium pay or overtime, maintained at duty post, upon which leave input data is based. Records may be in either machine-readable or paper form. Record keeping system: Paper or Electronic.	Destroy after GAO audit or when 6 years old, whichever is sooner.
8. Time and Attendance Input Records.	
Records in either paper or machine readable form used to input time and attendance data into a payroll system, maintained either by agency or payroll processor. Record keeping system: Paper or Electronic.	Destroy after GAO audit or when 6 years old, whichever is sooner.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
9. Leave Record.		
a.	Record of employee leave, such as SF 1150, prepared upon transfer or separation. Record keeping system: Paper.	File on right side of the Official Personnel Folder (OPF). See GRS 1, item 1.
b.	Creating agency copy, when maintained. Record keeping system: Paper.	Destroy when 3 years old.

Items 10 through 12. Reserved.

DEDUCTIONS, ALLOTMENTS, AND ELECTRONIC FUNDS TRANSFERS

13. Tax Files.		
a.	Employee withholding allowance certificate such as Internal Revenue Service (IRS) Form W-4 and state equivalents. Record keeping system: Paper.	Destroy 4 years after superseded or obsolete or upon separation of employee.
b.	Agency copy of employee wages and tax statements, such as IRS Form W-2 and state equivalents, maintained by agency or payroll processor. Record keeping system: Paper.	Destroy when 4 years old.
c.	Agency copy of employer reports of Federal tax withheld, such as IRS Form W-3, with related papers including reports relating to income and social security tax, and state equivalents, maintained by agency or payroll processor. Record keeping system: Paper.	Destroy when 4 years old.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
14.	**Savings Bond Purchase Files.**	
a.	Authorization for Purchase and Request for Change - U.S. Savings Bonds, SB 2152, or equivalent. Record keeping system: Paper.	Destroy when superseded or after separation of employee.
b.	Bond registration files: issuing agent's copies of bond registration stubs. Record keeping system: Paper.	Destroy 4 months after date of issuance of bond.
c.	Bond receipt and transmittal files: receipts for and transmittals of U.S. Savings Bonds. Record keeping system: Paper.	Destroy 4 months after date of issuance of bond.
15.	**Combined Federal Campaign and Other Allotment Authorizations.**	
a.	Authorization for individual allotment to the Combined Federal Campaign. Record keeping system: Paper.	Destroy after GAO audit or when 3 years old, whichever is sooner.
b.	Other authorizations, such as union dues and saving. Record keeping system: Paper.	Destroy after GAO audit or when 3 years old, whichever is sooner.
16.	**Thrift Savings Plan Election Form.**	
	Form TSP-1 authorizing deduction of employee contribution to the Thrift Savings Plan. Record keeping system: Paper.	Destroy when superseded or after separation of employee.
17.	**Direct Deposit Sign-up Form (SF 1199A).** Record keeping system: Paper.	Destroy when superseded or after separation.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
18.	**Levy and Garnishment Files.**	
	Official Notice of Levy or Garnishment (IRS Form 668A or equivalent), change slip, work papers, correspondence, release and other forms, and other records relating to charge against retirement funds or attachment of salary for payment of back income taxes or other debts of Federal employees. Record keeping system: Paper.	Destroy 3 years after garnishment is terminated.

Items 19 through 21. Reserved.

PAYROLL ADMINISTRATION

22.	**Payroll System Reports.**	
	a. Error reports, ticklers, system operation reports. Record keeping system: Paper.	Destroy when related actions are completed or when no longer needed, not to exceed 2 years.
	b. Reports and data used for agency workload and or personnel management purposes. Record keeping system: Paper	Destroy when 2 years old.
	c. Reports providing fiscal information on agency payroll. Record keeping system: Paper.	Destroy after GAO audit or when 3 years old, whichever is sooner.
23.	**Payroll Change Files.**	
	Records used to direct a change or correction of an individual pay transaction whether created and maintained by paying agency or payroll processor. Record keeping system: Paper.	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	a. Copies subject to GAO audit.	Destroy after GAO audit or when 3 years old, whichever is sooner.
	b. All other copies.	Destroy 1 month after end of related pay period.
24.	**Payroll Correspondence.**	
	Correspondence between agency and payroll processor regarding general, routine administrative issues that do not relate to individual payments.	Destroy when 2 years old.
	Record keeping system: Paper.	

Items 25 through 27. Reserved

RETIREMENT

28.	**Retirement Files.**	
	Reports, registers, or other control documents, and other records relating to retirement, such as SF 2807 or equivalent.	For CSRS/FERS related records, destroy upon receipt of official OPM acceptance of annual summary.
	Record keeping system: Paper.	

Items 29 through 30. Reserved.

GENERAL

31.	**Electronic Mail and Word Processing System Copies.**	
	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	processing systems that are maintained for updating, revision, or dissemination.	
	Record keeping system: NA.	
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	Destroy/delete within 180 days after the recordkeeping copy has been produced.
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Destroy/delete when dissemination, revision, or updating is completed.

GENERAL RECORDS SCHEDULE 3

Procurement, Supply, and Grant Records

Agency procurement and supply records document the acquisition of goods and non-personal services, controlling the volume of stock on hand, reporting procurement needs, and related supply matters which are part of daily procurement operations. The basic procurement files reflect a considerable range of procedure, from simple, small purchases to complicated prime contractor and subcontractor operations.

Any records created prior to 1895 must first be offered to the National Archives and Records Administration (NARA) for appraisal before applying the disposal instructions. Frequently copies of procurement papers become integral parts of the other files in the agency, such as project files of various types or general subject files pertaining to program operations; such copies are not covered by this schedule because they cannot be considered and evaluated separately from the files of which they are a part.

The General Accounting Office (GAO) no longer requires agencies to maintain a separate file of contracts for site audit. The agency contract files maintained in the contracting officer's office are accessible to GAO auditors and have generally been used by them in the past. When a claim is filed by or against the Government, records relating to the claim should be retained without regard to the otherwise applicable records retention schedules which would have authorized destruction of the records prior to the time when the claim is finally resolved unless the agency has received written approval from the GAO (44 U.S.C. Section 3309 and 62 Comp. Gen. 42 (1982)). A claim is finally resolved: (1) when it is disallowed and the time for appealing the denial or instituting suit on the claim has expired; or (2) when it is allowed and paid or the amount offered in compromise is accepted and paid; or (3) when the amount found due and owing proves uncollectible because time limits for collecting the indebtedness through legal proceedings or by way of setoff have expired.

Records documenting procurement and supply in the agencies are largely standardized by various regulations of the Comptroller General and the Administrator of General Services. The physical arrangement of the transaction files themselves differs in the various agencies, however. In all agencies the official contract files, for example, contain a minimum core of specified documents, but there are also other documents that vary in accordance with what the individual agency deems to be best for its own operating purposes.

The key procurement file is the transaction case file containing the formal contract or informal purchase order or lease instruments and all related papers. The documents flowing into the transaction file differ in detail, but they include, in addition to the purchase document, specifications, bids, schedules of delivery, the initiating requisition, invoices, and correspondence. Other copies of these documents, made for expediting and other administrative

purposes, are scattered throughout the inspection, shipping, expediting, and other units of the agency procurement organization.

Other files related to the procurement and supply function include reports used for supply management purposes by the agency creating the records as well as the staff agency involved with Government-wide programs. They also include local requisition and stock inventory files and other minor supply papers. Of a specialized character in the procurement field are the title

papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise). These papers are required by the Government as long as the property remains in Government hands or if it has been sold or released -- conditionally or with recapture clauses. When properties are disposed of by quitclaim deeds, this fact should be confirmed prior to the disposal of title papers, since the title evidence might be needed by the Government to defend the title in the event the properties were disposed of by deeds containing general or special warranties.

It should also be ascertained that the title evidence relates only to the properties which were sold by the Government. In many instances, lands acquired by the Government are disposed of in different size parcels, and if the Government retains the title to any portion the title evidence should be retained.

This schedule does not apply to Interior Department records relating to the public domain or to the title opinion files of the Department of Justice.

This schedule includes some of the common agency records relating to grant programs. Since many Federal agencies conduct grant programs which document projects contracted between the agency and an outside party, these records are included as an adjunct to the procurement and supply records.

A new item has been added to this schedule to authorize the destruction of electronic mail and word processing records maintained by agencies in addition to the copy in the recordkeeping system. This item covers electronic copies of electronic mail and word processing records created and used solely to produce the recordkeeping copy, and electronic copies of electronic mail and word processing records that are needed in addition to the recordkeeping copy for dissemination, revision, or updating.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	**Real Property Files**. [See note after item 1b.]	
	Title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise), excluding records relating to property acquired prior to January 1, 1921.	
	Record keeping system: NA.	
	a. Records relating to property acquired after December 31, 1920, other than abstract or certificate of title.	Dispose 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens.
	b. Abstract or certificate of title.	Transfer to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens.

[**NOTE**: Records relating to property acquired prior to January 1, 1921, are not covered by the GRS and must be scheduled by submission of a Standard Form (SF) 115 to NARA.]

2.	**General Correspondence Files**.	
	Correspondence files of operating procurement units concerning internal operation and administration matters not covered elsewhere in this schedule.	Destroy when 2 years old.
	Record keeping system: ADAMS.	
3.	**Routine Procurement Files**. [See note after item 3d.]	
	Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	payment (other than those covered in items 1 and 12). [See note after item 3a(2)(b).]	
	Record keeping system: ADAMS or Paper or Electronic.	
	a. Procurement or purchase organization copy, and related papers.	
	(1) Transaction dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining "simplified acquisition threshold").	
	(a) Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding $2,000.	Destroy 6 years and 3 months after final payment.
	(b) Transactions at or below the simplified acquisition threshold and all construction contracts at or below $2,000.	Destroy 3 years after final payment.
	(2) Transactions dated earlier than July 3, 1995.	
	(a) Transactions that utilize other than small purchase procedures and all construction contracts exceeding $2,000.	Destroy 6 years and 3 months after final payment.
	(b) Transactions that utilize small purchase procedures and all construction contracts under $2,000.	Destroy 3 years after final payment.

[NOTE: Given the complexities of the rules on procurement, agencies should involve procurement officials when deciding which of the subitems to apply to a particular series of records.]

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	c. Other copies of records described above used by component elements of a procurement office for administrative purposes.	Destroy upon termination or completion.
	d. Data Submitted to the Federal Procurement Data System (FPDS). Electronic data file maintained by fiscal year, containing unclassified records of all procurements, other than small purchases, and consisting of information required under 48 CFR 4.601 for transfer to the FPDS.	Destroy or delete when 5 years old.

[**NOTE**: Unique procurement files are not covered by this schedule. With the standardization of the Government-wide procurement process under the FAR, such files are unlikely to exist. However, if an agency believes that a procurement file that has long-term research value, the records officer should submit an SF 115.]

4. Supply Management Files.

Files of reports on supply requirements and procurement matters submitted for supply management purposes (other than those incorporated in case files or other files of a general nature), exclusive of Department of Defense Reports reflecting procurement under exemptions authorized under Section 201(a) of the Federal Property and Administrative Services Act of 1949 (40 U.S.C. 481).

Record keeping system: Paper.

	a. Copies received from other units for internal purposes or for transmission to staff agencies.	Destroy when 2 years old.
	b. Copies in other reporting units and related working documents.	Destroy when 1 year old.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
5.	**Solicited and Unsolicited Bids and Proposals Files.**	
	a. Successful bids and proposals. Record keeping system: Paper.	Destroy with related contract case files (see item 3 of this schedule).
	b. Solicited and unsolicited unsuccessful bids and proposals. Record keeping system: ADAMS or Paper.	
	(1) Relating to small purchases as defined in the Federal Acquisition Regulation, 48 CFR Part 13.	Destroy 1 year after date of award or final payment, whichever is later.
	(2) Relating to transactions above the small purchase limitations in 48 CFR Part 13.	
	(a) When filed separately from contract case files.	Destroy when related contract is completed.
	(b) When filed with contract case files.	Destroy with related contract case file (see item 3 of this schedule).
	c. Canceled solicitations files. Record keeping system: Paper.	
	(1) Formal solicitations of offers to provide products or services (e.g., Invitations for Bids, Requests for Proposals, Requests for Quotations) which were canceled prior to award of a contract. The files include presolicitation documentation on the requirement, any offers that were opened prior to the cancellation, documentation on any Government action up to the time of cancellation, and evidence of the cancellation.	Destroy 5 years after date of cancellation.
	(2) Unopened bids.	Return to bidder.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	d. Lists or card files of acceptable bidders. Record keeping system: NA.	Destroy when superseded or obsolete.
6.	**Public Printer Files.** Records relating to requisitions on the Printer, and all supporting papers. Record keeping system: Paper.	
	a. Printing procurement unit copy of requisition, invoice, specifications, and related papers.	Destroy 3 years after completion or cancellation of requisition.
	b. Accounting copy of requisition.	Destroy 3 years after period covered by related account.
7.	**Nonpersonal Requisition File.** Requisitions for nonpersonal services, such as duplicating, laundry, binding, and other services (excluding records associated with accountable officers' accounts (Schedule 6)). Record keeping system: Paper.	Destroy when 1 year old.
8.	**Inventory Requisition File.** Requisitions for supplies and equipment for current inventory. Record keeping system: Paper.	
	a. Stockroom copy.	Destroy 2 years after completion or cancellation of requisition.
	b. All other copies.	Destroy when 6 months old.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
9.	**Inventory Files.**	
a.	Inventory lists. Record keeping system: Paper.	Destroy 2 years from date of list.
b.	Inventory cards. Record keeping system: Paper.	Destroy 2 years after discontinuance of item, 2 years after stock balance is transferred to new card or recorded under a new classification, or 2 years after equipment is removed from agency control.
c.	Report of survey files and other papers used as evidence for adjustment of inventory records, not otherwise covered in the GRS. Record keeping system: Paper.	Destroy 2 years after date of survey action or date of posting medium.
10.	**Telephone Records.**	
	Telephone statements and toll slips. Record keeping system: NA.	Destroy 3 years after period covered by related account.
11.	**Contractors' Payroll Files.**	
	Contractors' payrolls (construction contracts) submitted in accordance with Department of Labor regulations, with related certifications, antikickback affidavits, and other related papers. Record keeping system: Paper.	Destroy 3 years after date of completion of contract unless contract performance is subject of enforcement action on such date.
12.	**Tax Exemption Files.**	
	Tax exemption certificates and related papers. Record keeping system: Paper.	Destroy 3 years after period covered by related account.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
13.	**Unsuccessful Grant Application Files.**	
	Applications, correspondence, and other records relating to unsuccessful (rejected or withdrawn) applications.	Destroy 3 years after rejection or withdrawal.
	Record keeping system: Paper.	
14.	**Grant Administrative Files.** [See note after this item.]	
	Correspondence and/or subject files relating to routine operations and daily activities in administration of the grant program.	Destroy when 2 years old.
	Record keeping system: Paper.	

[**NOTE**: Grant case files, which include accepted applications among many other documents, substantive correspondence and subject files relating to grant programs, and final product files, cannot be scheduled in the GRS. The types and significance of grant programs and the contents of the files vary, so no single disposition can be applied to the files on a Government-wide basis. To schedule these records, agencies must submit an SF 115 to NARA.]

15.	**Contract Appeals Case Files.**	
	Contract appeals case files arising under the Contracts Dispute Act, consisting of notices of appeal and acknowledgments thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits, change orders, and amendments; transcripts of hearings; documents received from parties concerned; final decisions; and all other related papers.	
	Record keeping system: Paper.	
	a. Records created prior to October 1, 1979.	Destroy 6 years, 3 months after final action on decision.
	b. Records created after September 30, 1979.	Destroy 1 year after final action on decision.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
16.	**Contractor's Statement of Contingent or Other Fees.**	
	SF 119, Statement of Contingent or Other Fees, or statement in lieu of the form, filed separately from the contract case file and maintained for enforcement or report purposes. Record keeping system: Paper.	Destroy when superseded or obsolete.
17.	**Small and Disadvantaged Business Utilization Files.**	
	Correspondence, reports, studies, goal statements, and other records relating to the small and disadvantaged business utilization program, as required by Pub.L. 95-507. Record keeping system: ADAMS.	Destroy when 3 years old.
18.	**Electronic Mail and Word Processing System Copies.**	
	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination. Record keeping system: NA.	
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	Destroy/delete within 180 days after the recordkeeping copy has been produced.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Destroy/delete when dissemination, revision, or updating is completed.

GENERAL RECORDS SCHEDULE 4

Property Disposal Records

These records pertain to the sales by agencies of real and personal property surplus to the needs of the Government. The act creating the General Services Administration (GSA) transferred to the new agency the functions of the former War Assets Administration relating to property disposition. This schedule is not applicable to transaction or policy files created by the GSA and predecessor agencies, to records in the Department of the Interior relating to the public domain, and to records relating to overseas property under Department of State control. Any surplus property transaction files dated prior to the establishment of the former Procurement Division of the Department of Treasury in 1933 must be offered to the National Archives and Records Administration (NARA) for appraisal before applying these disposition instructions.
In no event may disposal be made of records pertaining to accounts, claims, or demands involving the Government of the United States which have not been settled or adjusted by the General Accounting Office without written approval of the Comptroller General, as required by 44 U.S.C. 3309.

Three forms are prescribed for use by an agency selling surplus personal property under GSA regulations:

a. Standard Form (SF) 114, Sale of Government Property, Invitation, Bid, and Acceptance. Related papers that are maintained by the agencies, usually in case fashion, consist of correspondence, bids, other notices of sale, invoices, and sales slips.
b. SF 120, Report of Excess Personal Property, and SF 121, Quarterly Report of Utilization and Disposal of Excess and Surplus Personal Property. Agencies use SF 120 to report excess personal property to the regional GSA offices, which initiate screening action. The quarterly reports are submitted to the Office of Property Management, Office of Federal Supply and Services, GSA, which consolidates the data.

A new item has been added to this schedule to authorize the destruction of electronic mail and word processing records maintained by agencies in addition to the copy in the recordkeeping system. This item covers electronic copies of electronic mail and word processing records created and used solely to produce the recordkeeping copy, and electronic copies of electronic mail and word processing records that are needed in addition to the recordkeeping copy for dissemination, revision, or updating.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	**Property Disposal Correspondence Files.**	
	Correspondence files maintained by units responsible for property disposal, pertaining to their operation and administration, and not otherwise provided for.	Destroy when 2 years old.
	Record keeping system: ADAMS.	
2.	**Excess Personal Property Reports.**	Destroy when 3 years old.
	Record keeping system: Paper.	
3.	**Surplus Property Case Files.**	
	Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.	
	Record keeping system: NA.	
	a. Transactions of more than $25,000.	Destroy 6 years after final payment.
	b. Transactions of $25,000 or less.	Destroy 3 years after final payment.
4.	**Real Property Files.** [See note after this item.]	
	Records necessary or convenient for the use of real property sold, donated, or traded to non-Federal ownership, including, if pertinent as determined by the releasing agency, site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary drawings, blueprints, master tracings, utility outlet plans, equipment location plans, specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records, allowance lists, and duplicate copies of title papers, provided (a) that the records can be segregated without harm to other documents of enduring value, (b) that no responsibility attaches to the Government	Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance, and (c) that if the property is released for historical use or purpose, the user agrees to retain them and return them to the Federal Government immediately upon the discontinuance of its use for historical purposes.	
	Record keeping system: Paper.	

[**NOTE**: Case files on the disposal of surplus real and related personal property and excess real property reports are not covered by the GRS because some of these files may have long-term legal value. Agencies must schedule these series by submitting an SF 115 to NARA.]

5.	**Electronic Mail and Word Processing System Copies.**	
	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	
	Record keeping system: NA.	
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	Destroy/delete within 180 days after the recordkeeping copy has been produced.
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Destroy/delete when dissemination, revision, or updating is completed.

GENERAL RECORDS SCHEDULE 5

Budget Preparation, Presentation, and Apportionment Records

Budget and apportionment records include the various files accumulated in an agency in the course of formulating its budget for submission to the Office of Management and Budget (OMB) and to the Congress; in defending its requests for funds before both bodies; and after enactment of an appropriation bill, in ensuring that the funds are used in such a way as to suffice for the appropriate period of time. The funds are made available to the agency by OMB, usually in quarterly portions, and the agencies must indicate and justify regularly to OMB their proposed rate of expenditure. After the funds have been made available to the agency, its own controls over the funds are in its expenditure accounting records (Schedule 7), and detailed information relative to expenditures is contained in the accountable officers' accounts (Schedule 6).

This schedule applies to certain records of budget preparation and apportionment in all agencies, but does not apply to records of OMB and the Department of Treasury reflecting the Government-wide budget responsibilities of those agencies. Records created prior to January 1, 1921, must be offered to the National Archives and Records Administration (NARA) before applying the disposition instructions.

Agency budget records are normally created at all levels of agency organization. They show proposals from all operating levels as well as the bureau-wide and agency-wide coordinating work done by formally organized budget offices. Therefore the records consist of detailed work papers and budgetary statements developed by single operating units, the more significant budget statements and related papers representing consolidated submissions prepared at the bureau or equivalent level and forwarded to the agency budget officer, and the records at the highest level pertaining to the budget submission for the entire agency.

The nature of the budget presentation itself is standardized by OMB which prescribes format and procedures for all Federal agencies. However, the internal reports and papers which support the budget and are used in its preparation vary from agency to agency. The budget submission, a record copy of which is usually designated by the agency, is a duplicate of the set of papers submitted to OMB. These include summary statements of appropriations and expenditures, statements of contract authorizations, and statements of receipts as well as narrative summary statements which highlight the principal features of the agency requests and immediately related supporting documents. The narrative presents the policies and the programs of the agency which the budgetary requests are to support. In addition to the summaries, the submission includes schedules of obligations and statements pertaining to each type of appropriation and fund under which the individual agency operates. Finally, OMB requires additional supporting data pertaining to objects of expenditure, particular agency programs, and figures based on the cost of various type of service operations, such as personnel and payrolling activities.

A new item has been added to this schedule to authorize the destruction of electronic mail and word processing records maintained by agencies in addition to the copy in the recordkeeping system. This item covers electronic copies of electronic mail and word processing records created and used solely to produce the recordkeeping copy, and electronic copies of electronic mail and word processing records that are needed in addition to the recordkeeping copy for dissemination, revision, or updating.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	**Budget Correspondence Files.**	
	Correspondence files in formally organized budget offices pertaining to routine administration, internal procedures, and other matters not covered elsewhere in this schedule, EXCLUDING files relating to agency policy and procedure maintained in formally organized budget offices.	Destroy when 2 years old.
	Record keeping system: Paper.	
2.	**Budget Background Records.**	
	Cost statements, rough data and similar materials accumulated in the preparation of annual budget estimates, including duplicates of budget estimates and justifications and related appropriation language sheets, narrative statements, and related schedules; and originating offices' copies of reports submitted to budget offices.	Destroy 1 year after the close of the fiscal year covered by the budget.
	Record keeping system: Paper.	
3.	**Budget Reports Files.**	
	Periodic reports on the status of appropriation accounts and apportionment.	
	a. Annual report (end of fiscal year).	Destroy when 5 years old.
	Record keeping system: ADAMS.	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	b. All other reports. Record keeping system: Paper.	Destroy 3 years after the end of the fiscal year.
4.	**Budget Apportionment Files**. [See note after this item.]	
	Apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation. Record keeping system: ADAMS or Paper.	Destroy 2 years after the close of the fiscal year.

[NOTE: The following budget files are not covered by the GRS:
--Budget office correspondence or subject files documenting budget policy and procedures and reflecting policy decisions affecting expenditures for agency programs.
--Budget estimates and justifications of formally organized budget offices at the bureau (or equivalent) or higher organizational level. Depending on agency recordkeeping practices and patterns of documentation, these records may have archival value and must be scheduled by submitting a Standard Form (SF) 115 to NARA.]

5.	**Electronic Mail and Word Processing System Copies.**	
	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination. Record keeping system: NA	
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or	Destroy/delete within 180 days after the recordkeeping copy has been produced.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Destroy/delete when dissemination, revision, or updating is completed.

GENERAL RECORDS SCHEDULE 6

Accountable Officers' Accounts Records

This general schedule covers accountable officers' returns and related records, including records under the cognizance of the General Accounting Office (GAO). This schedule does not apply to the copies of schedules and related papers held by the Chief Disbursing Officer of the Treasury. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration (NARA) before applying these disposition instructions.

Accountable officers' accounts include record copies of all records concerned with the accounting for, availability, and status of public funds. There are several types of "accountable officers," such as: (a) the collecting officer, who receives monies owed to the Federal Government and ensures that it is credited to the proper account; (b) the disbursing officer who is responsible for providing documentation to GAO, since he/she accomplishes the actual payment of public monies to proper Federal creditors; and (c) the certifying officer, whose signature on a summary attests to the authenticity of vouchers listed on the schedule.

Disbursements for most civilian Government agencies are made by the Chief Disbursing Officer of the Treasury, who heads the Division of Disbursement of the Bureau of Government Financial Operations within the Department of Treasury. Since July 1949, disbursements have been made for most agencies on the basis of certified schedules, with the detailed vouchers transferred to GAO from the agency or held in agency space if a site audit was involved. This procedure was extended and confirmed by GAO General Regulation No. 115, issued January 29, 1952, which promulgated a standard form voucher and schedule of payments (Standard Form (SF) 1166 and SF 1167) for use by all agencies, effective July 1, 1952, and formally eliminated the transfer of vouchers of the Chief Disbursing Officer of the Treasury.

This schedule includes records held for onsite audit by GAO, as described in item 1a below. Under onsite audit, vouchers, contracts, schedules, statements of transactions and accountability, and other related supporting documents are retained in agency space for GAO auditors. Section 5 of the Post Office Department Financial Control Act of 1950 and Section 117(b) of the Budget and Accounting Procedures Act of 1950 (whenever the Comptroller General determines that an audit shall be conducted at the site) require agencies to retain these records, which are under GAO cognizance. GAO has given general authority to the agencies, if the records are no longer required for administrative purposes, to transfer all audited records and any unaudited records more than 1 full fiscal year old to Federal records centers. However, to transfer unaudited accountable officers' accounts less than one year old, permission must be obtained from the Director, Records Management, GAO. Because the records previously transferred to GAO are retained in the agency, some agencies have eliminated the creation of memorandum copies as described in item 1b of this schedule.

Records relating to the availability, collection, and custody of funds include (1) the appropriation warrants, (2) other documents that deposit funds into the Treasury, and (3) documents that provide accountable officers with status reports on funds in their custody, such as the proofs of

depository account and statements of funds to their credit. Agency copies of these deposit and status documents are so intimately related to the accounts of these officers that they are included in this schedule. The copies received by the Fiscal Service of the Department of Treasury are not covered by this schedule and are provided for in separate schedules.

A new item has been added to this schedule to authorize the destruction of electronic mail and word processing records maintained by agencies in addition to the copy in the recordkeeping system. This item covers electronic copies of electronic mail and word processing records created and used solely to produce the recordkeeping copy, and electronic copies of electronic mail and word processing records that are needed in addition to the recordkeeping copy for dissemination, revision, or updating.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	**Accountable Officers' Files.** [See note after item 1b.]	
	a. Original or ribbon copy of accountable officers' accounts maintained in the agency for site audit by GAO auditors, consisting of statements of transactions, statements of accountability, collection schedules, collection vouchers, disbursement schedules, disbursement vouchers, and all other schedules and vouchers or documents used as schedules or vouchers, exclusive of commercial passenger transportation and freight records and payroll records, EXCLUDING accounts and supporting documents pertaining to American Indians. If an agency is operating under an integrated accounting system approved by GAO, certain required documents supporting vouchers and/or schedules are included in the site audit records. These records document only the basic financial transaction, money received and money paid out or deposited in the course of operating the agency. All copies except the certified payment or collection copy, usually the original or ribbon copy, and all additional or supporting documentation not involved in an	Destroy 6 years and 3 months after period covered by account.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	integrated system are covered by succeeding items in this schedule. Record keeping system: Paper (Except NRC Form 577 is filed in ADAMS) Site audit records include, but are not limited to, the Standard and Optional Forms listed below. Also included are equivalent agency forms that document the basic financial transaction as described above.	
SF 215	Deposit Ticket	
SF 224	Statement of Transactions	
SF 1012	Travel Voucher	
SF 1034	Public Voucher for Purchases and Services Other Than Personal	
SF 1036	Statement of Certificate and Award	
SF 1038	Advance of Funds Application and Account	
SF 1047	Public Voucher for Refunds	
SF 1069	Voucher for Allowance at Foreign Posts of Duty	
SF 1080	Voucher for Transfer Between Appropriations and/or Funds	
SF 1081	Voucher and Schedule of Withdrawals and Credits	
SF 1096	Schedule of Voucher Deductions	
SF 1097	Voucher and Schedule to Effect Correction of Errors	
SF 1098	Schedule of Canceled Checks	
SF 1113	Public Voucher for Transportation Charges	
SF 1129	Reimbursement Voucher	
SF 1143	Advertising Order	
SF 1145	Voucher for Payment Under Federal Tort Claims Act	
SF 1154	Public Voucher for Unpaid Compensation Due a Deceased Civilian Employee	
SF 1156	Public Voucher for Fees and Mileage	
SF 1164	Claim for Reimbursement for Expenditures on Official Business	
SF 1166	Voucher and Schedule of Payments	
SF 1185	Schedule of Undeliverable Checks for Credit to Government Agencies	
SF 1218	Statement of Accountability (Foreign Service Account)	
SF 1219	Statement of Accountability	
SF 1220	Statement of Transactions According to Appropriation, Funds, and Receipt Accounts	
SF 1221	Statement of Transactions According to Appropriation, Funds, and Receipt Accounts (Foreign Service Account)	
OF 1114	Bill of Collection	
OF 1114A	Official Receipt	
OF 1114B	Collection Voucher	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	b. Memorandum copies of accountable officers' returns including statements of transactions and accountability, all supporting vouchers, schedules, and related documents not covered elsewhere in this schedule, EXCLUDING freight records covered by Schedule 9 and payroll records covered by Schedule 2. Record keeping system: Paper.	Destroy when 1 year old.

[**NOTE**: Accounts and supporting documents pertaining to American Indians are not authorized for disposal. Such records must be retained indefinitely since they may be needed in litigation involving the Government's role as trustee of property held by the Government and managed for the benefit of Indians.]

2.	**GAO Exceptions Files.**	
	GAO notices of exceptions, such as SF 1100, formal or informal, and related correspondence. Record keeping system: Paper.	Destroy 1 year after exception has been reported as cleared by GAO.
3.	**Certificates Settlement Files.**	
	Copies of certificates and settlement of accounts of accountable officers, statements of differences, and related records.	
	a. Certificates covering closed account settlements, supplemental settlements, and final balance settlements. Record keeping system: Paper.	Destroy 2 years after date of settlement.
	b. Certificates covering period settlements. Record keeping system: Paper.	Destroy when subsequent certificate of settlement is received.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
4.	**General Fund Files.**	
	Records relating to availability, collection, custody, and deposit of funds including appropriation warrants and certificates of deposit, other than those records covered by Item 1 of this schedule. Record keeping system: Paper.	Destroy when 3 years old.
5.	**Accounting Administrative Files.**	
	Correspondence, reports, and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.	
	a. Files used for workload and personnel management purposes. Record keeping system: Paper.	Destroy when 2 years old.
	b. All other files. Record keeping system: Paper.	Destroy when 3 years old.
6.	**Federal Personnel Surety Bond Files.**	
	a. Official copies of bond and attached powers of attorney.	
	(1) Bonds purchased before January 1, 1956. Record keeping system: NA.	Destroy 15 years after bond becomes inactive.
	(2) Bonds purchased after December 31, 1955. Record keeping system: NA.	Destroy 15 years after end of bond premium period.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	b. Other bond files including other copies of bonds and related documents. Record keeping system: NA.	Destroy when bond becomes inactive or after the end of the bond premium period.
7.	**Gasoline Sales Tickets.**	
	Hard copies of sales tickets filed in support of paid vouchers for credit card purchases of gasoline. Record keeping system: NA.	Destroy after GAO audit or when 3 years old, whichever is sooner.
8.	**Telephone Toll Tickets.**	
	Originals and copies of toll tickets filed in support of telephone toll call payments. Record keeping system: NA.	Destroy after GAO audit or when 3 years old, whichever is sooner.
9.	**Telegrams.**	
	Originals and copies of telegrams filed in support of telegraph bills. Record keeping system: NA.	Destroy after GAO audit or when 3 years old, whichever is sooner.
10.	**Administrative Claims Files.**	
	a. Claims against the United States. Records relating to claims against the United States for moneys that have been administratively (1) disallowed in full or (2) allowed in full or in part, and final payment of the amount awarded, EXCLUDING claims covered by subitem c. below. Record keeping system: Paper.	Destroy when 6 years, 3 months old.
	b. Claims by the United States subject to the Federal Claims Collection Standards and 28 U.S.C. 2415 or 31 U.S.C. 3716(c)(1).	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	Records relating to claims for money or property that were administratively determined to be due and owing to the United States and that are subject to the Federal Claims Collection Standards (4 CFR Chapter II), EXCLUDING claims covered under subitem c. below.	
	(1) Claims that were paid in full or by means of a compromise agreement pursuant to 4 CFR Part 103. Record keeping system: Paper.	Destroy when 6 years, 3 months old.
	(2) Claims for which collection action has been terminated under 4 CFR Part 104.	
	(a) Claims for which the Government's right to collect was not extended. Record keeping system: Paper.	Destroy 10 years, 3 months after the year in which the Government's right to collect first accrued.
	(b) Claims for which the Government is entitled (per 28 U.S.C. 2415) to additional time to initiate legal action. Record keeping system: Paper.	Destroy 3 months after the end of the extended period.
	(3) Claims that the agency administratively determines are not owed to the United States after collection action was initiated. Record keeping system: Paper.	Destroy when 6 years, 3 months old.
c.	Claims files that are affected by a court order or that are subject to litigation proceedings. Record keeping system: Paper.	Destroy when the court order is lifted, litigation is concluded, or when 6 years, 3 months old, whichever is later.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
11.	**Waiver of Claims Files.**	
	Records relating to waiver of claims of the United States against a person arising out of an erroneous payment of pay allowances, travel expenses, or relocation expenses to an employee of an agency or a member or former member of the uniformed services or the National Guard, including bills of collection, requests for waiver of claim, investigative reports, decisions by agency and/or GAO approving or denying the waiver, and related records.	
	Record keeping system: Paper.	
	a. Approved waivers (agencies may approve amounts not aggregating to more than $500 or GAO may approve any amount).	Destroy 6 years, 3 months after the close of the fiscal year in which the waiver was approved.
	b. Denied waivers.	Destroy with related claims files in accordance with items 10b and 10c of this schedule.
12.	**Electronic Mail and Word Processing System Copies.**	
	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	
	Record keeping system: NA.	
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on	Destroy/delete within 180 days after the recordkeeping copy has been produced.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	
b.	Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Destroy/delete when dissemination, revision, or updating is completed.

GENERAL RECORDS SCHEDULE 7

Expenditure Accounting Records

Expenditure accounting records are the ledgers and related documents maintained by all Federal agencies to show in summary fashion how their funds, appropriated and nonappropriated, are spent after allotment by the Office of Management and Budget (OMB), and the sources and nature of any receipts. The key records are the general ledger accounts, which constitute, as a unit, the heart of the agency accounting system. These ledgers summarize the financial status and financial transactions of the agency, showing the current status of funds available for expenditure, the amounts due and collected for the account of the Government, accumulated expenditures and liabilities, and the values of stock, equipment, and other property in agency custody. They are controls that serve not only as central fiscal records, but also as a primary source of data for top management concerned with agency solvency, expenditures, and program costs.

The general ledgers are subdivided into arbitrarily created account titles, which are based on programs, projects, costs, and funds. Supporting them are a group of subsidiary ledgers and documents further detailing the information in the general ledgers or serving as posting media to the ledgers themselves. To the extent that they reflect appropriation expenditures, the general ledgers are supported by allotment ledgers, which at all times show the current unobligated balance of funds allotted for specific agency purposes and thereby provide a safeguard against overexpenditure by operating officials. The allotment ledgers are general controls over expenditures, and they, in turn, summarize and are supported by more detailed controls that normally take the form of project or job orders that authorize exact and specific expenditures. The sources of data that are posted to the ledger files are somewhat diverse, but they fall into two general groups:

a. Copies of various obligation or expenditure documents, such as vouchers and schedules, that flow through the ledger unit for posting.

b. Journal vouchers and similar internal control documents created to authorize and convey entries to the general ledger.

As the centralized fiscal record, the general ledgers ultimately summarize stores, plant, and cost accounting data, which are treated in a separate schedule, but these are only several aspects of the total ledger accounts. Consequently, the ledgers are the source of the data included in the basic apportionment reports to the OMB and the Department of Treasury, and overall reports of agency fiscal condition which may be required by the General Accounting Office (GAO) (Schedules 6 and 8). The adequacy for audit purposes of the general ledger accounts is normally considered by GAO auditors to be indicative of the agency's entire accounting system and the reliability of its financial data. This schedule does not apply to such records maintained on a Government-wide basis by the Department of Treasury and the OMB, or to those formerly maintained by the GAO.

Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration (NARA) before applying these disposition instructions.

When a claim is filed by or against the Government, records relating to the claim should be retained without regard to the otherwise applicable records retention schedules that would have authorized destruction of the records prior to the time when the claim is finally resolved, unless the agency has received written approval from the GAO (44 U.S.C. Section 3309 and 62 Comp. Gen. 42 (1982)). A claim is finally resolved: (1) when it is disallowed and the time for appealing the denial or instituting suit on the claim has expired; or (2) when it is allowed and paid or the amount offered in compromise is accepted and paid; or (3) when the amount found due and owing proves uncollectible because time limits for collecting the indebtedness through legal proceedings or by way of setoff have expired.

A new item has been added to this schedule to authorize the destruction of electronic mail and word processing records maintained by agencies in addition to the copy in the recordkeeping system. This item covers electronic copies of electronic mail and word processing records created and used solely to produce the recordkeeping copy, and electronic copies of electronic mail and word processing records that are needed in addition to the recordkeeping copy for dissemination, revision, or updating.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	**Expenditures Accounting General Correspondence and Subject Files.**	
	Correspondence or subject files maintained by operating units responsible for expenditures accounting, pertaining to their internal operations and administration.	Destroy when 2 years old.
	Record keeping system: Paper.	
2.	**General Accounting Ledgers.**	
	General accounts ledgers, showing debit and credit entries, and reflecting expenditures in summary.	Destroy 6 years and 3 months after the close of the fiscal year involved.
	Record keeping system: Paper or electronic.	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
3.	**Appropriation Allotment Files.**	
	Allotment records showing status of obligations and allotments under each authorized appropriation.	Destroy 6 years and 3 months after the close of the fiscal year involved.
	Record keeping system: Paper or electronic.	
4.	**Expenditure Accounting Posting and Control Files.**	
	Records used as posting and control media, subsidiary to the general and allotment ledgers, and not covered elsewhere in this schedule.	
	Record keeping system: Paper.	
	a. Original records.	Destroy when 3 years old.
	b. Copies.	Destroy when 2 years old.
5.	**Electronic Mail and Word Processing System Copies.**	
	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	
	Record keeping system: NA.	
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on	Destroy/delete within 180 days after the recordkeeping copy has been produced.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	shared network drives that are used only to produce the recordkeeping copy.	
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Destroy/delete when dissemination, revision, or updating is completed.

GENERAL RECORDS SCHEDULE 8

Stores, Plant, and Cost Accounting Records

Specialized stores, plant, and cost accounting records are maintained by most agencies, particularly those with extensive plant and stock inventories. These records, which reflect the net monetary worth of an agency and its assets, are periodically reconciled with the supply data found in stock inventory records, but they do not include procurement papers. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration (NARA) before applying these disposition instructions.

a. Stores Accounting. These records are maintained to provide personal accountability for the receipt and custody of materials and to document the monetary worth of such materials. Completed copies of material movement documents show custody, and stores accounting data are normally reviewed and consolidated by means of records and returns submitted to agency headquarters. There the information is used for procurement planning, budget, and other management purposes. These records do not include records reflecting the physical movements of material to and from storage points, although they may be involved in posting. Summary data on plant value are also available in pertinent ledger accounts.

b. Plant Accounting. These records document principal characteristics of each item of physical plant and equipment, including real property. They constitute primarily a type of inventory control, but in addition are a principal source of data on the capital investment in physical plant (as distinguished from maintenance or operating costs) and other items not normally represented in a store or stock inventory system. Summary data on plant value are also maintained.

c. Cost Accounting. These records are designed to show accumulated data on the costs of agency operation, the direct and indirect costs of production, administration, and performance of program functions of the agency. The data, which are normally accumulated by means of cost reports and statistics accumulated by operating personnel, are ultimately integrated into the accounts concerned with operating and program costs. Material cost information is collected by posting requisitions for material or procurement documents to intermediate records, and labor cost information is obtained by charging time expended on individual jobs and projects assigned control numbers for cost control purposes. Cost data are used in evaluating economy of agency operation and in preparing budget estimates.

A new item has been added to this schedule to authorize the destruction of electronic mail and word processing records maintained by agencies in addition to the copy in the recordkeeping system. This item covers electronic copies of electronic mail and word processing records created and used solely to produce the recordkeeping copy, and electronic copies of electronic mail and word processing records that are needed in addition to the recordkeeping copy for dissemination, revision, or updating.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	**Plant, Cost, and Stores General Correspondence Files.**	
	Correspondence files of units responsible for plant, cost, and stores accounting operations.	Destroy when 3 years old.
	Record keeping system: NA.	
2.	**Stores Invoice Files.**	
	Invoices or equivalent papers used for stores accounting purposes.	Destroy when 3 years old.
	Record keeping system: NA.	
3.	**Stores Accounting Files.**	
	Stores accounting returns and reports.	Destroy when 3 years old.
	Record keeping system: NA.	
4.	**Stores Accounting Background Files.**	
	Working files used in accumulating stores accounting data.	Destroy when 2 years old.
	Record keeping system: NA.	
5.	**Plant Accounting Files.** [See note after this item.]	
	Plant account cards and ledgers, other than those pertaining to structures.	Destroy 3 years after item is withdrawn from plant account.
	Record keeping system: Paper.	

[**NOTE**: Plant accounting cards and ledgers pertaining to structures are not disposable under the GRS. Agencies must submit a Standard Form (SF) 115 to NARA to schedule these records.]

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
6.	**Cost Accounting Reports.**	
	a. Copies in units receiving reports.	Destroy when 3 years old.
	Record keeping system: NA.	
	b. Copies in reporting units and related work papers.	Destroy when 3 years old.
	Record keeping system: NA.	
7.	**Cost Report Data Files.**	
	Ledgers, forms, and electronic records used to accumulate data for use in cost reports.	
	Record keeping system: Electronic.	
	a. Ledgers and forms.	Destroy when 3 years old.
	b. Automated records.	
	(1) Detail cards.	Destroy when 6 months old.
	(2) Summary cards.	Destroy when 6 months old.
	(3) Tabulations.	Destroy when 1 year old.
8.	**Electronic Mail and Word Processing System Copies.**	
	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	
	Record keeping system: NA.	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
a.	Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	Destroy/delete within 180 days after the recordkeeping copy has been produced.
b.	Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Destroy/delete when dissemination, revision, or updating is completed.

GENERAL RECORDS SCHEDULE 9

Travel and Transportation Records

This schedule covers records documenting the movement of goods and persons under Government orders. The records include bills of lading, transportation requests, transportation vouchers, per diem vouchers, travel authorizations, and all supporting documentation, including that prescribed by Title 5 of the General Accounting Office *Policy and Procedures Manual.* Record copies of all travel, transportation, and freight documents used to support payments become components of the accountable officers' accounts. Disposition for commercial transportation and freight site audit records is covered by item 1 of this schedule. Individual, noncommercial, reimbursable travel site audit records are covered by General Records Schedule 6, item 1a, item 10, or item 11. Some copies become accounting posting media, which are covered by General Records Schedule 7, item 4.

a. Movement of goods. The key record is the bill of lading, of which there are copies for consignors, consignees, and the carriers themselves. The documents related to and normally filed with the bill of lading are varied and often voluminous. These may consist of shortage and demurrage reports, invoices, and other data that document the transaction. Included are records relating to the shipment of household effects, authorized by law and regulations for military personnel and for civilian employees of the Government. Agencies shipping certain valuables under the Government Losses in Shipment Act, which insures against loss, retain copies of schedules of material shipped, documents relating to claims which may ensue, and other pertinent records.

b. Movement of persons. The movement of persons is documented by copies of travel orders, authorizing travel and subsequent payment, and standard-form vouchers showing payment for official travel. The two primary copies of travel orders are the administrative copy maintained by the transportation unit controlling the authorization of travel and the copy used for encumbrance of funds. Vouchers documenting cash advances for travel purposes are covered by General Records Schedule 6, item 1a, only after the advance has been properly liquidated and can be included in a settled fiscal account. Unliquidated cash advances for travel purposes are covered by General Records Schedule 6, item 10.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	**Commercial Freight and Passenger Transportation Files.**	
a.	Original vouchers and support documents covering commercial freight and passenger transportation charges of settled fiscal accounts, including registers and other control documents, but EXCLUDING those covered by item 1b of this schedule. Record keeping system: Paper.	Destroy 6 years after the period of the account.
b.	Records covering payment for commercial freight and passenger transportation charges for services for which 1) notice of overcharge has been or is expected to be issued, or if a rail freight overpayment is involved, 2) deduction or collection action has been taken, 3) the voucher contains inbound transit shipment(s), 4) parent voucher has print of paid supplemental bill associated, 5) the voucher has become involved in litigation, or 6) any other condition arises, such as detection of overcharge, that prevents the settling of the account, requiring the voucher to be retained beyond the 6 year retention period. Record keeping system: Paper.	Destroy when 10 years old.
c.	Issuing office copies of Government or commercial bills of lading, commercial passenger transportation vouchers (Standard Form (SF) 1113A) and transportation requests (SF 1169), travel authorizations, and supporting documents. Record keeping system: Paper.	Destroy 6 years after the period of the account.
d.	Obligation copy of commercial passenger transportation vouchers. Record keeping system: Paper.	Destroy when funds are obligated.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	e. Unused ticket redemption forms, such as SF 1170. Record keeping system: Paper.	Destroy 3 years after the year in which the transaction is completed.
2.	**Lost or Damaged Shipments Files.**	
	Schedules of valuables shipped, correspondence, reports, and other records relating to the administration of the Government Losses in Shipment Act. Record keeping system: Paper.	Destroy when 6 years old.
3.	**Noncommercial, Reimbursable Travel Files.**	
	Copies of records relating to reimbursing individuals, such as travel orders, per diem vouchers, and all other supporting documents relating to official travel by officers, employees, dependents, or others authorized by law to travel. Record keeping system: Paper.	
	a. Travel administrative office files.	Destroy when 6 years old.
	b. Obligation copies.	Destroy when funds are obligated.
4.	**General Travel and Transportation Files.**	
	a. Routine administrative records including correspondence, forms, and related records pertaining to commercial and noncommercial agency travel and transportation and freight functions not covered elsewhere in this schedule. Record keeping system: Paper.	Destroy when 2 years old.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	b. Accountability records documenting the issue or receipt of accountable documents. Record keeping system: Paper.	Destroy 1 year after all entries are cleared.
5.	**Records Relating to Official Passports**. [See notes after item 5c.]	
	a. Application files.	
	Documents relating to the issuance of official passports, including requests for passports, transmittal letters, receipts, and copies of travel authorizations. Record keeping system: Paper.	Destroy when 3 years old or upon separation of the bearer, whichever is sooner.
	b. Annual reports concerning official passports.	
	Reports to the Department of State concerning the number of official passports issued and related matters. Record keeping system: Paper.	Destroy when 1 year old.
	c. Passport registers.	
	Registers and lists of agency personnel who have official passports. Record keeping system: Paper.	Destroy when superseded or obsolete.

[NOTES: (1) Official passports should be returned to the Department of State upon expiration or upon the separation of the employee. (2) Item 5b does not pertain to copies of the annual reports held by the Department of State.]

6. **RESERVED**

7.	**Federal Employee Transportation Subsidy Records**.	
	Documents in either paper or electronic form relating to the disbursement of transportation	Destroy when 3 years old.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	subsidies to employees, including applications of employees no longer in the program, superseded applications, certification logs, vouchers, spreadsheets, and other forms used to document the disbursement of subsidies. Record keeping system: Paper.	
8.	**Electronic Mail and Word Processing System Copies.** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination. Record keeping system: NA.	
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	Destroy/delete within 180 days after the recordkeeping copy has been produced.
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Destroy/delete when dissemination, revision, or updating is completed.

GENERAL RECORDS SCHEDULE 10

Motor Vehicle Maintenance and Operation Records

These records pertain to the management, maintenance, and operation of motor vehicles used by agencies.

41 CFR 101-38 prescribes policies and procedures. Standard Form (SF) 82, which is an annual motor vehicle report required by the Federal Supply Service, General Services Administration, is the only standardized record. Certain cost and inventory control forms have been developed, but they are not mandatory. This schedule covers agency records pertaining to the daily use and operation of the vehicles.

In general, records pertaining to motor vehicles reflect a threefold responsibility: (a) the accumulation of cost and operating data for internal accounting and management purposes and for reports submitted to the Office of Federal Supply and Services (SF 82, Agency Report of Motor Vehicle Data); (b) the maintenance of the vehicles themselves; and (c) protecting the interest of the Government in accident claims against it. The records themselves consist of chauffeur service logs and reports, vehicle repair and maintenance checkoff sheets, cost ledgers, and claims correspondence and forms.

A new item has been added to this schedule to authorize the destruction of electronic mail and word processing records maintained by agencies in addition to the copy in the recordkeeping system. This item covers electronic copies of electronic mail and word processing records created and used solely to produce the recordkeeping copy, and electronic copies of electronic mail and word processing records that are needed in addition to the recordkeeping copy for dissemination, revision, or updating.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	**Motor Vehicle Correspondence Files.**	
	Correspondence in the operating unit responsible for maintenance and operation of motor vehicles not otherwise covered in this schedule.	Destroy when 2 years old.
	Record keeping system: ADAMS.	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
2.	**Motor Vehicle Operating and Maintenance Files.**	
	a. Operating records including those relating to gas and oil consumption, dispatching, and scheduling. Record keeping system: Paper.	Destroy when 3 months old.
	b. Maintenance records, including those relating to service and repair. Record keeping system: Paper.	Destroy when 1 year old.
3.	**Motor Vehicle Cost Files.**	
	Motor vehicle ledger and worksheets providing cost and expense data. Record keeping system: Paper.	Destroy 3 years after discontinuance of ledger or date of worksheet.
4.	**Motor Vehicle Report Files.**	
	Reports on motor vehicles (other than accident, operating, and maintenance reports), including SF 82, Agency Report of Motor Vehicle Data. Record keeping system: Paper.	Destroy 3 years after date of report.
5.	**Motor Vehicle Accident Files.**	
	Records relating to motor vehicle accidents, maintained by transportation offices, including SF 91, Motor Vehicle Accident Report, investigative reports, and SF 94, Statement of Witness. Record keeping system: Paper.	Destroy 6 years after case is closed.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
6.	**Motor Vehicle Release Files.**	
	Records relating to transfer, sale, donation, or exchange of vehicles, including SF 97, The United States Government Certificate to Obtain Title to a Motor Vehicle. Record keeping system: Paper.	Destroy 4 years after vehicle leaves agency custody.
7.	**Motor Vehicle Operator Files.**	
	Records relating to individual employee operation of Government-owned vehicles, including driver tests, authorization to use, safe driving awards, and related correspondence. Record keeping system: Paper.	Destroy 3 years after separation of employee or 3 years after recision of authorization to operate Government-owned vehicle, whichever is sooner.
8.	**Electronic Mail and Word Processing System Copies.**	
	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination. Record keeping system: NA..	
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	Destroy/delete within 180 days after the recordkeeping copy has been produced.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Destroy/delete when dissemination, revision, or updating is completed.

GENERAL RECORDS SCHEDULE 11

Space and Maintenance Records

This schedule provides for the disposal of all copies, wherever located in an agency, of records relating to space and maintenance, except as indicated below. Records documenting these functions pertain to the acquisition, allocation, utilization, and release of space and include related correspondence and reports submitted to the General Services Administration (GSA) (or equivalent agency with similar Government-wide responsibilities) as directed by law and regulation (41 CFR 101-17); correspondence and forms relating to the compilation of directory service listings; identification credentials and related accountable records; requests for building and equipment services; and correspondence files reflecting the activities of the unit responsible for handling space and related matters within the agency.

This schedule does not cover (a) copies of these records that are an integral part of accountable officers' accounts (Schedule 6); (b) records of procurement and supply (Schedule 3); (c) records that reflect Government-wide programs (such as the records held by the GSA Public Buildings Service). Any records created prior to the establishment of the Public Buildings Administration in 1939 must be offered to the National Archives and Records Administration (NARA) before applying these disposition instructions.

A new item has been added to this schedule to authorize the destruction of electronic mail and word processing records maintained by agencies in addition to the copy in the recordkeeping system. This item covers electronic copies of electronic mail and word processing records created and used solely to produce the recordkeeping copy, and electronic copies of electronic mail and word processing records that are needed in addition to the recordkeeping copy for dissemination, revision, or updating.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	**Space and Maintenance General Correspondence Files.**	
	Correspondence files of the unit responsible for space and maintenance matters, pertaining to its own administration and operation, and related papers.	Destroy when 2 years old.
	Record keeping system: Paper.	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
2.	**Agency Space Files.**	
	Records relating to the allocation, utilization, and release of space under agency control, and related reports to GSA.	
	Record keeping system: Paper.	
	a. Building plan files, surveys, and other records utilized in agency space planning, assignment, and adjustment.	Destroy 2 years after termination of assignment, or when lease is canceled, or when plans are superseded or obsolete.
	b. Correspondence with and reports to staff agencies relating to agency space holdings and requirements.	
	(1) Agency reports to the GSA, including Standard Form (SF) 81, Request for Space, and related documents.	Destroy when 2 years old.
	(2) Copies in subordinate reporting units and related work papers.	Destroy when 1 year old.
3.	**Directory Service Files.**	
	Correspondence, forms, and other records relating to the compilation of directory service listings.	Destroy 2 months after issuance of listing.
	Record keeping system: NA.	
4.	**Credentials Files.**	
	Identification credentials and related papers.	
	Record keeping system: Paper.	
	a. Identification credentials including cards, badges, parking permits, photographs, agency permits to operate motor vehicles, and property, dining room and visitors passes, and other identification credentials.	Destroy credentials 3 months after return to issuing office.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	b. Receipts, indexes, listings, and accountable records.	Destroy after all listed credentials are accounted for.
5.	**Building and Equipment Service Files.**	
	Requests for building and equipment maintenance services, excluding fiscal copies.	Destroy 3 months after work is performed or requisition is canceled.
	Record keeping system: Paper.	
6.	**Electronic Mail and Word Processing System Copies.**	
	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	
	Record keeping system: NA.	
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	Destroy/delete within 180 days after the recordkeeping copy has been produced.
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Destroy/delete when dissemination, revision, or updating is completed.

GENERAL RECORDS SCHEDULE 12

Communications Records

The principal records documenting communication functions include messenger service data; telecommunications service control and operational records; long distance telephone reports; postal records, consisting of post office forms and supporting papers; mail control records and supporting and related papers; agency copies of penalty mail reports; and records relating to private delivery service (such as United Parcel Service).

This schedule covers the records described below, wherever located in an agency but does not cover records that reflect Government-wide programs, such as records held by the U.S. Postal Service and the Information Technology Service of the General Services Administration (GSA), other than those documenting their own internal administrative management functions. In addition, item 4, telephone use records, has been reserved pending development of disposition standards acceptable to both the GSA and the General Accounting Office. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration before applying the disposition instructions in this schedule.

A new item has been added to this schedule to authorize the destruction of electronic mail and word processing records maintained by agencies in addition to the copy in the recordkeeping system. This item covers electronic copies of electronic mail and word processing records created and used solely to produce the recordkeeping copy, and electronic copies of electronic mail and word processing records that are needed in addition to the recordkeeping copy for dissemination, revision, or updating.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	**Messenger Service Files.**	
	Daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records.	Destroy when 2 months old.
	Record keeping system: Paper.	
2.	**Communication General Files.**	
	a. Correspondence and related records pertaining to internal administration and operation.	Destroy when 2 years old.
	Record keeping system: Paper.	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	b. Telecommunications general files, including plans, reports, and other records pertaining to equipment requests, telephone service, and like matters. Record keeping system: Paper.	Destroy when 3 years old.
	c. Telecommunications statistical reports including cost and volume data. Record keeping system: Paper.	Destroy when 1 year old.
	d. Telecommunications voucher files.	
	(1) Reference copies of vouchers, bills, invoices, and related records. Record keeping system: Paper.	Destroy when 1 fiscal year old.
	(2) Records relating to installation, change, removal, and servicing of equipment. Record keeping system: Paper.	Destroy 1 year after audit or when 3 years old, whichever is sooner.
	e. Copies of agreements with background data and other records relating to agreements for telecommunications services. Record keeping system: Paper.	Destroy 2 years after expiration or cancellation of agreement.
3.	**Telecommunications Operational Files.** [See note after item 3b.]	
	a. Message registers, logs, performance reports, daily load reports, and related and similar records. Record keeping system: Paper.	Destroy when 6 months old.
	b. Copies of incoming and original copies of outgoing messages, including Standard Form (SF) 14, Telegraphic Message maintained by communications offices or	Destroy when 2 years old.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	centers, and EXCLUDING the copies maintained by the originating program office. Record keeping system: Paper.	

[NOTE: Master files and data bases created to supplement or replace the records covered by item 3 are not authorized for disposal under the GRS. Such files must be scheduled on an SF 115.]

4.	**Telephone Use (Call Detail) Records.**	
	Initial reports of use of telephone lines (e.g., telephone calls, facsimile transmissions and electronic mail) during a specified period provided by a telephone company, the General Services Administration, the Defense Information Systems Agency, or a private sector exchange on an agency's premises, as well as records generated from initial reports from administrative, technical, or investigative follow-up. Included is such information as the originating number, destination number, destination city and state, date and time of use, duration of the use, and the estimated or actual cost of the use. EXCLUDED are records accumulated in connection with substantive investigations and audits that are covered by GRS 22, Inspector General Records or GRS 6, Accountable Officers' Accounts Records. Record keeping system: Electronic.	Destroy when 3 years old. Initial reports may be destroyed earlier if the information needed to identify abuse has been captured in other records.
5.	**Post Office and Private Mail Company Records.**	
	Post Office and private mail company forms and supporting papers, exclusive of records held by the United States Postal Service. Record keeping system: Paper.	
	a. Records relating to incoming or outgoing registered mail pouches, registered, certified,	Destroy when 1 year old.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	insured, overnight, express, and special delivery mail including receipts and return receipts.	
	b. Application for registration and certification of declared value mail.	Destroy when 1 year old.
	c. Report of loss, rifling, delayed or late delivery, wrong delivery, or other improper treatment of mail.	Destroy when 1 year old.
6.	**Mail and Delivery Service Control Files.**	
	a. Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service, EXCLUDING both those covered by item 5 and those used as indexes to correspondence files. Record keeping system: Paper.	Destroy when 1 year old.
	b. Statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post or packages over 4 pounds). Record keeping system: Paper.	Destroy when 6 months old.
	c. Requisition for stamps (exclusive of copies used as supporting documents to payment vouchers). Record keeping system: Paper.	Destroy when 6 months old.
	d. Statistical reports and data relating to handling of mail and volume of work performed. Record keeping system: Paper.	Destroy when 1 year old.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	e. Records relating to checks, cash, stamps, money orders, or any other valuables remitted to the agency by mail. Record keeping system: Paper.	Destroy when 1 year old.
	f. Records of and receipts for mail and packages received through the Official Mail and Messenger Service. Record keeping system: Paper.	Destroy when 6 months old.
	g. General files including correspondence, memoranda, directives, and guides relating to the administration of mail room operations. Record keeping system: Paper.	Destroy when 1 year old or when superseded or obsolete, whichever is applicable.
	h. Locator cards, directories, indexes, and other records relating to mail delivery to individuals. Record keeping system: Paper.	Destroy 5 months after separation or transfer of individual or when obsolete, whichever is applicable.
7.	**Metered Mail Files.**	
	Official metered mail reports and all related papers. Record keeping system: Paper.	Destroy when 6 years old.
8.	**Postal Irregularities File.**	
	Memoranda, correspondence, reports and other records relating to irregularities in the handling of mail, such as loss or shortage of postage stamps or money orders, or loss or destruction of mail. Record keeping system: Paper.	Destroy 3 years after completion of investigation.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
9.	**Electronic Mail and Word Processing System Copies.**	
	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	
	Record keeping system: NA.	
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	Destroy/delete within 180 days after the recordkeeping copy has been produced.
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Destroy/delete when dissemination, revision, or updating is completed.

GENERAL RECORDS SCHEDULE 13

Printing, Binding, Duplication, and Distribution Records

This schedule provides for the disposal of all copies, wherever located in the agency, of records relating to printing, binding, duplication, and distribution, except as indicated. The principal records documenting these functions are (a) records pertaining to requests for service, control, production, and distribution of individual jobs or projects (this material normally consists of requisitions requesting service and registers or similar media utilized to control the receipt of the requisitions and to record the production, distribution, and cost analysis within the operating units); and (b) correspondence and report files reflecting the activities of the unit responsible for handling, printing, binding, duplication, and distribution matters within the agency. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration (NARA) before applying these disposition instructions.

This schedule does not cover (a) the record copy of printed materials; (b) records retained by agencies for onsite audit by the General Accounting Office, and agency memorandum copies which are part of the accountable officers' accounts (Schedule 6); and (c) records that reflect agency programs (such as those of the Government Printing Office and the Bureau of Engraving and Printing), rather than administrative management functions.

A new item has been added to this schedule to authorize the destruction of electronic mail and word processing records maintained by agencies in addition to the copy in the recordkeeping system. This item covers electronic copies of electronic mail and word processing records created and used solely to produce the recordkeeping copy, and electronic copies of electronic mail and word processing records that are needed in addition to the recordkeeping copy for dissemination, revision, or updating.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	**Administrative Correspondence Files.**	
	Correspondence files pertaining to the administration and operation of the unit responsible for printing, binding, duplication, and distribution matters, and related documents.	Destroy when 2 years old.
	Record keeping system: Paper.	
2.	**Project Files.** [See note after item 2b.]	
	Job or project records containing information relating to planning and	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	execution of printing, binding, duplication, and distribution jobs. Record keeping system: Paper.	
	a. Files pertaining to the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related documents exclusive of (1) requisitions on the Public Printer and related records; and (2) records relating to services obtained outside the agency.	Destroy 1 year after completion of job.
	b. Files pertaining to planning and other technical matters.	Destroy when 3 years old.

[**NOTE**: The GRS does not cover the publications themselves. One copy of each publication should be designated the record copy and scheduled for transfer to NARA. Agencies should describe each series of publications on a Standard Form (SF) 115 submitted to NARA. Extra copies are nonrecord and may be destroyed when no longer needed.]

3. Control Files.

	Control registers pertaining to requisitions and work orders. Record keeping system: Paper.	Destroy 1 year after close of fiscal year in which compiled or 1 year after filling of register, whichever is applicable.

4. Mailing Lists.

	a Correspondence, request forms, and other records relating to changes in mailing lists. Record keeping system: Paper.	Destroy after appropriate revision of mailing list or after 3 months, whichever is sooner.
	b. Card lists. Record keeping system: Paper.	Destroy individual cards when canceled or revised.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
5.	**Joint Committee on Printing (JCP) Reports Files.**	
	Reports to Congress and related records.	
	Record keeping system: ADAMS.	
	a. Agency report to JCP regarding operation of Class A and B Plants and inventories of printing, binding, and related equipment in Class A and B Plants or in storage.	Destroy when 3 years old.
	b. Copies in subordinate reporting units and related work papers.	Destroy 1 year after date of report.
6.	**Internal Management Files.**	
	Records relating to internal management and operation of the unit.	Destroy when 2 years old.
	Record keeping system: Paper.	
7.	**Electronic Mail and Word Processing System Copies.**	
	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	
	Record keeping system: NA.	
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on	Destroy/delete within 180 days after the recordkeeping copy has been produced.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	shared network drives that are used only to produce the recordkeeping copy.	
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Destroy/delete when dissemination, revision, or updating is completed.

GENERAL RECORDS SCHEDULE 14

Information Services Records

This schedule covers certain records pertaining to informational services performed by Government agencies in their day-to-day affairs and in their relations with the public, including records created in administering Freedom of Information Act and Privacy Act (FOIA) programs. Except as otherwise specified in individual items, it applies to copies of these records wherever located in an agency. Item 4 applies only to files maintained in the office responsible for the operation of the information activities of the agency or subdivision thereof. Items 11 through 15 describe the files accumulated in carrying out the provisions of the FOIA, and items 21 through 26 describe the files created in administering the provisions of the Privacy Act. Items 31 through 35 cover records created in response to requests for mandatory records declassification.

These records consist of inquiries, replies, and related correspondence; in the case of FOIA, Privacy Act, and mandatory declassification files, appeals and other records; administrative background files for formal information releases, and records relating to inappropriate release of privileged information. Closely related records such as records relating to budget presentation, and printing, duplicating, and distribution are covered by other General Records Schedules. Records created prior to January 1, 1921, must be offered to the National Archives and Records Administration (NARA) before applying this schedule.

Other information services records such as speeches and press releases may have permanent value. As potentially archival records, these series must be scheduled individually so NARA may appraise them. To schedule these and other information services records not included in this schedule, agencies submit a Standard Form (SF) 115, Request for Records Disposition Authority, to NARA.

A new item has been added to this schedule to authorize the destruction of electronic mail and word processing records maintained by agencies in addition to the copy in the recordkeeping system. This item covers electronic copies of electronic mail and word processing records created and used solely to produce the recordkeeping copy, and electronic copies of electronic mail and word processing records that are needed in addition to the recordkeeping copy for dissemination, revision, or updating.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	**Information Requests Files.**	
	Requests for information and copies of replies thereto, involving no administrative actions, no policy decisions, and no special compilations or research and requests for and transmittals of publications, photographs, and other information literature.	Destroy when 3 months old.
	Record keeping system: Paper.	
2.	**Acknowledgment Files.**	
	Acknowledgment and transmittals of inquiries and requests that have been referred elsewhere for reply.	Destroy 3 months after acknowledgment and referral.
	Record keeping system: Paper.	
3.	**Press Service Files.**	
	Press service teletype news and similar materials.	Destroy when 3 months old.
	Record keeping system: Paper.	
4.	**Information Project Files.**	
	Information service project case files maintained in formally designated information offices.	Destroy 1 year after close of file or 1 year after completion of project.
	Record keeping system: Paper.	
5.	**Commendation/Complaint Correspondence Files.**	
	Anonymous letters, letters of commendation, complaint, criticism and suggestion, and replies thereto, EXCLUDING those on the basis of which investigations were made or	Destroy when 3 months old.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	administrative action taken and those incorporated into individual personnel records.	
	Record keeping system: Paper.	
6.	**Indexes and Check Lists.**	
	Bibliographies, checklists, and indexes of agency publications and releases, EXCLUDING those relating to record sets scheduled as permanent.	Destroy when superseded or obsolete.
	Record keeping system: ADAMS.	
	Items 7 through 10 Reserved.	
11.	**FOIA Requests Files.**	
	Files created in response to requests for information under the FOIA, consisting of the original request, a copy of the reply thereto, and all related supporting files which may include the official file copy of requested record or copy thereof.	
	a. Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein).	
	(1) Granting access to all the requested records.	Destroy 2 years after date of reply.
	Record keeping system: ADAMS or Paper.	
	(2) Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.	
	(a) Request not appealed.	Destroy 2 years after date of reply.
	Record keeping system: ADAMS or Paper.	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	(b) Request appealed. Record keeping system: ADAMS or Paper.	Destroy as authorized under Item 12.
	(3) Denying access to all or part of the records requested.	
	(a) Request not appealed. Record keeping system: ADAMS or Paper.	Destroy 6 years after date of reply.
	(b) Request appealed. Record keeping system: ADAMS or Paper.	Destroy as authorized under Item 12.
	b. Official file copy of requested records. Record keeping system: ADAMS.	Dispose of in accordance with approved agency disposition instructions for the related records or with the related FOIA request, whichever is later.
12.	**FOIA Appeals Files.** Files created in responding to administrative appeals under the FOIA for release of information denied by the agency, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.	
	a. Correspondence and supporting documents (EXCLUDING the file copy of the records under appeal if filed herein). Record keeping system: ADAMS or Paper.	Destroy 6 years after final determination by agency, 6 years after the time at which a requester could file suit, or 3 years after final adjudication by the courts, whichever is later.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	b. Official file copy of records under appeal. Record keeping system: ADAMS or Paper.	Dispose of in accordance with approved agency disposition instructions for the related record or with the related FOIA request, whichever is later.
13.	**FOIA Control Files.** Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requester.	
	a. Registers or listing. Record keeping system: Paper.	Destroy 6 years after date of last entry.
	b. Other files. Record keeping system: Paper.	Destroy 6 years after final action by the agency or after final adjudication by courts, whichever is later.
14.	**FOIA Reports Files.** [See note after this item.] Recurring reports and one-time information requirements relating to the agency implementation of the Freedom of Information Act, EXCLUDING annual reports to the Congress at the departmental or agency level. Record keeping system: Paper.	Destroy when 2 years old.

[**NOTE:** The GRS does not cover departmental or agency level annual reports to the Congress. These reports should be scheduled for transfer to the National Archives of the United States by submitting an SF 115 to NARA.]

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
15.	**FOIA Administrative Files.**	
	Records relating to the general agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.	Destroy when 2 years old.
	Record keeping system: Paper.	
	Items 16 through 20. Reserved.	
21.	**Privacy Act Requests Files.**	
	Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof.	
	Record keeping system: Paper.	
	a. Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein).	
	(1) Granting access to all the requested records.	Destroy 2 years after date of reply.
	(2) Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.	
	(a) Requests not appealed.	Destroy 2 years after date of reply.
	(b) Requests appealed.	Destroy as authorized under Item 22.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	(3) Denying access to all or part of the records requested.	
	(a) Requests not appealed.	Destroy 5 years after date of reply.
	(b) Requests appealed.	Destroy as authorized under Item 22.
	b. Official file copy of requested records.	Dispose of in accordance with approved agency disposition instructions for the related records or with the related Privacy Act request, whichever is later.

22. Privacy Act Amendment Case Files.

Files relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d)(2); to the individual's request for a review of an agency's refusal of the individual's request to amend a record as provided for under 5 U.S.C. 552a(d)(3); and to any civil action brought by the individual against the refusing agency as provided under 5 U.S.C. 552a(g).

Record keeping system: Paper.

	a. Requests to amend agreed to by agency. Includes individual's requests to amend and/or review refusal to amend, copies of agency's replies thereto, and related materials.	Dispose of in accordance with the approved disposition instructions for the related subject individual's record or 4 years after agency's agreement to amend, whichever is later.
	b. Requests to amend refused by agency. Includes individual's requests to amend and to review refusal to amend, copies of agency's replies thereto, statement of disagreement, agency justification for refusal to amend a record, and related materials.	Dispose of in accordance with the approved disposition instructions for the related subject individual's record, 4 years after final determination by agency, or 3 years after final adjudication by courts, whichever is later.
	c. Appealed requests to amend. Includes all files created in responding to appeals under	Dispose of in accordance with the approved disposition instructions for

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	the Privacy Act for refusal by any agency to amend a record.	related subject individual's record or 3 years after final adjudication by courts, whichever is later.
23.	**Privacy Act Accounting of Disclosure Files.**	
	Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, including forms for showing the subject individual's name, requester's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable.	Dispose of in accordance with the approved disposition instructions for the related subject individual's records or 5 years after the disclosure for which the accountability was made, whichever is later.
	Record keeping system: ADAMS or Paper.	
24.	**Privacy Act Control Files.**	
	Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requester.	
	Record keeping system: Paper.	
	a. Registers or listings.	Destroy 5 years after date of last entry.
	b. Other files.	Destroy 5 years after final action by the agency or final adjudication by courts, whichever is later.
25.	**Privacy Act Reports Files.** [See note after this item.]	
	Recurring reports and one-time information requirement relating to agency implementation, including biennial reports to the Office of Management and Budget (OMB), and the Report on New Systems at all levels.	Destroy when 2 years old.
	Record keeping system: Paper.	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION

[NOTE: The GRS does not cover the biennial report to Congress from OMB.]

26. Privacy Act General Administrative Files.

Records relating to the general agency implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records.	Destroy when 2 years old.

Record keeping system: Paper.

Items 27 through 30. Reserved.

31. Mandatory Review For Declassification Requests Files.

Files created in response to requests for information under the mandatory review provisions of Executive Order 12356 consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include the official file copy of requested records or a copy thereof.

Record keeping system: Paper.

a. Correspondence and supporting documents (EXCLUDING the official file copy of the records if filed herein, and sanitizing instructions, if applicable).	
(1) Granting access to all the requested records.	Destroy 2 years after date of reply.
(2) Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.	
(a) Request not appealed.	Destroy 2 years after date of reply.
(b) Request appealed.	Destroy as authorized under Item 32.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	(3) Denying access to all or part of the records requested.	
	(a) Request not appealed.	Destroy 5 years after date of reply.
	(b) Request appealed.	Destroy as authorized under Item 32.
	b. Official file copy of requested records.	Dispose of in accordance with approved disposition instructions for the related records or with the related mandatory review request, whichever is later.
	c. Sanitizing instructions.	Destroy when superseded or when requested documents are declassified or destroyed.
32.	**Mandatory Review for Declassification Appeals Files.**	
	Files created in responding to administrative appeals under the mandatory review provisions of Executive Order 12356 and its predecessors for release of information denied by the agency. Files consist of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.	
	Record keeping system: Paper.	
	a. Correspondence and supporting documents (EXCLUDING the official file copy of the records under appeal if filed herein).	Destroy 4 years after final determination by agency.
	b Official file copy of records under appeal.	Dispose of in accordance with approved agency disposition instructions for the related records, or with the related mandatory review request, whichever is later.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
33.	**Mandatory Review for Declassification Control Files.**	
	Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requester.	
	Record keeping system: Paper.	
	a. Registers or listing.	Destroy 5 years after date.
	b. Other files.	Destroy 5 years after final action by the agency.
34.	**Mandatory Review for Declassification Reports Files.**	
	Reports relating to agency implementation of the mandatory review provisions of the current Executive order on classified national security information, including annual reports submitted to the Information Security Oversight Office.	Destroy when 2 years old.
	Record keeping system: Paper.	
35.	**Mandatory Review for Declassification Administrative Files.**	
	Records relating to the general agency implementation of the mandatory review provisions of the current Executive order on classified national security information, including notices, memoranda, correspondence, and related records.	Destroy when 2 years old.
	Record keeping system: Paper.	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
36.	**Erroneous Release Files.**	
	Files relating to the inadvertent release of privileged information to unauthorized parties, containing information the disclosure of which would constitute an unwarranted invasion of personal privacy. Files contain requests for information, copies of replies thereto, and all related supporting documents, and may include the official copy of records requested or copies thereof.	
	Record keeping system: Paper.	
	a. Files that include the official file copy of the released records.	Follow the disposition instructions approved for the released official file copy or destroy 6 years after the erroneous release, whichever is later.
	b. Files that do not include the official file copy of the released records.	Destroy 6 years after the erroneous release.
37.	**Electronic Mail and Word Processing System Copies.**	
	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	
	Record keeping system: NA.	
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on	Destroy/delete within 180 days after the recordkeeping copy has been produced.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	shared network drives that are used only to produce the recordkeeping copy.	
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Destroy/delete when dissemination, revision, or updating is completed.

GENERAL RECORDS SCHEDULE 15

Housing Records

The housing records covered by this schedule include files and data accumulated in the maintenance and management of Federally owned and operated housing facilities within the continental United States for civilian employees of the Federal Government, military personnel, and others eligible by law to reside in the projects. These facilities may consist of low cost quarters located either within or adjacent to the confines of Federal installations or in a critical defense or other area. This schedule includes housing records maintained by housing managers and housing or quarters offices, but does not cover the headquarters or staff office files of the supervising agency, or the files of the Department of Housing and Urban Development, the Department of Health and Human Services, or the Department of Veterans Affairs pertaining to program operations in planning and financing housing facilities.

Maintenance records reflect repair and general upkeep of the housing project or units. Management involves the assignment and rental of units, rent collection and other fiscal operations, and overall supervision. However, rental charges for military personnel are normally represented by checkages made against pay accounts.

Certain housing records are subject to the provisions of other General Records Schedules. Supply and fiscal files are covered by General Records Schedules 3 and 6. Schedules 1, 2, 8, and 10 may also be involved. Many records of agent cashiers serving as housing rental managers are similar to those of other Federal accountable officers and are disposable under General Records Schedule 6.

A new item has been added to this schedule to authorize the destruction of electronic mail and word processing records maintained by agencies in addition to the copy in the recordkeeping system. This item covers electronic copies of electronic mail and word processing records created and used solely to produce the recordkeeping copy, and electronic copies of electronic mail and word processing records that are needed in addition to the recordkeeping copy for dissemination, revision, or updating.

1. <u>Housing General Correspondence Files</u>.

Correspondence files pertaining to the maintenance and management of housing projects.	Destroy when 2 years old.

<u>Record keeping system</u>: NA.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
2.	**Housing Maintenance and Repair Files.**	
	Maintenance and repair records for individual units. Record keeping system: NA.	
	a. Summary card or ledger record.	Destroy 3 fiscal years following close of fiscal year in which unit is closed to tenancy or leaves agency control.
	b. Work orders, requisitions, and related papers involved in repair and maintenance work.	Destroy 3 fiscal years following close of fiscal year in which work is done.
3.	**Housing Management Files.**	
	Reports pertaining to housing management, including expenditure, survey, collection, and other statistical and narrative data. Record keeping system: NA.	Destroy when 2 years old.
4.	**Housing Lease Files.**	
	Copies of leases, renewals, termination notices, and related documents. Record keeping system: NA.	Destroy 3 fiscal years following close of fiscal year in which (a) lease termination, lapse, or cancellation occurs or (b) litigation is concluded, whichever is later.
5.	**Housing Assignment and Vacancy Card Files.**	
	a. Individual tenant cards. Record keeping system: NA.	Destroy when tenant vacates unit.
	b. Individual housing unit cards. Record keeping system: NA.	Destroy 3 fiscal years after close of fiscal year in which unit is closed to tenancy or leaves agency control.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
6.	**Housing Inventory Files.**	
	Furnishing inventory files, pertaining to items included in furnished units. Record keeping system: NA.	Destroy 3 fiscal years after close of fiscal year in which inventory is superseded.
7.	**Housing Application Files** (other than copies in lease files).	
	a. Rejected application files. Record keeping system: NA.	Destroy 1 year from date of rejection.
	b. All others. Record keeping system: NA.	Destroy when 2 years old.
8.	**Electronic Mail and Word Processing System Copies.**	
	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination. Record keeping system: NA.	
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	Destroy/delete within 180 days after the recordkeeping copy has been produced.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Destroy/delete when dissemination, revision, or updating is completed.

GENERAL RECORDS SCHEDULE 16

Administrative Management Records

This schedule provides for the disposal of certain records relating to administrative management activities in Federal agencies, excluding records of operating personnel, budget, accounting, and printing functions, which are covered by other General Records Schedules. Included within the scope of the schedule are disposable records created in the course of organizational planning, development, and simplification of procedures; records management activities; and administration of management improvement programs. General Records Schedule 1 (Items 12 and 13) provide for the disposition of case files on individuals involved in incentive award and similar types of management improvement programs. Any records created prior to January 1, 1939, must be offered to the National Archives and Records Administration (NARA) before applying these disposition instructions.

The organizational locations and titles of administrative management units vary from agency to agency. They may be scattered at numerous levels or locations, or may be centralized. For the purposes of this schedule, the nomenclature standards set forth by the Senate Committee on Government Operations in Senate Report No. 245, 80th Congress, 1st session, are followed: the first organizational level within an agency is the bureau level; subordinate components are, successively, division, branch, section, and unit.

This schedule is based on the presumption that management activities are carried on by a specialized person or unit with, at least, division-wide and usually bureau-wide or agency-wide responsibilities or by a group of such persons or units in an agency, although its provisions are applicable to exactly comparable records of agencies without such formal assignments of responsibility. Many similar or comparable records created at lower organizational levels or in field offices vary so greatly in content, value, and arrangement that they are not covered by this schedule.

Because of the nature of the activities documented by administrative management records, a relatively large proportion of them is of continuing value. Files with potential archival value are not covered by the General Records Schedules. They must be scheduled individually by submission of a Standard Form (SF) 115 to NARA. These records include organizational charts and reorganization studies, functional statements, delegations of authority, and agency histories. However, related temporary or ephemeral materials include working papers that do not have a direct bearing on the transaction, intermediate drafts of documents and worksheets that do not represent significant basic steps in the preparation of final drafts, letters or memoranda of transmittal and acknowledgment, routing slips, and extra copies of documents.

A new item has been added to this schedule to authorize the destruction of electronic mail and word processing records maintained by agencies in addition to the copy in the recordkeeping system. This item covers electronic copies of electronic mail and word processing records created and used solely to produce the recordkeeping copy, and electronic copies of electronic mail and

word processing records that are needed in addition to the recordkeeping copy for dissemination, revision, or updating.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	**Administrative Issuances.** [See note after item 1b.]	
	a. Notices and other types of issuances related to routine administrative functions (e.g., payroll, procurement, personnel). Record keeping system: ADAMS.	Destroy when superseded or obsolete.
	b. Case files related to (a) above that document aspects of the development of the issuance. Record keeping system: ADAMS.	Destroy when issuance is destroyed.

[NOTE: Record sets of formal directives, procedural and operating manuals, publications, and management improvement reports submitted to the Office of Management and Budget (OMB), and the case files documenting their development are potentially permanent records and must be scheduled by submission of an SF 115 to NARA.]

2.	**Records Disposition Files.** Descriptive inventories, disposal authorizations, schedules, and reports. Record keeping system: ADAMS.	
	a. Basic documentation of records description and disposition programs, including SF 115, Request for Records Disposition Authority; SF 135, Records Transmittal and Receipt; SF 258, Agreement to Transfer Records to National Archives of the United States; and related documentation.	
	(1) SF 115s that have been approved by NARA.	Destroy 2 years after supersession.
	(2) Other records.	Destroy 6 years after the related records are destroyed or after the related records are transferred to the

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
		National Archives of the United States, whichever is applicable.
	b. Routine correspondence and memoranda.	Destroy when 2 years old.
3.	**Forms Files.**	
	a. One record copy of each form created by an agency with related instructions and documentation showing inception, scope, and purpose of the form. Record keeping system: NA.	Destroy 5 years after related form is discontinued, superseded, or canceled.
	b. Background materials, requisitions, specifications, processing data, and control records. Record keeping system: NA.	Destroy when related form is discontinued, superseded, or canceled.
4.	**Records Holdings Files.**	
	Statistical reports of agency holdings, including feeder reports from all offices and data on the volume of records disposed of by destruction or transfer. Record keeping system: ADAMS.	
	a. Records held by offices that prepare reports on agency-wide records holdings.	Destroy when 3 years old.
	b. Records held by other offices.	Destroy when 1 year old.
5.	**Project Control Files.**	
	Memoranda, reports, and other records documenting assignments, progress, and completion of projects. Record keeping system: Paper.	Destroy 1 year after the year in which the project is closed.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
6.	**Reports Control Files.**	
	Case files maintained for each agency report created or proposed, including public use reports. Included are clearance forms, including OMB 83 (formerly SF 83); copies of pertinent forms or descriptions of format; copies of authorizing directives; preparation instructions; and documents relating to the evaluation, continuation, revision, and discontinuance of reporting requirements.	Destroy 2 years after the report is discontinued.
	Record keeping system: ADAMS.	
7.	**Records Management Files.**	
	Correspondence, reports, authorizations, and other records that relate to the management of agency records, including such matters as forms, correspondence, reports, mail, and files management; the use of microforms, ADP systems, and word processing; records management surveys; vital records programs; and all other aspects of records management not covered elsewhere in this schedule.	Destroy when 6 years old.
	Record keeping system: ADAMS.	
8.	**Reserved**	
9.	**Feasibility Studies.**	
	Studies conducted before the installation of any technology or equipment associated with information management systems, such as word processing, copiers, micrographics, and communications. Studies and system analyses for the initial establishment and major changes of these systems. Such studies typically include a consideration of the alternatives of the proposed system and a cost/benefit analysis, including an analysis of the improved efficiency	Destroy 5 years after completion or cancellation of study.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	and effectiveness to be expected from the proposed system. Record keeping system: ADAMS.	
10.	**Microform Inspection Records.**	
	a. Agency copy of inventories, logs, and reports documenting the inspection of permanent microform records, as required by 36 CFR Part 1230. [See notes after item 10a.] Record keeping system: ADAMS.	Destroy 1 year after the records are transferred to the National Archives of the United States.

[NOTES: (1) This item does not cover the copy of logs and reports that are attached to the SF 135 when records are transferred to a Federal records center or the SF 258 when records are transferred to the National Archives of the United States. (2) Inspection records for unscheduled records that are converted to microform are also unscheduled and may not be destroyed.]

	b. Agency copy of logs and other records documenting the inspection of temporary microform records, as recommended by 36 CFR Part 1230. Record keeping system: ADAMS.	Destroy when 2 years old or when superseded, whichever is later.
11.	**IRM Triennial Review Files.**	
	Reports required by the GSA concerning reviews of information resources management (IRM) practices. Included are associated correspondence, studies, directives, feeder reports, and monitoring surveys and reports. Record keeping system: NA.	Destroy when 7 years old.
12.	**Information Collection Budget Files.**	
	Reports required by the OMB under the Paperwork Reduction Act about the number of hours the public spends fulfilling agency reporting requirements. Included are associated	Destroy when 7 years old.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	feeder reports, report exhibits, correspondence, directives, and statistical compilations. Record keeping system: ADAMS.	
13.	**Documents Published in the Federal Register.** [See note after item 13b.]	
	a. Files documenting the processing of notices announcing committee meetings, including meetings open to the public under the Government in Sunshine Act (5 U.S.C. 552b(e)(3)); hearings and investigations; filing of petitions and applications; issuance or revocation of a license; grant application deadlines, the availability of certain environmental impact statements; delegations of authority; and other matters that are not codified in the Code of Federal Regulations. Record keeping system: Paper.	Destroy when 1 year old.
	b. Files documenting the processing of semiannual regulatory agenda. Record keeping system: Paper.	Destroy when 2 years old.

[**NOTE:** Agency files documenting the development, clearance, and processing of proposed and final rules for publication in the Federal Register are not covered by the General Records Schedules. These records may be, but are not necessarily, permanent. They must be scheduled individually by each agency so NARA can conduct an analysis and appraisal to determine their appropriate disposition.]

14. Management Control Records.

Records created in accordance with procedures mandated by OMB Circular A-123, Management Accountability and Control Systems, and Pub.L. 97-255, the Federal Managers' Financial Integrity Act. Under these authorities, agencies are required to perform evaluations of their accounting and

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	administrative controls to prevent waste, fraud, and mismanagement.	
a.	Policy, procedure, and guidance files. Copies of internal directives maintained by the agency's internal control staff (but not those copies maintained in the agency's official file of internal directives); external directives such as OMB Circular A-123; and correspondence outlining policy and procedure for performing management reviews. Record keeping system: ADAMS.	Destroy when superseded.
b.	Management control plans.	
	Comprehensive plans documenting the agency's efforts to ensure compliance with OMB Circular A-123. Record keeping system: ADAMS.	Destroy when superseded.
c.	Risk analyses.	
	Reports and supporting materials used to document review of program areas for susceptibility to loss or unauthorized use of resources, errors in reports and information, and illegal and unethical actions. Record keeping system: ADAMS.	Cut off closed files annually. Destroy after next review cycle.
d.	Annual reports and assurance statements created by organizational components below the agency (department or independent agency) level and compiled by the agency into a single unified report for direct submission to the President or Congress. [See note after item 14d.] Record keeping system: ADAMS.	Cut off closed files annually. Destroy after next reporting cycle.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION

[NOTE: This item does not cover the consolidated final reports submitted directly to the President or Congress. The final reports must be scheduled by submitting an SF 115 to NARA.]

e. Tracking files.

Files used to ensure the completion and timeliness of submission of feeder reports, including schedules of evaluations, interim reporting, lists of units required to report, and correspondence relating to the performance of the reviews.

Record keeping system: Paper.

Destroy 1 year after report is completed.

f. Review files. [See note after item 14f(2).]

Correspondence, reports, action copies of audit findings, and other records that identify program internal control weaknesses, and corrective actions taken to resolve such problems. Since A-123 provides for alternative internal control reviews under OMB Circulars A-76, A-127, or A-130, this item also applies to copies of these reviews, provided they are identified as alternative reviews in the management control plan.

(1) Office with responsibility for coordinating internal control functions.

Record keeping system: Paper.

Cut off when no further corrective action is necessary. Destroy 5 years after cutoff.

(2) Copies maintained by other offices as internal reviews.

Record keeping system: ADAMS.

Cut off when no further corrective action is necessary. Destroy 1 year after cutoff.

[NOTE: Alternative reviews such as computer security reviews and management and consultant studies may need to be kept longer than provided in item 14f(2). This item applies only to copies maintained as internal reviews.]

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
15.	**Electronic Mail and Word Processing System Copies.**	
	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	
	Record keeping system: NA.	
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	Destroy/delete within 180 days after the recordkeeping copy has been produced.
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Destroy/delete when dissemination, revision, or updating is completed

GENERAL RECORDS SCHEDULE 17

Cartographic, Aerial Photographic, Architectural, and Engineering Records

Federal agencies create or receive cartographic, aerial photographic, architectural, and engineering design records in connection with their official activities. Many of these records have continuing historical value after they are no longer being used by the agency. Descriptions of both historically valuable and temporary records were formerly included in General Records Schedule 17, Cartographic, Remote Sensing Imagery, and Related Records, and in General Records Schedule 22, Design and Construction Drawings and Related Records. The General Records Schedules have been revised to cover only temporary records, and this schedule covers temporary records formerly included in those two schedules. Guidelines for identifying and scheduling the records of continuing value are now provided in "Managing Cartographic and Architectural Records: An Instructional Guide." The Guide must be used in conjunction with the General Records Schedule to ensure proper disposition of all cartographic, aerial photographic, architectural, and engineering design records held by an agency.

This schedule relates to cartographic records prepared during intermediate stages of publication, unannotated aerial photographic negatives and prints, and architectural and engineering drawings. Cartographic and aerial photographic records created before January 1, 1950, and architectural or engineering drawings created before January 1, 1921, must be brought to the attention of the National Archives and Records Administration (NARA) before applying the disposition instructions in this schedule.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	**Cartographic Records Prepared During Intermediate Stages of Publication.**	
	Scribed plastic sheets, color separation sheets, composites prepared as a step in the making of color separation sheets, photographic negatives, glass plate negatives, enlargements or reductions, color pulls, proof copies subject to final revision, "correction file" maps annotated to show corrections to be incorporated into the next edition of the published map, and similar items whose informational content is duplicated by the final published map.	Destroy when no longer needed for revision.
	Record keeping system: Paper.	
2.	**Reserved.**	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
3.	**Architectural Drawings of Temporary Structures and Buildings or of Buildings Not Critical to the Mission of the Agency.**	
	Drawings of structures and buildings such as telephone and electric lines, storage sheds, parking lots, and comfort stations.	Destroy when superseded or after the structure or object has been retired from service.
	Record keeping system: Electronic.	
4.	**Drawings of Electrical, Plumbing, Heating, or Air Conditioning Systems.**	Destroy when superseded or after the structure or object has been retired from service.
	Record keeping system: Electronic.	
5.	**Contract Negotiation Drawings.**	
	Drawings prepared during contract negotiation for buildings or objects lacking historical, architectural, or technological significance; drawings related to electrical, plumbing, heating, or air conditioning projects; or drawings superseded by final working/as built drawings.	Destroy when the final working/as-built drawings have been produced.
	Record keeping system: Electronic.	
6.	**Space Assignment Plans.**	
	Outline floor plans indicating occupancy of a building.	Destroy when superseded or after the structure or object has been retired from service.
	Record keeping system: Electronic.	
7.	**Reserved.**	
8.	**Engineering Drawings of Routine Minor Parts.**	
	Drawings of such objects as fasteners, nuts, bolts, wires, screws, nails, pipe fittings,	Destroy when superseded or after the structure or object has been retired from service.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	brackets, struts, plates, and beams, if maintained separately or if segregable from a larger file. Record keeping system: Electronic.	
9.	**Drawings Reflecting Minor Modifications.**	
	Repetitive engineering drawings showing minor modifications made during research and development, and superseded by final drawings, if filed separately or if readily segregable from a larger file. Record keeping system: Electronic.	Destroy when superseded or after the structure or object has been retired from service.
10.	**Paint Plans and Samples.** [See note after this item.]	
	Plans and paint samples for painting all areas of buildings lacking historical, architectural, or technological significance and plans and samples for painting appliances, elevators, and other mechanical parts of buildings. Record keeping system: NA.	Destroy when superseded or after the structure or object has been retired from service.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION

[NOTE: Paint plans and samples for the interior and exterior walls of buildings significant for historical, architectural, or technological reasons are not disposable under this item and must be scheduled by submitting a Standard Form (SF) 115 to NARA.]

GENERAL RECORDS SCHEDULE 18

Security and Protective Services Records

Security and protective services records include the various files created by agencies to control and protect classified information; to protect Government facilities from unauthorized entry, sabotage, or loss; to ensure the adequacy of protective measures at privately owned plants given security cognizance by the Government; to determine loyalty and fitness of individuals employed by, or seeking employment from the Government; and to develop and implement plans for the protection of life and property under emergency conditions. Included are selected files of offices having Government-wide or agencywide responsibility for security and protective services programs. Also included are files of security units, guard forces, and other organizational elements documenting the control of classified information, access to facilities, and like matters.

This schedule authorizes for disposal records documenting administrative actions relating to the above functions. Records documenting Government-wide or agencywide security and protective services planning and programming, reflecting basic overall policies and determinations are not authorized for disposal by this schedule. Variations among agencies in methods of implementing statutory requirements for security and protective services result in dissimilarities in program documentation. The application of standard techniques of filing and disposition to such records through the medium of a General Records Schedule is therefore impractical. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration (NARA) before applying these disposition instructions.

A new item has been added to this schedule to authorize the destruction of electronic mail and word processing records maintained by agencies in addition to the copy in the recordkeeping system. This item covers electronic copies of electronic mail and word processing records created and used solely to produce the recordkeeping copy, and electronic copies of electronic mail and word processing records that are needed in addition to the recordkeeping copy for dissemination, revision, or updating.

CLASSIFIED INFORMATION ACCOUNTING AND CONTROL RECORDS

Records accumulating from measures taken by agencies to protect classified information from unauthorized disclosure in accordance with Executive orders and statutory or regulatory requirements.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	**Classified Documents Administrative Correspondence Files.** [See note after this item.]	
	Correspondence files pertaining to the administration of security classification, control, and accounting for classified documents, not covered elsewhere in this schedule.	Destroy when 2 years old.
	Record keeping system: Paper.	

[**NOTE**: This item does not cover records documenting policies and procedures accumulated in offices having agencywide responsibilities for security and protective services programs.]

2.	**Document Receipt Files.**	
	Records documenting the receipt and issuance of classified documents.	Destroy when 2 years old.
	Record keeping system: Paper.	
3.	**Destruction Certificates Files.**	
	Certificates relating to the destruction of classified documents.	Destroy when 2 years old.
	Record keeping system: Paper.	
4.	**Classified Document Inventory Files.**	
	Forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents, but exclusive of classified document receipts and destruction certificates and documents relating to Top Secret material covered elsewhere in this schedule.	Destroy when 2 years old.
	Record keeping system: Paper.	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
5.	**Top Secret Accounting and Control Files.** [See note after item 5b.]	
	a. Registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or destruction of the documents. Record keeping system: Paper.	Destroy 5 years after documents shown on forms are downgraded, transferred, or destroyed.
	b. Forms accompanying documents to ensure continuing control, showing names of persons handling the documents, intra-office routing, and comparable data. Record keeping system: Paper.	Destroy when related document is downgraded, transferred, or destroyed.

[NOTE: Master files and data bases created to supplement or replace the records covered by item 5 are not authorized for disposal under the GRS. Such files must be scheduled on a Standard Form (SF) 115.]

6.	**Access Request Files.**	
	Requests and authorizations for individuals to have access to classified files. Record keeping system: Paper.	Destroy 2 years after authorization expires.
7.	**Classified Document Container Security Files.** [See note after item 7b.]	
	a. Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers. Record keeping system: Paper.	Destroy when superseded by a new form or list or upon turn-in of containers.
	b. Forms placed on safes, cabinets, or vaults containing security classified documents that record opening, closing, and routine checking of the security of the container,	Destroy 3 months following the last entry on the form (see note)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	such as locking doors and windows, and activating alarms. Included are such forms as SF 701, Activity Security Checklist, and SF 702, Security Container Check Sheet. Record keeping system: Paper.	

[NOTE: Forms involved in investigations will be retained until completion of the investigation.]

FACILITIES SECURITY AND PROTECTIVE SERVICES RECORDS

Records relating to measures taken for the protection of Government-owned facilities and privately operated facilities given security cognizance by the Government from unauthorized entry, sabotage, or loss.

8.	**Security and Protective Services Administrative Correspondence Files.** [See note after this item.]	
	Correspondence files relating to administration and operation of the facilities security and protective services programs, not covered elsewhere in this schedule. Record keeping system: Paper.	Destroy when 2 years old.

[NOTE: This item does not cover records documenting policies and procedures accumulated in offices having agencywide responsibilities for security and protective services programs.]

9.	**Survey and Inspection Files.** (Government-owned facilities)	
	Reports of surveys and inspections of Government-owned facilities conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry. Record keeping system: Paper.	Destroy when 3 years old or upon discontinuance of facility, whichever is sooner.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
10.	**Survey and Inspection Files.** (privately owned facilities)	
	Reports of surveys and inspections of privately owned facilities assigned security cognizance by Government agencies and related documents.	Destroy when 4 years old or when security cognizance is terminated, whichever is sooner.
	Record keeping system: Paper.	
11.	**Investigative Files.**	
	Investigative files accumulating from investigations of fires, explosions, and accidents, consisting of retained copies of reports and related documents when the original reports are submitted for review and filing in other agencies or organizational elements, and reports and related papers concerning occurrences of such a minor nature that they are settled locally without referral to other organizational elements.	Destroy when 2 years old.
	Record keeping system: Paper.	
12.	**Property Pass Files.**	
	Property pass files, authorizing removal of property or materials.	Destroy 3 months after expiration or revocation.
	Record keeping system: NA.	
13.	**Guard Assignment Files.**	
	Files relating to guard assignments and strength.	
	a. Ledger records.	Destroy 3 years after final entry.
	Record keeping system: Paper.	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	b. Requests, analyses, reports, change notices, and other papers relating to post assignments and strength requirements. Record keeping system: Paper.	Destroy when 2 years old.
14.	**Police Functions Files.** Files relating to exercise of police functions.	
	a. Ledger records of arrest, cars ticketed, and outside police contacts. Record keeping system: NA.	Destroy 3 years after final entry.
	b. Reports, statements of witnesses, warning notices, and other documents relating to arrests, commitments, and traffic violations. Record keeping system: NA.	Destroy when 2 years old.
	c. Reports on contact of outside police with building occupants. Record keeping system: NA.	Destroy when 1 year old.
15.	**Personal Property Accountability Files.** Files relating to accountability for personal property lost or stolen. Record keeping system: Paper.	
	a. Ledger files.	Destroy 3 years after final entry.
	b. Reports, loss statements, receipts, and other documents relating to lost and found articles.	Destroy when 1 year old.
16.	**Key Accountability Files.** Files relating to accountability for keys issued. Record keeping system: Paper.	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	a. For areas under maximum security.	Destroy 3 years after turn-in of key.
	b. For other areas.	Destroy 6 months after turn-in of key.
17.	**Visitor Control Files.**	
	Registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and reports on automobiles and passengers.	
	Record keeping system: Paper.	
	a. For areas under maximum security.	Destroy 5 years after final entry or 5 years after date of document, as appropriate.
	b. For other areas.	Destroy 2 years after final entry or 2 years after date of document, as appropriate.
18.	**Facilities Checks Files.**	
	Files relating to periodic guard force facility checks.	
	Record keeping system: Paper.	
	a. Data sheets, door slip summaries, check sheets, and guard reports on security violations (except copies in files of agency security offices covered by item 24 of this schedule).	Destroy when 1 year old.
	b. Reports of routine after-hours security checks that either do not reflect security violations or for which the information contained therein is documented in the files defined in item 24 of this schedule.	Destroy when 1 month old.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
19.	**Guard Service Control Files.**	
a.	Control center key or code records, emergency call cards, and building record and employee identification cards. Record keeping system: Paper.	Destroy when superseded or obsolete.
b.	Round reports, service reports on interruptions and tests, and punch clock dial sheets. Record keeping system: Paper.	Destroy when 1 year old.
c.	Automatic machine patrol charts and registers of patrol and alarm services. Record keeping system: Paper.	Destroy when 1 year old.
d.	Arms distribution sheets, charge records, and receipts. Record keeping system: Paper.	Destroy 3 months after return of arms.
20.	**Logs and Registers.**	
	Guard logs and registers not covered elsewhere in this schedule. Record keeping system: Paper.	
a.	Central guard office master logs.	Destroy 2 years after final entry.
b.	Individual guard post logs of occurrences entered in master logs.	Destroy 1 year after final entry.

PERSONNEL SECURITY CLEARANCE RECORDS

Records accumulating from investigations of personnel conducted under Executive orders and statutory or regulatory requirements.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
21.	**Security Clearance Administrative Subject Files.**	
	Correspondence, reports, and other records relating to the administration and operation of the personnel security program, not covered elsewhere in this schedule.	Destroy when 2 years old.
	Record keeping system: Paper.	
22.	**Personnel Security Clearance Files.** Personnel security clearance case files created under Office of Personnel Management procedures and regulations and related indexes maintained by the personnel security office of the employing agency.	
	Record keeping system: Paper.	
	a. Case files documenting the processing of investigations on Federal employees or applicants for Federal employment, whether or not a security clearance is granted, and other persons, such as those performing work for a Federal agency under contract, who require an approval before having access to Government facilities or to sensitive data. These files include questionnaires, summaries of reports prepared by the investigating agency, and other records reflecting the processing of the investigation and the status of the clearance, exclusive of copies of investigative reports furnished by the investigating agency.	Destroy upon notification of death or not later than 5 years after separation or transfer of employee or no later than 5 years after contract relationship expires, whichever is applicable.
	b. Investigative reports and related documents furnished to agencies by investigative organizations for use in making security/suitability determinations.	Destroy in accordance with the investigating agency instructions.
	c. Index to the Personnel Security Case Files.	Destroy with related case file.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
23.	**Personnel Security Clearance Status Files.**	
	Lists or rosters showing the current security clearance status of individuals.	Destroy when superseded or obsolete.
	Record keeping system: Paper.	
24.	**Security Violations Files.**	
	Case files relating to investigations of alleged violations of Executive orders, laws, or agency regulations for the safeguarding of national security information.	
	Record keeping system: Paper.	
	a. Files relating to alleged violations of a sufficiently serious nature that they are referred to the Department of Justice or Department of Defense for prosecutive determination, exclusive of files held by the Department of Justice or Department of Defense offices responsible for making such determinations.	Destroy 5 years after close of case.
	b. All other files, exclusive of documents placed in official personnel folders.	Destroy 2 years after completion of final action.
25.	**Classified Information Nondisclosure Agreements.**	
	Copies of nondisclosure agreements, such as SF 312, Classified Information Nondisclosure Agreement, signed by civilian and military personnel with access to information that is classified under standards put forth by Executive orders governing security classification. These forms should be maintained separately from personnel security clearance files. Agreements for civilian employees working for elements of the intelligence community must be maintained separately from the official personnel folder. For all other persons, these forms may be filed in the	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	individual's official military personnel folder (for uniformed military personnel) or on the right side of the official personnel folder (for civilian employees).	
	a. If maintained separately from the individual's official personnel folder. Record keeping system: Paper.	Destroy when 70 years old.
	b. If maintained in the individual's official personnel folder. Record keeping system: NA.	Apply the disposition for the official personnel folder.

EMERGENCY PLANNING RECORDS

Records accumulating from the formulation and implementation of plans, such as evacuation plans, for protection of life and property during emergency conditions.

26.	**Emergency Planning Administrative Correspondence Files.** [See note after this item.]	
	Correspondence files relating to administration and operation of the emergency planning program, not covered elsewhere in this schedule. Record keeping system: Paper.	Destroy when 2 years old.

[**NOTE:** This item does not cover records documenting policies and procedures accumulated in offices having agencywide responsibilities for emergency programs.]

27.	**Emergency Planning Case Files.** [See notes after this item.]	
	Case files accumulated by offices responsible for the preparation and issuance of plans and directives, consisting of a copy of each plan or directive issued, with related background documents, EXCLUDING one record copy of each plan or directive issued, if not included in	Destroy 3 years after issuance of a new plan or directive.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	the agency's permanent set of master directives files. Record keeping system: Paper.	

[NOTES: (1) If the emergency plan is not included in the agency's master set of directives files, a record set must be maintained and scheduled for eventual transfer to the National Archives of the United States by submission of an SF 115 to NARA. (2) Emergency planning reports of operations tests, consisting of consolidated or comprehensive reports reflecting agencywide results of tests conducted under emergency plans are also permanent and must be scheduled for transfer to the National Archives of the United States by submission of an SF 115.]

28.	**Emergency Operations Tests Files.**	
	Files accumulating from tests conducted under agency emergency plans, such as instructions to members participating in test, staffing assignments, messages, tests of communications and facilities, and reports EXCLUDING consolidated and comprehensive reports. Record keeping system: Paper.	Destroy when 3 years old.
29.	**National Defense Executive Reserve (NDER) Case Files.**	
	Case files for NDER reservists or applicants, maintained by agencies with major mobilization responsibilities in cases of national security emergencies, including qualifications statement, other personnel and administrative records, skills inventory, training data, and other records relating to administration of the NDER program. Record keeping system: Paper.	
	a. Case files on reservists.	Destroy 5 years after termination from NDER program.
	b. Case files on individuals whose applications were rejected or withdrawn.	Destroy when 5 years old.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
30.	**Electronic Mail and Word Processing System Copies.**	
	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	
	Record keeping system: NA.	
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	Destroy/delete within 180 days after the recordkeeping copy has been produced.
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Destroy/delete when dissemination, revision, or updating is completed.

GENERAL RECORDS SCHEDULE 20

Electronic Records

This schedule provides disposal authorization for certain electronic records and specified hard-copy (paper) or microform records that are integrally related to the electronic records. This schedule applies to disposable electronic records created or received by Federal agencies including those managed for agencies by contractors. It covers records created by computer operators, programmers, analysts, systems administrators, and all personnel with access to a computer. Disposition authority is provided for certain master files, including some tables that are components of data base management systems, and certain files created from master files for specific purposes. In addition, this schedule covers certain disposable electronic records produced by end users in office automation applications. These disposition authorities apply to the categories of electronic records described in GRS 20, regardless of the type of computer used to create or store these records. GRS 20 does not cover all electronic records. Electronic records not covered by GRS 20 may not be destroyed unless authorized by a Standard Form 115 that has been approved by the National Archives and Records Administration (NARA). The records covered by several items in this schedule are authorized for erasure or deletion when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. NARA cannot establish a more specific retention that would be appropriate in all applications. Each agency should, when appropriate, determine a more specific disposition instruction, such as "Delete after X update cycles" or "Delete when X years old," for inclusion in its records disposition directives or manual. NARA approval is not needed to set retention periods for records in the GRS that are authorized for destruction when no longer needed. Items 2a and 1a (in part) of this schedule apply to hard-copy or microform records used in conjunction with electronic files. Item 1 also covers printouts produced to test, use, and maintain master files. Items 10 and 11 of this schedule should be applied to special purpose programs and documentation for disposable electronic records whatever the medium in which such documentation and programs exist. This schedule has been revised to include electronically-generated records previously covered in General Records Schedule 23, Records Common to Most Offices. The original numbering of the items in GRS 20 has been preserved. The items moved from GRS 23 have been added at the end, except the item covering administrative data bases that has been incorporated into item 3.

Electronic versions of records authorized for disposal elsewhere in the GRS may be deleted under the provisions of item 3 of GRS 20. See also 36 CFR Part 1234 for NARA regulations on electronic records management.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	**Files/Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records.**	
	Record keeping system: Electronic and Paper.	
	a. Electronic files or records created solely to test system performance, as well as hard-copy printouts and related documentation for the electronic files/records.	Delete/destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.
	b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records.	Delete after information has been transferred to the master file and verified.
	c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use.	Delete/destroy when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes.
2.	**Input/Source Records.**	
	a. Non-electronic documents or forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes (such as need for signatures) and not previously scheduled for permanent retention in a NARA-approved agency records schedule.	Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file, whichever is later.
	Record keeping system: Paper.	
	b. Electronic records, except as noted in item 2c, entered into the system during an update process, and not required for audit and legal purposes.	Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as back-up to, a master file or database, whichever is later.
	Record keeping system: Electronic.	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	c. Electronic records received from another agency and used as input/ source records by the receiving agency, EXCLUDING records produced by another agency under the terms of an interagency agreement, or records created by another agency in response to the specific information needs of the receiving agency. Record keeping system: Electronic.	Delete when data have been entered into the master file or database and verified, or when no longer needed to support reconstruction of, or serve as back up to, the master file or database, whichever is later.
	d. Computer files or records containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or database. Record keeping system: Electronic and Paper.	Delete after the necessary data have been incorporated into a master file.
3.	**Electronic Versions of Records Scheduled for Disposal.**	
	a. Electronic versions of records that are scheduled for disposal under one or more items in GRS 1-16, 18, 22, or 23; EXCLUDING those that replace or duplicate the following GRS items: GRS 1, items 21, 22, 25f; GRS 12, item 3; and GRS 18, item 5. Record keeping system: Electronic.	Delete after the expiration of the retention period authorized by the GRS or when no longer needed, whichever is later.
	b. Electronic records that support administrative housekeeping functions when the records are derived from or replace hard copy records authorized by NARA for destruction in an agency-specific records schedule.	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	(1) When hard copy records are retained to meet recordkeeping requirements. Record keeping system: Paper.	Delete electronic version when the agency determines that it is no longer needed for administrative, legal, audit, or other operational purposes.
	(2) When the electronic record replaces hard copy records that support administrative housekeeping functions. Record keeping system: Electronic.	Delete after the expiration of the retention period authorized for the hard copy file, or when no longer needed, whichever is later.
	(3) Hard copy printouts created for short-term administrative purposes. Record keeping system: Paper.	Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.
4.	**Data Files Consisting of Summarized Information.**	
	Records that contain summarized or aggregated information created by combining data elements or individual observations from a single master file or data base that is disposable under a GRS item or is authorized for deletion by a disposition job approved by NARA after January 1, 1988, EXCLUDING data files that are created as disclosure-free files to allow public access to the data which may not be destroyed before securing NARA approval. Record keeping system: Electronic.	Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

[NOTE: Data files consisting of summarized information which were created from a master file or data base that is unscheduled, or that was scheduled as permanent but no longer exists or can no longer be accessed, may not be destroyed before securing NARA approval.]

5. Records Consisting of Extracted Information.

Record keeping system: Electronic.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	Electronic files consisting solely of records extracted from a single master file or data base that is disposable under GRS 20 or approved for deletion by a NARA-approved disposition schedule, EXCLUDING extracts that are: a) produced as disclosure-free files to allow public access to the data; or b) produced by an extraction process which changes the informational content of the source master file or data base; which may not be destroyed before securing NARA approval. For print and technical reformat files see items 6 and 7 of this schedule respectively.	Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

[NOTES: (1) Records consisting of extracted information that was created from a master file or data base that is unscheduled, or that was scheduled as permanent but no longer exists or can no longer be accessed may not be destroyed before securing NARA approval. (2) See item 12 of this schedule for other extracted data.]

6.	**Print File.**	
	Electronic file extracted from a master file or data base without changing it and used solely to produce hard-copy publications and/or printouts of tabulations, ledgers, registers, and statistical reports. Record keeping system: Electronic.	Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.
7.	**Technical Reformat File.**	
	Electronic file consisting of data copied from a complete or partial master file or data base made for the specific purpose of information interchange and written with varying technical specifications, EXCLUDING files created for transfer to the National Archives. Record keeping system: Electronic.	Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
8.	**Backups of Files.**	
	Electronic copy, considered by the agency to be a Federal record, of the master copy of an electronic record or file and retained in case the master file or database is damaged or inadvertently erased.	
	Record keeping system: Electronic.	
	a. File identical to records scheduled for transfer to the National Archives.	Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.
	b. File identical to records authorized for disposal in a NARA-approved records schedule.	Delete when the identical records have been deleted, or when replaced by a subsequent backup file.
9.	**Finding Aids (or Indexes).**	
	Electronic indexes, lists, registers, and other finding aids used only to provide access to records authorized for destruction by the GRS or a NARA-approved SF 115, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records.	Delete with related records or when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, whichever is later.
	Record keeping system: Electronic.	
10.	**Special Purpose Programs.**	
	Application software necessary solely to use or maintain a master file or database authorized for disposal in a GRS item or a NARA-approved records schedule, EXCLUDING special purpose software necessary to use or maintain any unscheduled master file or database or any	Delete when related master file or database has been deleted or when software program is superseded, and is no longer needed to access legacy records. (N1-431-04-1, Item 1).

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	master file or database scheduled for transfer to the National Archives. Record keeping system: Electronic.	
11.	**Documentation.**	
a.	Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file or data base that has been authorized for destruction by the GRS or a NARA-approved disposition schedule. Record keeping system: ADAMS.	Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or data base, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest.
b.	Copies of records relating to system security, including records documenting periodic audits or review and re certification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130. Record keeping system: ADAMS.	Destroy or delete when superseded or obsolete.

[NOTES: (1) Documentation that relates to permanent or unscheduled master files and data bases is not authorized for destruction by the GRS. (2) See item 1a of this schedule for documentation relating to system testing.]

12.	**Downloaded and Copied Data.**	
	Derived data and data files that are copied, extracted, merged, and/or calculated from other data generated within the agency, when the original data is retain. Record keeping system: Electronic.	
a.	Derived data used for ad hoc or one-time inspection, analysis or review, if the derived	Delete when the agency determines that they are no longer needed for

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	data is not needed to support the results of the inspection, analysis or review.	administrative, legal, audit, or other operational purposes.
	b. Derived data that provide user access in lieu of hard copy reports that are authorized for disposal.	Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.
	c. Metadata or reference data, such as format, range, or domain specifications, which is transferred from a host computer or server to another computer for input, updating, or transaction processing operations.	Delete from the receiving system or device when no longer needed for processing.

[NOTE: See item 5 of this schedule for other extracted data.]

13. Word Processing Files.

Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.	Delete from the word processing system when no longer needed for updating or revision.

Record keeping system: Electronic.

14. Electronic Mail Records.

Senders' and recipients' versions of electronic mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.	Delete from the e-mail system after copying to a recordkeeping system.

Record keeping system: Electronic.

[NOTE: Along with the message text, the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required.]

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
15.	**Electronic Spreadsheets. Electronic spreadsheets generated to support administrative functions or generated by an individual as background materials or feeder reports.**	
	a. When used to produce hard copy that is maintained in organized files. Record keeping system: Electronic.	Delete when no longer needed to update or produce hard copy.
	b. When maintained only in electronic form. Record keeping system: Electronic.	Delete after the expiration of the retention period authorized for the hard copy by the GRS or a NARA-approved SF 115. If the electronic version replaces hard copy records with differing retention periods and agency software does not readily permit selective deletion, delete after the longest retention period has expired.

GENERAL RECORDS SCHEDULE 21

Audiovisual Records

This schedule covers audiovisual and related records created by or for agencies of the Federal Government as well as those acquired in the course of business. For audiovisual records that are not described in this schedule, agencies must request disposition authority by submitting a Standard Form (SF) 115, Request for Records Disposition Authority, to the National Archives and Records Administration (NARA) Life Cycle Management Division (NWML).

Audiovisual records include still and motion picture photography, graphic materials, and sound and video recordings. Related documentation includes (1) production files or other files documenting the creation, justification, ownership, and rights to the records and (2) finding aids used to identify or access the records.

This schedule does not cover: (1) cartographic records, (2) remote sensing imagery recorded on film or magnetic tape, or (3) microform copies of textual records. Disposable cartographic records and remote sensing imagery recorded on film are covered by GRS 17; temporary computerized data are covered by GRS 20 and GRS 23; and microform copies of textual records that have been authorized by NARA for destruction need not be separately scheduled, in accordance with 36 CFR 1230.10(b).

This schedule does not include descriptions of permanent or potentially permanent records. Guidance about the identification, maintenance, use, and disposition of potentially permanent audiovisual records is provided in the NARA publication, "Managing Audiovisual Records: An Instructional Guide" and NARA records management regulations at 36 CFR 1228.184, Audiovisual Records.

The word "destroy" is used to authorize the destruction of data or information. Erasable media such as audio tape should be reused whenever practical. Silver-bearing photographic film must be destroyed in accordance with 41 CFR 101-45.10, "Recovery of Precious Metals."

This General Records Schedule authorizes the disposal of certain records without further concurrence from NARA. Agencies are encouraged to include specific series descriptions for such records in their comprehensive schedules while citing the applicable disposition instruction from this General Records Schedule as the authority for destroying the records.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION

STILL PHOTOGRAPHY

1.	**Photographs of Routine Award Ceremonies, Social Events, and Activities Not Related to the Mission of the Agency.** Record keeping system: Paper.	Destroy when 1 year old.
2.	**Personnel Identification or Passport Photographs.** Record keeping system: Paper.	Destroy when 5 years old or when superseded or obsolete, whichever is later.
3.	**Internal Personnel and Administrative Training Filmstrips and Slides of Programs that Do Not Reflect the Mission of the Agency.** Record keeping system: Paper.	Destroy 1 year after completion of training program.
4.	**Reserved.**	

GRAPHIC ARTS

5.	**Viewgraphs.** Record keeping system: Paper.	Destroy 1 year after use.
6.	**Routine Artwork for Handbills, Flyers, Posters, Letterhead, and Other Graphics.** Record keeping system: Paper.	Destroy when no longer needed for publication or reprinting.
7.	**Line and Halftone Negatives, Screened Paper Prints and Offset Lithographic Plates Used for Photomechanical Reproduction.** Record keeping system: Paper.	Destroy when no longer needed for publication or reprinting.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
8.	**Line Copies of Graphs and Charts.** Record keeping system: Paper.	Destroy when no longer needed for publication or reprinting.

MOTION PICTURES

9.	**Films Acquired from Outside Sources for Personnel and Management Training.** Record keeping system: Paper.	Destroy 1 year after completion of training program.
10.	**Reserved.**	
11.	**Routine Surveillance Footage.** Record keeping system: Paper.	Destroy when 6 months old.
12.	**Routine Scientific, Medical, or Engineering Footage.** Record keeping system: Paper.	Destroy when 2 years old.
13.	**Reserved.**	

VIDEO RECORDINGS

14.	**Programs Acquired from Outside Sources for Personnel and Management Training.** Record keeping system: Paper.	Destroy 1 year after completion of training program.
15.	**Reserved.**	
16.	**Rehearsal or Practice Tapes.** Record keeping system: Video.	Destroy immediately.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
17.	**Internal Personnel and Administrative Training Programs that Do Not Reflect the Mission of the Agency.** (These include "role-play" sessions, management and supervisory instruction, etc.) Record keeping system: Video.	Destroy 1 year after completion of training program.
18.	**Routine Surveillance Recordings.** Record keeping system: Video.	Destroy when 6 months old.
19.	**Routine Scientific, Medical, or Engineering Recordings.** Record keeping system: Video.	Destroy when 2 years old.
20.	**Recordings that Document Routine Meetings and Award Presentations.** Record keeping system: Video.	Destroy when 2 years old.
21.	**Reserved.**	

AUDIO (SOUND) RECORDINGS

22.	**Recordings of Meetings Made Exclusively for Note Taking or Transcription,** EXCLUDING recordings of proceedings of Presidential commissions and other executive commissions. [See note after this item.] Record keeping system: Paper.	Destroy immediately after use.

[NOTE: Recordings of Presidential and other executive commissions are not covered by the GRS. Such records are usually appraised as permanent, and they must be described on an SF 115 submitted to NARA for final disposition approval.]

23.	**Dictation Belts or Tapes.** Record keeping system: Paper.	Destroy immediately after use.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
24.	**Premix Sound Elements Created During the Course of a Motion Picture, Television, or Radio Production.** Record keeping system: Audio.	Destroy immediately after use.
25.	**Reserved.**	
26.	**Daily or Spot News Recordings Available to Local Radio Stations on a Call-in Basis.** Record keeping system: Audio.	Destroy when 6 months old.
27.	**Reserved.**	

RELATED DOCUMENTATION

28.	**Production Files or Similar Files that Document Origin, Development, Acquisition, Use, and Ownership of Temporary Audiovisual Records.** Record keeping system: Paper.	Dispose of according to the instructions covering the related audiovisual records.
29.	**Finding Aids for Identification, Retrieval, or Use of Temporary Audiovisual Records.** Record keeping system: Paper.	Dispose of according to the instructions covering the related audiovisual records.

GENERAL RECORDS SCHEDULE 22

Inspector General Records

Prior to issuance of the 1998 edition, the General Records Schedules included in GRS 22 coverage of investigative and audit case files maintained in the Offices of Inspector General (OIG) of civilian agencies other than the Central Intelligence Agency. The National Archives and Records Administration (NARA) first issued a General Records Schedule for OIG records in 1986. Over a period of ten years, NARA (on a case by case basis) granted a number of agencies authority to deviate from the provisions of GRS 22, which in many instances involved scheduling some or all of the records in a series as permanent.

A study of the disposition of OIG records in Federal agencies conducted by NARA demonstrated that GRS 22 does not provide effective disposition authority for most agencies' OIG audit and investigation case files. The many exceptions, exclusions, and deviations approved for agency use demonstrate that for practical purposes the GRS standards no longer had Government-wide application. Also, in some agencies the OIG has assumed additional specialized responsibilities (e.g., the conduct of external audits) which were not reflected in GRS 22. As a result of the study, NARA determined that the disposition of OIG records should not be governed by a General Records Schedule. This approach will ensure that all agency OIG records are properly appraised by NARA.

GRS 22 is therefore WITHDRAWN.

GENERAL RECORDS SCHEDULE 23

Records Common to Most Offices Within Agencies

This schedule provides for the disposal of certain records common to most offices in Federal agencies. It covers administrative subject files; facilitative records such as suspense files, tracking and control records, calendars, and indexes; and transitory documents. This schedule does not apply to any materials that the agency has determined to be nonrecord or to materials, such as calendars or work schedules, claimed as personal.

Office Administrative Files described under item 1 are records retained by an originating office as its record of initiation of an action, request, or response to requests for information. This item may be applied only to separate administrative files containing such records as copies of documents submitted to other offices for action including budget feeder documents, purchase orders, and training requests. Item 1 may not be applied to files that also contain program records, and it may not be applied by an office that receives and takes action on documents submitted by other offices.

A new item has been added to this schedule to authorize the destruction of electronic mail and word processing records maintained by agencies in addition to the copy in the recordkeeping system. This item covers electronic copies of electronic mail and word processing records created and used solely to produce the recordkeeping copy, and electronic copies of electronic mail and word processing records that are needed in addition to the recordkeeping copy for dissemination, revision, or updating.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	**Office Administrative Files.** [See note after this item.]	
	Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications, including facsimile machine logs; the expenditure of funds, including budget records; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may also include copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the	Destroy when 2 years old.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	office and forwarded to higher levels) and other materials that do not serve as unique documentation of the programs of the office. Record keeping system: Paper.	

[NOTE: This schedule is not applicable to the record copies of organizational charts, functional statements, and related records that document the essential organization, staffing, and procedures of the office, which must be scheduled prior to disposition by submitting a Standard Form (SF) 115 to the National Archives and Records Administration (NARA).]

Items 2 through 4. Reserved.

5.	**Schedules of Daily Activities.** Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by Federal employees while serving in an official capacity, EXCLUDING materials determined to be personal. Record keeping system: Paper.	
	a. Records containing substantive information relating to official activities, the substance of which has not been incorporated into official files, EXCLUDING records relating to the official activities of high Government officials. [See note after item 5a.]	Destroy or delete when 2 years old.

[NOTE: High level officials include the heads of departments and independent agencies; their deputies and assistants; the heads of program offices and staff offices including assistant secretaries, administrators, and commissioners; directors of offices, bureaus, or equivalent; principal regional officials; staff assistants to those aforementioned officials, such as special assistants, confidential assistants, and administrative assistants; and career Federal employees, political appointees, and officers of the Armed Forces serving in equivalent or comparable positions. Unique substantive records relating to the activities of these individuals must be scheduled by submission of an SF 115 to NARA.]

	b. Records documenting routine activities containing no substantive information and	Destroy or delete when no longer needed for convenience of reference.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	records containing substantive information, the substance of which has been incorporated into organized files.	
6.	**Suspense Files.**	
	Documents arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date.	
	Record keeping system: Paper.	
	a. A note or other reminder to take action.	Destroy after action is taken.
	b. The file copy or an extra copy of an outgoing communication, filed by the date on which a reply is expected.	Withdraw documents when reply is received. (1) If suspense copy is an extra copy, destroy immediately. (2) If suspense copy is the file copy, incorporate it into the official files.
7.	**Transitory Files.**	
	Documents of short-term interest which have no documentary or evidential value and normally need not be kept more than 90 days. Examples of transitory correspondence are shown below.	Destroy when 3 months old.
	Routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply.	
	Originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material, and receiving office copy if filed separately from transmitted material.	
	Quasi-official notices including memoranda and other records that do not serve as the basis of official actions, such as notices of holidays or	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	charity and welfare fund appeals, bond campaigns, and similar records. Record keeping system: Paper.	
8.	**Tracking and Control Records.**	
	Logs, registers, and other records used to control or document the status of correspondence, reports, or other records that are authorized for destruction by the GRS or a NARA-approved SF 115. Record keeping system: Paper.	Destroy or delete when 2 years old, or 2 years after the date of the latest entry, whichever is applicable.
9.	**Finding Aids (or Indexes).**	
	Indexes, lists, registers, and other finding aids used only to provide access to records authorized for destruction by the GRS or a NARA-approved SF 115, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records. Record keeping system: ADAMS or Paper.	Destroy or delete with the related records.
10.	**Electronic Mail and Word Processing System Copies.**	
	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination. Record keeping system: NA.	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
a.	Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	Destroy/delete within 180 days after the recordkeeping copy has been produced.
b.	Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Destroy/delete when dissemination, revision, or updating is completed.

GENERAL RECORDS SCHEDULE 24

Information Technology Operations and Management Records

This schedule provides disposal authorization for certain files created and maintained in the operation and management of information technology (IT) and related services. As defined in the Information Technology Management Reform Act of 1996 (now the Clinger-Cohen Act), "information technology" includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources.

This GRS does not cover all records relating to information technology operations and management. Offices with responsibility for IT operations also maintain administrative records covered by other GRS and records not in the GRS that must be scheduled by the agency. In addition, this GRS does not apply to system data or information content, which must be scheduled separately by submitting an SF 115, Request for Records Disposition Authority, to NARA.

The disposition instructions apply to records regardless of physical form or characteristics. Records may be maintained on paper, in microform, or electronically. Dispositions apply, however, only to records that are maintained as described in each item or subitem. If documents are part of a larger case file or recordkeeping system that contains records not covered in this GRS, agencies must separately schedule that file or system by submitting an SF 115 to NARA. If records covered by more than one item in this schedule are maintained together in one file or recordkeeping system, agencies must retain the records for the longest retention period authorized for those items.

Note that GRS 20, Electronic Records, remains in effect. GRS 20 covers certain temporary files associated with data base management. This new schedule supplements GRS 20 by providing disposal authority for temporary records relating to overall IT management, as opposed to the operation and use of specific systems. NARA is reviewing alternatives to GRS 20 and will develop revised requirements as it explores new approaches to managing electronic records.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	**Oversight and Compliance Files.**	
	Records in offices with agency-wide or bureau-wide responsibility for managing IT operations relating to compliance with IT policies, directives, and plans including recurring and special reports, responses to findings and	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	recommendations, and reports of follow-up activities. Record keeping system: ADAMS.	
	a. Performance measurements and benchmarks.	Destroy/delete when 5 years old or 1 year after responsible office determines that there are no unresolved issues, whichever is longer.
	b. All other oversight and compliance records, including certification and accreditation of equipment, quality assurance reviews and reports, reports on implementation of plans, compliance reviews, and data measuring or estimating impact and compliance.	Destroy/delete when 3 years old or 1 year after responsible office determines that there are no unresolved issues, whichever is longer.

[**Note**: See item 3b for performance files relating to systems.]

2.	**IT Facility, Site Management, and Equipment Support Services Records.**	
	Records maintained by offices responsible for the control and operation of buildings and rooms where IT equipment, systems, and storage media are located, including files identifying IT facilities and sites, and files concerning implementation of IT facility and site management and equipment support services provided to specific sites, including reviews, site visit reports, trouble reports, equipment service histories, reports of follow-up actions, and related correspondence. Record keeping system: Electronic.	Destroy/delete when 3 years old, or when superseded or obsolete, whichever is longer.
3.	**IT Asset and Configuration Management Files.**	
	a. Inventories of IT assets, network circuits, and building or circuitry diagrams, including	Destroy/delete 1 year after completion of the next inventory.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	equipment control systems such as databases of barcodes affixed to IT physical assets. Record keeping system: Electronic.	
b.	Records created and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to:	
	(1) Data and detailed reports on implementation of systems, applications and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management. Record keeping system: Electronic.	Destroy/delete 1 year after termination of system.
	(2) Records of routine IT maintenance on the network infrastructure documenting preventative, corrective, adaptive and perfective (enhancement) maintenance actions, including requests for service, work orders, service histories, and related records. Record keeping system: Electronic.	Destroy/delete when 3 years old or 1 year after termination of system, whichever is sooner.

[**Note**: If any maintenance activities have a major impact on a system or lead to a significant change, those records should be maintained as part of the item 3b(1).]

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
4.	**System Backups and Tape Library Records.**	
a.	Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data. Record keeping system: Electronic.	(1) Delete/destroy incremental backup tapes when superseded by a full backup, or when no longer needed for system restoration, whichever is later. (2) Delete/destroy full backup tapes when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later.

[**Note**: See GRS 20, item 8, for backups of master files and databases.]

b.	Tape library records including automated files and manual records used to control the location, maintenance, and disposition of magnetic media in a tape library including list of holdings and control logs. Record keeping system: Electronic.	Destroy/delete when superseded or obsolete.
5.	**Files Related to Maintaining the Security of Systems and Data.**	
a.	System Security Plans and Disaster Recovery Plans. Record keeping system: ADAMS.	Destroy/delete 1 year after system is superseded.
b.	Documents identifying IT risks and analyzing their impact, risk measurements and assessments, actions to mitigate risks, implementation of risk action plan, service test plans, test files and data. Record keeping system: ADAMS.	Destroy/delete 1 year after system is superseded.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
6.	**User Identification, Profiles, Authorizations, and Password Files,** EXCLUDING records relating to electronic signatures.	
	a. Systems requiring special accountability, e.g., those containing information that may be needed for audit or investigative purposes and those that contain classified records. Record keeping system: Electronic.	Destroy/delete inactive file 6 years after user account is terminated or password is altered, or when no longer needed for investigative or security purposes, whichever is later.
	b. Routine systems, i.e., those not covered by item 6a. Record keeping system: Electronic.	See GRS 20, item 1c.
7.	**Computer Security Incident Handling, Reporting and Follow-up Records.** Record keeping system: ADAMS.	Destroy/delete 3 years after all necessary follow-up actions have been completed.
8.	**IT Operations Records.**	
	a. Workload schedules, run reports, and schedules of maintenance and support activities. Record keeping system: Electronic.	Destroy/delete when 1 year old.
	b. Problem reports and related decision documents relating to the software infrastructure of the network or system. Record keeping system: Electronic.	Destroy/delete 1 year after problem is resolved.
	c. Reports on operations, including measures of benchmarks, performance indicators, and critical success factors, error and exception reporting, self-assessments, performance monitoring; and management reports. Record keeping system: Electronic.	Destroy/delete when 3 years old.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
9.	**Financing of IT Resources and Services.**	
	[**Note:** Copies of records needed to support contracts should be in procurement files, which are scheduled under GRS 3.]	
a.	Agreements formalizing performance criteria for quantity and quality of service, including definition of responsibilities, response times and volumes, charging, integrity guarantees, and non-disclosure agreements. Record keeping system: ADAMS.	Destroy/delete 3 years after agreement is superseded or terminated.
b.	Files related to managing third-party services, including records that document control measures for reviewing and monitoring contracts and procedures for determining their effectiveness and compliance. Record keeping system: ADAMS.	Destroy/delete 3 years after control measures or procedures are superseded or terminated.
c.	Records generated in IT management and service operations to identify and allocate charges and track payments for computer usage, data processing and other IT services EXCLUDING records that are part of the agency's cost accounting system, which are covered in GRS 8, items 6 and 7. Record keeping system: ADAMS.	Destroy/delete records with no outstanding payment issues when 3 years old.
10.	**IT Customer Service Files.**	
a.	Records related to providing help desk information to customers, including pamphlets, responses to "Frequently Asked Questions," and other documents prepared in advance to assist customers. Record keeping system: Electronic.	Destroy/delete 1 year after record is superseded or obsolete.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	b. Help desk logs and reports and other files related to customer query and problem response; query monitoring and clearance; and customer feedback records; and related trend analysis and reporting. Record keeping system: Electronic.	Destroy/delete when 1 year old or when no longer needed for review and analysis, whichever is later.
11.	**IT Infrastructure Design and Implementation Files.** Records of individual projects designed to provide and support new agency IT infrastructure (see Note), systems, and services. Includes records documenting (1) requirements for and implementation of functions such as maintaining network servers, desktop computers, and other hardware, installing and upgrading network operating systems and shared applications, and providing data telecommunications; (2) infrastructure development and maintenance such as acceptance/accreditation of infrastructure components, analysis of component options, feasibility, costs and benefits, and work associated with implementation, modification, and troubleshooting; (3) models, diagrams, schematics, and technical documentation; and (4)quality assurance reviews and test plans, data, and results. Record keeping system: ADAMS.	
	a. Records for projects that are not implemented.	Destroy/delete 1 year after final decision is made.
	b. Records for projects that are implemented.	Destroy/delete 5 years after project is terminated.
	c. Installation and testing records.	Destroy/delete 3 years after final decision on acceptance is made.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION

[**Note:** IT Infrastructure means the basic systems and services used to supply the agency and its staff with access to computers and data telecommunications. Components include hardware such as printers, desktop computers, network and web servers, routers, hubs, and network cabling, as well as software such as operating systems (e.g., Microsoft Windows and Novell NetWare) and shared applications (e.g., electronic mail, word processing, and database programs). The services necessary to design, implement, test, validate, and maintain such components are also considered part of an agency's IT infrastructure. However, records relating to specific systems that support or document mission goals are not covered by this item and must be scheduled individually by the agency by submission of an SF 115 to NARA.]

12. Electronic Mail and Word Processing System Copies.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this GRS 24 schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

Record keeping system: NA.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	Destroy/delete within 180 days after the recordkeeping copy has been produced.
b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Destroy/delete when dissemination, revision, or updating is completed.

GENERAL RECORDS SCHEDULE 25

Ethics Program Records

Title IV of the Ethics in Government Act of 1978 as amended, 5 U.S.C. appendix, title IV, authorizes the development of an executive branch-wide ethics program to ensure that decisions made by employees are neither tainted by, nor appear to be tainted by, any question of conflicts of interest. Under the relevant sections of title IV and Office of Government Ethics (OGE) executive branch-wide regulation at 5 C.F.R. part 2638, each agency is required to establish an ethics program. This schedule covers records documenting the activities of executive branch agency ethics program offices and provides disposition for financial disclosure reports; ethics agreements; outside employment and activity records; referrals of violations of criminal conflict of interest statutes; ethics determination, advice, consultation, and training records; and other commonly held ethics program records. Records pertaining to legislative branch and judicial ethics programs, the Hatch Act, the Whistleblower Protection Act, procurement integrity and other areas often associated with, but not expressly under the authority of executive branch ethics programs, are not covered by this schedule.

Master lists of financial disclosure report filers, individuals requesting outside employment and activities approval, and other types of ethics-related master lists are not included in this schedule. Ethics-related master lists that are used solely for the purpose of tracking and controlling ethics records should be disposed of in accordance with GRS 23 Item 8, Tracking and Control Records. Master lists that are used for purposes in addition to tracking and controlling ethics records should be disposed of in accordance with the disposition for the underlying records as listed in this schedule or as otherwise scheduled.

Note: Executive branch ethics program records are sometimes needed in an ongoing investigation. Such records should be retained beyond their approved retention period until no longer needed in the investigation.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	**Ethics Program Implementation, Interpretation, Counseling, and Development Files.** Records maintained by ethics program offices relating to the development, review, implementation, and interpretation of proposed or established executive branch standards of ethical conduct and other ethics regulations; conflict of interest and other ethics related statutes and Executive Orders; and any agency supplemental standards of ethical conduct and	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	other agency ethics-related regulations and directives. Including: -Records documenting the review of proposed or established ethics-related statutes and regulations by ethics program officials, including copies of proposed legislation, comments, and all related records. -Determinations, including advice and counseling to individual employees, and supporting records. -Records relating to requests under agency supplemental standards of ethical conduct for prior approval of outside employment and activities. Record keeping system: Paper.	
a.	Records such as determinations regarding attendance at widely-attended gatherings which appropriate agency ethics officials determine are related to the routine, non-precedential application of settled legal standards to common factual situations and are not interpretations of the conflict of interest statutes, 18 U.S.C. " 202-209, and other ethics statutes the violation of which may result in criminal penalties or civil fines.	Destroy when 3 years old or when superseded or obsolete, whichever is later.
b.	All other records.	Destroy when 6 years old or when superseded or obsolete, whichever is later.
2.	**Financial Disclosure Reporting Files.**	
	Financial disclosure reports submitted by individuals as required or authorized under the Ethics in Government Act of 1978 (Pub. L. 95-521), as amended, and related records, including records of late filing fee payments or requests for public reporting waivers of late filing fees and responses; comment sheets by report	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	reviewers and filer responses; filing extension requests and determinations; and copies of applications for public release of financial disclosure report.	
	Record keeping system: Paper.	
	a. Executive Branch Personnel Public Financial Disclosure Reports (SF 278) and related records.	
	(1) SF 278 reports for individuals filing in accordance with Section 101(b) or (c) of the Act, and not subsequently confirmed by the U.S. Senate or elected.	Destroy 1 year after nominee or candidate ceases to be under consideration for the position; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.
	(2) All other SF 278s.	Destroy when 6 years old; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.
	b. Executive Branch Confidential Financial Disclosure Reports (OGE Form 450) and Confidential Certificates of No New Interests (OGE Optional Form 450-A) and related records.	
	(1) OGE Form 450s for individuals not subsequently confirmed by the U.S. Senate.	Destroy 1 year after nominee ceases to be under consideration for the position; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.
	(2) All other OGE Form 450s and OGE Optional Form 450-As.	Destroy when 6 years old; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	c. Alternative or additional financial disclosure reports and related records.	
	(1) Reports for individuals not subsequently confirmed by the U.S. Senate.	Destroy 1 year after nominee ceases to be under consideration for the position; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.
	(2) All other alternative or additional financial disclosure reports.	Destroy when 6 years old; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.
3.	**Ethics Agreement Records.**	
	Records documenting the review and issuance of ethics agreements used to remedy the appearance of potential or actual financial conflicts of interest, including: -Records relating to the review and issuance of recusals (disqualifications), resignations, reassignments, and divestitures. -Records relating to determinations, authorizations, and waivers under 5 C.F.R. 2635.502 and 2635.503. -Records relating to the review and issuance of waivers of disqualifications under 18 U.S.C.208 (b)(1) and (b)(3). Record keeping system: Paper.	Destroy 6 years after the waiver or other agreed-upon determination or action has been issued or undertaken or is no longer in effect, whichever is later.
4.	**Referrals and Notifications of Violations of Criminal Conflict of Interest Statutes and Other Potential Violations Files.**	
	Referrals made to Inspectors General or the Department of Justice and notifications to OGE concerning ethics violations or suspected violations. This item also covers related background materials, including copies of	Destroy when 6 years old.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	disciplinary and corrective actions and disposition documents such as declinations of prosecution. Record keeping system: Paper.	
5.	**Non-Federally Funded Travel Files.**	
	a. Agency copies of Semiannual Expense Reports for Non-Federally Funded Travel submitted by all Executive branch agencies to the Office of Government Ethics in accordance with guidance given at 31 U.S.C. 1353, as implemented by 41 C.F.R. chapter 304 and the use of Standard Form (SF) 326 and SF 326A. Reports summarize payments made to the agency from non-Federal sources for travel, subsistence, and related expenses of an employee who attends a meeting or similar function relating to official duties. Record keeping system: Paper.	Destroy when 3 years old.
	b. Statements, forms, and other records used to compile Semiannual Expense Reports for Non-Federally Funded Travel. Record keeping system: Paper.	Destroy 1 year after submission of report to the Office of Government Ethics.
6.	**Ethics Program Review Files.**	
	Reports, correspondence, and other records relating to OGE reviews of agency compliance with executive branch ethics laws and regulations in such areas as financial disclosure, education and training, and advice and counseling. Record keeping system: Paper.	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	a. OGE program review reports, agency 60-day response letters, and other follow-up records sent to OGE on the resolution of program deficiencies.	Destroy when 6 years old.
	b. All other records produced during OGE program reviews, including notes and background materials.	Destroy 1 year after the date of the OGE program review report or, if there are recommendations, one year after they are closed.
7.	**Annual Agency Ethics Program Questionnaire Files.**	
	a. Questionnaire completed by ethics officials on an annual basis in compliance with Section 402(e)(1) of the Ethics in Government Act of 1978, as amended, and associated records. Record keeping system: Paper.	Destroy 3 years after submission.
	b. All other records related to responses to annual agency ethics program questionnaires. Record keeping system: Paper.	Destroy 1 year after submission of associated annual agency ethics program questionnaire.
8.	**Ethics Program Employee Training and Education Files.**	
	a. Records relating to the administration of new employee ethics orientations, annual, and other types of ethics training and education. Records include, but are not limited to, annual plans, schedules of classes, rosters of employees required to attend, verification of training completion and other related records. Record keeping system: Paper.	Destroy when 6 years old.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	b. Record copy of materials used in providing new employee ethics orientations, annual, and other types of ethics training and education including, but not limited to, instructors guides, handbooks, handouts and other materials used in training classes, bulletins, and newsletters. Record keeping system: Paper.	Destroy when 6 years old or when superseded or obsolete, whichever is later.
9.	**Ethics Program Procedures Files.** Procedures and related supporting records on the administration of ethics programs including, but not limited to, public and confidential financial disclosure reports systems, outside employment and activities approval systems, and referrals of violations of criminal conflict of interest statutes. Record keeping system: Paper.	Destroy when 6 years old or when superseded or obsolete, whichever is later.
10.	**Electronic Mail and Word Processing System Copies.** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination. Record keeping system: NA.	
	a. Copies that have no further administrative value after the recordkeeping copy is made.	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	the recordkeeping copy has been produced.
b.	Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Destroy/delete when dissemination, revision, or updating is completed.

GENERAL RECORDS SCHEDULE 26

Temporary Commissions, Boards, Councils and Committees

Note: This schedule covers records created and maintained by temporary commissions, boards, councils and committees (including continuing entities governed by renewable charters such as agency advisory committees). In the case of interagency bodies, this schedule covers the records maintained by the designated secretariat as well as records accumulated by other commission members.

This schedule does not apply to the records of Presidential commissions, boards, councils and committees covered by the Presidential Records Act.

For convenience, the term "commission" is used in this schedule to cover all types of temporary organizations.

The record series described in this schedule are created and maintained in different media and formats, therefore this schedule is written to authorize the disposition of the records in any media (media neutral). Agencies are required to refer to the most current version of the Code of Federal Regulations (CFR) and other relevant guidance to ensure that the media and format that is chosen by the agency meets NARA's transfer requirements for permanent records. See 36 CFR Sections: 1228.266 – Audiovisual Records; 1228.268 – Cartographic and Architectural Records; 1228.270 – Electronic Records; 1230.026 – Microform Records

When records are created and maintained electronically, NARA prefers that the archival copy be transferred to the National Archives in an approved electronic format.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1. Internal Agency Committees		
a.	Internal agency committees unrelated to an agency's mission. Committees established by an agency for facilitative or operational purposes unrelated to the agency's mission, composed wholly of full-time officers or employees of the Federal government, and not subject to the Federal Advisory Committee Act, e.g. committees tasked with organizing events, selecting of interior furnishings, overseeing volunteer activities or employee recreational activities. Any files created and/or maintained by the committee. Record keeping system: ADAMS.	Destroy/delete when no longer needed for administrative purposes.
b.	Internal agency committees related to an agency's mission. Committees established by agency authority (not established by Public Law or Executive Order) for facilitative or operational purposes, related to the agency's mission, composed wholly of full-time officers or employees of the Federal government, and not subject to the Federal Advisory Committee Act, e.g. committees tasked with reviewing policy, studying reorganizations, recommending new actions or developing multi-year plans. Any files created and/or maintained by the committee including agenda, minutes, final reports, and related	These records are potentially permanent and must be scheduled by submission of an SF 115 to NARA.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	records documenting accomplishments of official boards and committees. Record keeping system: ADAMS.	
2.	**Records Created by Advisory Commissions, Committees, Councils, Boards and Other Groups Established under the Federal Advisory Committee Act (FACA)** [**NOTE**: The term "advisory committee" as defined by FACA means any committee, board, commission, council, conference, panel, task force, or other similar group, or any subcommittee or other subgroup which is (1) established by statute or reorganization plan or (2) established or utilized by the President, or (3) established or utilized by one or more agencies or officers of the Federal government. This term does not apply to any committee which is composed wholly of full-time officers or employees of the Federal government.]	
	a. Files documenting the Commission's establishment, membership, policy, organization, deliberations, findings, and recommendations, including such records as • original charter, renewal and amended charters, organization charts, functional statements, directives or memorandums to staff concerning their responsibilities, and other materials that document the organization and functions of the Commission and its components • agendas, briefing books, minutes, testimony, and transcripts of meetings and hearings as well as	Permanent. Transfer to the National Archives on termination of the Commission. Earlier transfer is authorized for commissions operating for 3 years or longer. [**NOTE**: Non-textual records transferred to NARA must follow NARA published guidance for transfer of required elements.]

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	audiotapes and/or videotapes of meetings and hearings which were not fully transcribed	
	• one copy each of reports, studies, pamphlets, posters (2 copies) and other publications produced by or for the commission as well as news releases, commissioners' speeches, formal photographs and other significant public affairs files	
	• correspondence, subject and other files maintained by key commission staff, such as the chair, executive director, and legal counsel, documenting the functions of the commission	
	• substantive records relating to research studies and other projects, including unpublished studies and reports and substantive research materials (may include electronic data).	
	• questionnaires, surveys and other raw data accumulated in connection with research studies and other projects where the information has been consolidated or aggregated in analyses, reports, or studies covered by Item IIA (may include data maintained electronically).	
	• Records created to comply with the provisions of the Government in the Sunshine Act, annual reports to Congress describing the agency's compliance with the act	
	Record keeping system: ADAMS.	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	b. Files that relate to day-to-day Commission activities and/or do not contain unique information of historical value, including such records as • correspondence, reference and working files of Commission staff (excluding files covered by Item IIA) • audiotapes and videotapes of Commission meetings and hearings that have been fully transcribed, informal still photographs and slides of Commission members and staff, meetings, hearings, and other events • other routine records, such as public mail, requests for information, consultant personnel files, records relating to logistical aspects of Commission meetings and hearings, etc. • extra copies of records described in Item IIA, e.g. copies of meeting agenda and minutes distributed to commission members and staff, files accumulated by agencies on interagency bodies other than the secretariat or sponsor. Record keeping system: ADAMS.	Destroy/delete on termination of Commission. [**NOTE:** Prior to the Commission's termination, NARA, in consultation with Commission staff, will review records covered by this item and may identify files that warrant permanent retention. Such records will be transferred to the National Archives on termination of the Commission.] [**NOTE:** Administrative records authorized for disposal by the GRS and having retention periods outlasting the life of the commission (such as payroll, personnel and fiscal records) should be transferred to the agency providing administrative support.]
c.	Web site records (1) Electronic version of web site(s). (2) Design, management, and technical operation records. (3) Electronic version of content records duplicated in textual series of commission records. Record keeping system: ADAMS.	Destroy/delete on termination of commission. [**NOTE:** Prior to the Commission's termination, NARA, in consultation with Commission staff, will review records covered by Item IIc(1) and may identify portions (including a web snapshot) that warrant

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
		permanent retention. Such records will be transferred to the National Archives on termination of the Commission along with any records covered by Item IIc(2) that NARA requires to maintain and access permanent web content records.]
3.	**Committee Records Not Maintained by the Sponsor or Secretariat** Copies of committee records, such as agendas, meeting minutes, final reports and related records created by or documenting the accomplishments of official boards and commissions, excluding those kept by the sponsor or Secretariat. Record keeping system: ADAMS.	Destroy when 3 years old. [**NOTE:** The records of an international committee held by the U.S. member or representative when the U.S. is not the sponsor or Secretariat should be described on a SF 115 and submitted to NARA for disposition authority.] [**NOTE:** Some temporary commissions, especially operational commissions related to an agency's mission, may have records that are not covered by the series herein described. Such series should be described on a SF 115 and submitted to NARA for disposition authority.]

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
4.	**Committee Management Records** Records maintained by agency Committee Management Officers for committees established under the Federal Advisory Committee Act (FACA) as amended (5U.S.C. Appendix 2). [See note after this item.] Committee Management activities include the establishment, appointment of members, and operation and termination of chartered Federal advisory committees. Committee management records include copies of charters, membership lists, agendas, policy statements, statistical data files, financial operating plans, General Service Administration reports and other statistical reports on the number of committees, types of committees, membership rosters, requests for approval of committee nominees, appointment documents for individual committee members, financial disclosure documents, material required to be available for public information and other related topics maintained by the Committee Management Officer. Record keeping system: ADAMS. [NOTE: This item does not apply to records maintained at the General Services Administration (GSA) or records covered elsewhere in this schedule.]	Destroy/delete when 6 years old.
5.	**Electronic Mail and Word Processing** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of other records created by the Commission. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	[NOTE: Prior to the Commission's termination, NARA, in consultation with Commission staff, will review records covered by this item and may identify files that warrant permanent retention. Such records will be transferred to the National Archives on termination of the Commission.]

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directions on hard drive or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. Record keeping system: ADAMS.	Destroy/delete within 180 days after the recordkeeping copy has been produced.
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. Record keeping system: ADAMS.	Destroy/delete when dissemination, revision, or updating is completed.
		[**NOTE:** Disposition authority for any commission records not covered by items above or elsewhere in the General Records Schedule should be requested by submitting a SF 115 to NARA.]

Subject Index

General Records Schedules

	Schedule	Item
Accidents, General (see Investigative Files)		
Accident, Motor Vehicle Report	10	5
Accountability		
Classified documents	18	5
Forms, transportation requests	9	1, 3
Keys, security, and protective	18	16
Personal property files	18	15
Transportation and travel	9	4
Accountable Officers' Returns	6	1
Accounting		
Accountable officers' returns	6	1
Availability of funds	6	4
Collection of funds	6	4
Correspondence	6	5
Custody of funds	6	4

	Schedule	Item
Deposit of funds	6	4
Exception, notices of GAO	6	2
Settlement, certificates of	6	3
Support documents	6	7-9
Surety, personnel bond	6	6
Accounts		
Accounts, general	7	2
Allotment	7	3
Posting and control media	7	4
Acquisition of Real Property, Title Papers	3	1
Administrative Claims Files	6	10
Administrative Files (Office)	23	1
Administrative Management		
Audits/reviews	16	11, 14
Reserved	16	8
Feasibility studies	16	9
Forms	16	3
Notices and other issuance	16	1
Project control	16	5

	Schedule	Item
Records management	16	2, 4, 7
Reports control	16	6
ADP (see Electronic Records)		
Affirmative Action Plans	1	25
Allotment Ledgers	7	3
Analog Data (Uncalibrated)	20	2d
Applications		
Employment	1	32 33k, l, m, n
Grants	3	13
Housing	15	7
Apportionment and Reapportionment (see Budget)	5	4
Appropriation Warrants	6	4
Architectural Drawings	17	4, 5, 9
Arrests	18	14
Audiovisual		
Contracts	21	28
Finding aids	21	29

	Schedule	Item
Graphic arts	21	5-8
Artwork		
Flyers	21	6
Letterhead	21	6
Posters	21	6
Line copies, charts & graphs	21	8
Photo-mechanical reproduction	21	7
Viewgraphs	21	5
Motion pictures	21	9, 11-12
Engineering	21	12
Scientific, medical	21	12
Surveillance	21	11
Training	21	9
Production files	21	28
Scripts	21	28
Sound recordings	21	22-

	Schedule	Item
		24, 26
Dictation	21	23
Meetings	21	22
Media production	21	24
News recordings	21	26
Pre-mix elements	21	24
Still photography	21	1-4
Ceremonial	21	1
Filmstrips (internal training)	21	3
Passports	21	2
Personnel identification	21	2
Slides (internal training)	21	3
Video recordings	21	14, 16-20
Awards presentation	21	20
Engineering	21	19
Management instruction	21	17

	Schedule	Item
Medical	21	19
Meetings	21	20
Practice tapes	21	16
Surveillance	21	18
Training	21	14, 17
Automobile Permits	11	4
Awards (Personnel)	1	12, 13
Bid and Proposal Files	3	5
Acceptable bidders	3	5d
Canceled	3	5c
Successful	3	5a
Unsuccessful	3	5b, 13
Bills of Lading	9	1
Binding	13	2
Bonds		
Campaigns	23	7
Personnel surety	6	6

	Schedule	Item
Savings	2	14
Budget		
Apportionment	5	4
Correspondence files	5	1
Reports	5	3
Work papers	5	2
Building Space and Maintenance		
Allocation/assignment	11	2
Correspondence	11	1, 2b
Credentials	11	4a
Directory service	11	3
Maintenance and repair	11	5
Plans	11	2a
Release	11	2
Reports	11	2b
Request for services	11	5
Utilization	11	2

	Schedule	Item
Calendars	23	5
Carrier (see Transportation)		
Cartographic		
Color pulls	17	1
Color separation sheets	17	1
Composites	17	1
Maps	17	1
Case Files		
Classification appeals	1	7d
Contract appeals	3	15
Emergency planning	18	27
Erroneous release	14	36
FOIA appeals	14	12
Informational services	14	4
Personnel		
EEO complaint	1	25
Incentive awards	1	12a, 13

	Schedule	Item
Labor management	1	28
Security	18	22
Privacy Act amendment	14	22
Procurement	3	3
Real property	3	1
Surplus property	4	3
Certificates		
Classified document destruction	18	3
Eligibles (employment)	1	5
Performance rating	1	23
Settlement	6	3
Tax exemption	3	12
Tax withholding	2	13a
Title	3	1
Transit	9	1
Charity appeals	23	7

	Schedule	Item
Charts (see Cartographic)		
Civilian Personnel (see Personnel)		
Claims		
Administrative	6	10
Health benefits, former spouse	1	35
Waiver of, administrative	6	11
Classified Documents		
Access control	18	6
Accounting	18	5
Administrative correspondence	18	1
Container security	18	7
Inventory	18	4
Receipt	18	2
Classified Information and Control		
Access control	18	6
Container security	18	7
Correspondence	18	1

	Schedule	Item
Destruction certificates	18	3
Classified Information Nondisclosure Agreement	18	25
Clearance (see Personnel, Security clearance)		
Commendation Letters	1	12c
Committee Management	26	4
Committees	26	2
Communications		
Administrative	12	2
Correspondence	12	2
Equipment	12	2b, 2d(2)
Messages	12	3b
Operation	12	2, 3a
Reports		
Administrative	12	2b
Load	12	3a
Performance	12	3a

	Schedule	Item
Complaints, Discrimination	1	25
Construction	17	4-10
Contract Appeals Case Files	3	15
Contractors' Employment Practices, EEO	1	25d (1)
Contractors' Payrolls	3	11
Contractor's Statement of Contingent or Other Fees	3	16
Contracts	3	3
Control Files		
Classified documents	18	5
FOIA	14	13
General	23	8
Mandatory Review	14	33
Printing	13	3
Privacy Act	14	24
Correspondence		
Accounting	6	5
Building and space maintenance	11	1, 2b

	Schedule	Item
Communications	12	2
Cost accounting	8	1
Emergency planning	18	26
Expenditure accounting	7	1
Facilities, security	18	8
Grant	3	14
Housing	15	1
Informational services	14	1, 2, 5
Motor vehicle	10	1, 7
Pay	2	24
Personnel	1	3, 4, 17a, 17c
Personnel security	18	21
Plant accounting	8	1
Printing, Administrative	13	1
Procurement	3	2
Property disposal	4	1

	Schedule	Item
Security and protective service	18	8
Space and maintenance	11	1
Stores accounting	8	1
Surplus property	4	1
Transportation	9	4
Travel	9	4
Cost Accounting		
Correspondence	8	1
Ledgers	8	7
Reports	8 11	6 4
Credentials	18	12, 19a
Credit Card Purchases	6	1, 7, 8
Declassification (see Mandatory Review for Declassification)		
Deductions, Payroll	2	13a, 15, 16
Direct Deposit, Payroll Authorization	2	17

	Schedule	Item
Design and Construction	17	4-10
Discrimination Complaints	1	25
Dispensary Control Files	1	20
Drawings	17	3-5, 8-9
Driver Tests	10	7
Drug Testing	1	36
Electronic Fund Transfer, Payroll	2	17
Electronic Records		
Backup tapes	20	8
Calendars	23	5
Copied data	20	12
Databases	20	3
Documentation	20	11
Downloaded data	20	12
Extracted data	20	5
Federal procurement data system	3	3d

	Schedule	Item
Finding aids	20 23	9 9
Input data (see Source data)		
Intermediate data	20	1b
Master data files		
Administrative (routine)	20	3
Reformatted	20	7
Summarized data	20	4
Pay record, individual	2	1
Payroll files, noncurrent	2	2
Print files	20	6
Printouts	20	1a, 1c
Programs, special purpose	20	10
Publications	20	6
Reports	20	6
Software	20	10
Source data	8 20	7 2

	Schedule	Item
Specifications	20	11
System usage files	20	1c
Test data	20	1a
Test documentation	20	1a
Update records	20	1b
Valid transaction files	20	1b
Work files	20	1b
Emergency Planning		
Case files	18	27
Correspondence	18	26
Operations tests	18	28
Employee Performance	1	23
Employee Records (see Personnel and also Payroll)		
Employee Transfer and Detail	1	14
Engineering Drawings	17	8
Equal Employment Opportunity Complaints	1	25

	Schedule	Item
Equipment	11	5
Erroneous Release	14	36
Expenditure Accounting		
Allotment	7	3
Correspondence	7	1
Ledgers	7	2
Posting and control	7	4
Facilities, Security		
Correspondence	18	8
Inspections and surveys	18	9, 10
Investigation	18	11
Facsimile Machine Logs	23	1
Feasibility Studies	16	9
Federal Register, Documents Published in	16	13
Films		
Engineering	21	12
Scientific and medical	21	12

	Schedule	Item
Surveillance	21	11
Training	21	9
Finding Aids		
Audiovisual	21	29
General	23	9
Information services	14	6
Electronic	20	9
Flexitime Records (see Payroll)		
Follow-up Files	23	6
Forms	16	3
Freedom of Information Act Files		
Administrative	14	15
Appeals	14	12
Control	14	13
Erroneous release	14	36
Reports	14	14
Requests	14	11

	Schedule	Item
Freight	9	1, 2
Freight and Passenger Transportation Files	9	1, 3
Gasoline Sales Tickets	6	7
General Accounting Office		
Notices of exception	6	2
Site audit	6	1
Support documentation	6	7, 8, 9
Government Losses in Shipment Act	9	2
Grants	3	13, 14
Graphic Arts (also see Audiovisual)	21	5-8
Guard		
Assignment	18	13
Facility checks	18	18
Service control	18	19
Logs and registers	18	20
Health Benefits Claims, Former Spouse	1	35

	Schedule	Item
Health Programs, Civilian		
Dispensary logs	1	20
Employee medical folder	1	21
Health record card	1	19
Individual cases	1	21
Reports	1	22
Household Effects, Shipment of	9	1
Housing		
Applications	15	7
Assignment	15	5
Correspondence	15	1
Furnishings inventory	15	6
Lease	15	4
Maintenance and repair	15	2
Reports	15	3
Requests (EEO)	1	25e
Tenant	15	5a

	Schedule	Item
Vacancy	15	5
Identification Credentials	11	4
Immigration and Naturalization Service I-9 Forms	1	10b
Incentive Award Case Files	1	13
Indexes (see Finding Aids)		
Information Collection Budget	16	12
Information Resources Management		
Information collection budget	16	12
Systems studies	16	9
Triennial reviews	16	11
Informational Services		
Acknowledgment files	14	2
Bibliographies	14	6
Correspondence	14	1, 2, 5
Erroneous release	14	36
Freedom of information	14	11-15

	Schedule	Item
Press service files	14	3
Privacy Act files	14	21-25
Project case files	14	4
Publications indexes & bibliographies	14	6
Information Technology		
Requests	14 23	1 7a
Assets and configuration	24	3
Computer security incidents	24	7
Customer Service	24	10
Financing IT Resources	24	9
Infrastructure Design and Implementation	24	11
IT Facility Site Management and Equipment Support Service	24	2
Oversight and Compliance Operations	24	1
Security of systems and data	24	5
Systems backups and tape library	24	6
User identification	24	6

	Schedule	Item
Injury and Illness, Occupational	1	31, 35
Inspections		
Microform logs	16	10
Safety and Security		
Government-owned facilities	18	9
Privately-owned facilities	18	10
Internal Control Review	16	14
Interview	1	8
Inventory, equipment and supplies	3	9
Investigative Files	18 2	11 1
Invitations		
Bid	3	5
Committee meetings	26	2b
Invoices, Stores Accounting	8	2
Job Descriptions	1	7
Key Control, Security	18	16
Labor Management Relations	1	28

	Schedule	Item
Leave	2	6-9
Donated	1	37
Ledgers		
Allotment	7	3
Cost report	8	7
General accounts	7	2
Plant accounting	8	5
Subsidiary	7	4
Levy and Garnishment	2	18
Losses in Shipment Act, Government	9	2
Mail		
Administration	12	5g
Certified	12	5a
Control	12	5
Delayed delivery report	12	5c
Express	12	5a
Insured	12	5a

	Schedule	Item
Loss report	12	5c, 8
Messenger service	12	1, 6h
Metered	12	7
Overnight	12	5a
Postal irregularities	12	8
Private mail companies	12	5
Receipt and routing	12	6a
Receipts	12	6a, 6f
Registered mail	12	5a, 6b
Stamps	12	6c, 6e
Statistical reports	12	6b, 6d
Mailing List	13	4
Maintenance	11	1, 5
Management (see Administrative Management)		
Mandatory Review for Declassification		
Administrative files	14	35
Appeals	14	32

	Schedule	Item
Control	14	33
Reports	14	34
Requests	14	31
Maps (see Cartographic)		
Measurement Data, Electronic	20	2d
Medical Records	1	19-21
Merit Promotion Case Files	1	32
Messenger Service	12	1
Microform Inspection	16	10
Motion Pictures (also see Audiovisual)	21	9, 11-12
Motor Vehicle		
Accidents	10	5
Correspondence	10	1, 7
Cost and expense data	10	3
Maintenance	10	2b
Operation	10	2a
Operators	10	7

	Schedule	Item
Releases	10	6
Reports	10	4
National Defense Executive Reserve Cases	18	29
Nondisclosure Agreements (Classified Information)	18	25
Notices	16 23	1 7
Notification of Personnel Action	1	14
Observational Data, Electronic	20	2d
Occupational Injury and Illness	1	31, 34
Official Personnel Folders	1	1, 10
Overseas Employment	1	3
Parking Permits	11	4a
Passes	11 18	4a 12
Passports	9	5
Photographs	21	2
Pay and Payroll		
Allotment authorizations	2	15, 16

	Schedule	Item
Bonds		
Authorization	2	14
Purchase	2	14
Receipt and transmittal	2	14
Registration	2	14
Combined Federal Campaign	2	15a
Correction records	2	23
Correspondence	2	24
Direct deposit	2	17
Electronic fund transfer	2	17
Flexitime records	2	7
Individual employee pay record	2	1
Leave application	2	6
Leave record	2	9
Levy and garnishment	2	18
Pay comparability	1	40
Payrolls (copy)	2	2

	Schedule	Item
Reports		
Error	2	22a
Fiscal	2	22c
Management or workload	2	22b
Tax	2	13c
Retirement	2	28
Savings allotment authorizations	2	15b
Taxes	2	13
Thrift Savings Plan	2	16
Time and attendance reports	2	7, 8
Union dues	2	15b
Wage survey	1	38
Performance Rating	1	23
Personal Injury	1	31
Personnel (Civilian)		
Adverse action	1	30b
Affirmative Action Plans	1	25h

	Schedule	Item
Alternative Dispute Resolution	1	27
Application record card	1	33e
Applications for employment	1	33k, 33l, 33m, 33n
Appointments	1	4, 41
Awards	1	12, 13
Certificates of eligibles	1	5, 33p
Certification request control index	1	33g
Correspondence	1	3, 4, 17a, 17c
Counseling	1	26
Delegated agreements	1	33
Discrimination cases	1	25
Displaced employee program	1	33r, 33s
Dispensary logs	1	20
Driver tests	10	7
Drug testing	1	36
Employee interviews	1	8

	Schedule	Item
Employee medical folder	1	21
Employee record card	1	6
Equal Employment Opportunity	1	25
Ethics	25	1-10
Evaluations	1	7c(2)
Examination announcement cases	1	33f
Examinations	1	33d, 33f, 33i
Financial disclosure reports	25	2
Non-Federal funded travel	25	5
Grievance	1	30a
Handicapped individuals	1	41
Health benefits claims, denied	1	35
Health record cases	1	21
Health records, individual	1	19, 21
Health unit control files	1	20
Incentive awards		
Cases	1	12a

	Schedule	Item
Reports	1	13
Informational files	1	18
Injury and illness	1	31, 34
Interviews	1	8
Labor-management relations	1	28
Leave	2	6, 7, 8, 9
Letters of reference	1	10
Motor vehicle operation	10	7
Notification of Personnel Action	1	14
Official Personnel Folder	1	1, 10
Pay comparability	1	41
Performance ratings	1	23
Personnel security case files	18	22
Position classification		
Appeals	1	7d
Standards	1	7a(1)
Survey	1	7c

	Schedule	Item
Position descriptions	1	7b
Position identification strips	1	11
Reduction-In-Force (RIF) records	1	17b (1), 30b
Registers of eligibles	1	33g
Reports		
Affirmative action	1	25h (4)
Audits of delegated examining operations	1	33t
Statistical	1	16, 22, 25f
Retention registers	1	17b
Retirement assistance	1	39
Retirement (payroll)	2	28
Security clearance	18	22, 23
Security violation	18	24
Service record card	1	2
Standards of conduct	1	27
Temporary records	1	10

	Schedule	Item
Test material stock control	1	33d
Time and attendance	2	6-9
Training	1	29
Vacancy announcements	1	32, 33f
Personnel Security		
Case files	18	22
Correspondence	18	21
Status	18	23
Violations	18	24
Photographs (also see Audiovisual)	21	1-4
Plant Accounting		
Account cards	8	5
Correspondence	8	1
Ledgers	8	5
Police Records	18	14
Position Descriptions	1	7b
Postal Irregularities	12	8

	Schedule	Item
Postal Records	12	5, 7
Press Service	14	3
Printing		
Correspondence	13	1
Mailing lists	13	4
Management	13	6
Planning	13	2b
Projects	13	2a
Reports to Congress	13	5
Registers	13	3
Privacy Act		
Administrative	14	26
Amendment cases	14	22
Control records	14	24
Disclosure	14	23
Erroneous release	14	36
Reports	14	25

	Schedule	Item
Requests	14	21
Procurement		
Bids and proposals	3	5
Bond and surety	3	3
Contract appeals	3	15
Contractors' payrolls	3	11
Contracts	3	3
Correspondence	3	2
Federal Procurement Data System	3	3d
Inventories	3	9
Purchase orders	3	3
Real property acquisition	3	1
Requisitions	3	3, 6, 7, 8
Small and disadvantaged business utilization	3	17
Supply management	3	4
Survey, reports of	3	9c
Tax exemption certificates	3	12

	Schedule	Item
Telephone statements	3	10
Production Files (Audiovisual)	21	28
Promotion, Merit	1	3, 32
Property Disposal		
Correspondence	4	1
Excess personal property reports	4	2
Real property disposal	4	4
Surplus property	4	3
Proposals (see Bids and Proposals Files)		
Property Pass	18	12
Purchase Orders	3	3
Reasonable Accommodation	1	24
Recordings		
Sound (audio)	21	22-24, 26
Video	21	14, 16-20
Records Disposition Files	16	2
Records Holdings Files	16	4

	Schedule	Item
Records Management Files	16	7
Reduction-In-Force (RIF) Records (see Personnel)		
Reports		
Accident, motor vehicle	10	5
Budget	5	3
Building space and maintenance	11	2b
Communications	12	2b
Control Files	16	6
Cost accounting	8	6
Freedom of Information	14	14
Health programs, civilian	1	22
Housing	15	3
Incentive award	1	13
Joint Committee on Printing	13	5a
Losses in Shipment Act, Government	9	2
Mail	12	5c, 6b, 6d, 7, 8
Motor vehicle	10	4

	Schedule	Item
Pay and payroll	2	22, 28
Personnel	1	13, 16, 22, 25f, 25h (4), 33t
Privacy Act	14	25
Property disposal	4	2
Security (facility)	18	18
Space	11	2
Statistical		
Communications	12	2c
Cost accounting	8	7
Health	1	22
Mail	12	6b, 6d
Payroll	2	22
Personnel	1	16
Surplus property	4	2
Requisitions		
Bindings	13	2

	Schedule	Item
Control registers	13	3
Duplication	13	2
Housing maintenance and repair	15	2b
Non-personal	3	7
Printing	13	2a
Procurement	3	3, 6, 7, 8
Public Printer	3	6
Stamps	12	6c
Supplies and equipment	3	8
Retirement	2	28
Assistance	1	39
Safety and Security Inspections	18	9, 10
Schedules of Daily Activities	23	5
Scripts	21	28
Security and Protective Services		
Correspondence	18	8
Guard assignment and strength	18	13

	Schedule	Item
Guard force facility checks	18	18
Guard log and registers	18	20
Guard service control	18	19
Investigations	18	11
Key accountability	18	16
Lost or stolen property	18	15
Police files	18	14
Property pass files	18	12
Survey and inspection	18	9, 10
Visitor control files	18	17
Selective Placement	1	5
Shortage and Demurrage Reports	9	1
Site Audit Records	6 2 9	1 1 1
Small and disadvantaged business utilization (see Procurement)		
Software	20	10
Sound Recordings (also see Audiovisual)	21	22-24, 26

	Schedule	Item
Space and Maintenance		
Allocation and utilization	11	2
Building plans	11	2
Correspondence	11	1, 2b
Credentials	11	4
Directory service listings	11	3
Maintenance and repair	11	5
Reports	11	2b, 5
Specifications, Real Property	4	4
Statement of Employment and Financial Interest	25	2
Statistical Files		
Extracted data	20	5
Summarized data	20	4
Still Pictures (also see Audiovisual)	21	1-4
Stores Accounting		
Correspondence	8	1
Invoices	8	2
Returns and reports	8	3

	Schedule	Item
Work papers	8	4
Suggestions, Employee	1	12a (1)
Supply		
Inventory	3	9
Requirements	3	4
Requisitions	3	8
Surety Bond Files	6	6
Surplus Property		
Correspondence	4	1
Personal Property	4	3
Real Property	4	4
Reports	4	2
Suspense Files	23	6
Tax Exemption Certificates	3	12
Tax Files	2	13
Telecommunications	12	2, 3
Telegrams	6	9

	Schedule	Item
Telephone		
Statements and toll slips	3 6	10 8
Use	12	4
Temporary Commissions, Boards, Councils and Committees		
Internal Agency Committees	26	1
Records Created by Advisory Commissions, Committees, Boards and Other Groups Established Under the Federal Advisory Committee Act (FACA)	26	2
Committee Records Not Maintained by the Sponsor or Secretariat	26	3
Committee Management Records	26	4
Electronic Mail and Word Processing	26	5
Thrift Savings Plan	2	16
Time and Attendance	2	6-9
Title Papers	3	1
Tracking Files (see Control Files)		
Training Records	1	29
Transit Certificates	9	1

	Schedule	Item
Transitory Files	23	7
Transportation		
Accountability	9	4
Bills of Lading	9	1
Correspondence	9	4
Freight records	9	1
Lost or damaged shipment	9	2
Subsidies	9	7
Travel		
Accountability	9	4
Authorization	9	1
Correspondence	9	4
Non-Federally funded	25	5
Orders	9	3
Passports	9	5
Reimbursement	9	3
Requests	9	1
Vouchers	9	1, 3

	Schedule	Item
U.S. Postal Service Records	12	5
U.S. Savings Bonds		
Payroll savings	2	14
Receipt and transmittal	2	14
Registration	2	14
Vacancy Announcements	1	32 33f
Video Recordings (see also Audiovisual)	21	14, 16-20
Viewgraphs	21	5
Visitors' Passes	11	4
Vouchers		
Communications	12	2d
General	6	1
Passenger transportation	9	1
Wage Survey	1	38
Waiver of Claims	6	11
Work Papers		
Budget	5	2
Stores accounting	8	4

General Records Schedules

Forms Index

Chart 1: Standard Forms

Chart 2: Optional Forms

Chart 1: Standard Forms

SF Number	Title	Schedule	Item
1	Printing and Binding Requisition	3	6
		13	2
1A	Binding Instructions	3	6
		13	2
1B	List of Books to be Bound	3	6
		13	2
1C	Printing and Binding Requisition for Specialty Items	3	6
		13	2
2	U.S. Government Lease for Real Property	3	3
2B	U.S. Government Lease for Real Property Short Form	3	3
7	Service Record (obsolete as of Dec. 31, 1994)	1	2
7A	Service Record - Continuation (obsolete as of Dec. 31, 1994)	1	2
7B	Employee Record (obsolete as of Dec. 31, 1994)	1	6
7D	Position Identification Strip (obsolete as of Dec. 31, 1994)	1	11
14	Telegraphic Message	12	3

		Schedule	Item
15	Application for 10-Point Veteran Preference	1	1
18	Request for Quotation	3	3, 5
24	Bid Bond	3	3
25	Performance Bond	3	3
25A	Payment Bond	3	3
25B	Continuation Sheet (For Standard Forms 24, 25, and 25A)	3	3
26	Award/Contract	3	3, 5
28	Affidavit of Individual Surety	3	3
30	Amendment of Solicitation/Modification of Contract	3	3, 5
33	Solicitation, Offer and Award	3	3, 5
34	Annual Bid Bond	3	3, 5
35	Annual Performance Bond	3	3, 5
39	Request for Referral of Eligibles	1	5, 33
39A	Request and Justification for Selective Factors and Quality Ranking Factors	1	5, 33
44	Purchase Order - Invoice - Voucher	3	3
		6	1
44a-d	Purchase Order - Invoice - Voucher	3	3
		6	1
50	Notification of Personnel Action	1	1, 14
50B	Notification of Personnel Action	1	1, 14
52	Request for Personnel Action	1	1, 33
59	Request for Approval of Non-Competitive Action	1	1

		Schedule	Item
61	Appointment Affidavits	1	1
61B	Declaration of Appointee	1	1
62	Agency Request to Pass Over a Preference Eligible or Object to an Eligible	1	5
66	Official Personnel Folder	1	1
71	Application for Leave	2	6
81	Request for Space	11	2
83	Request for OMB Review (Replaced by OMB 83, Paperwork Reduction Act Submission)	16	6
82	Agency Report of Motor Vehicle Data	10	4
85	Questionnaire for Non-Sensitive Positions	18	22
86	Questionnaire for National Security Positions	18	22
91	Motor Vehicle Accident Report	10	5
94	Statement of Witness	10	5
97	The United States Government Certificate to Obtain Title to a Vehicle	4	3
		10	6
98	Notice of Intention to Make a Service Contract and Response to Notice	3	11
98A	Notice of Intention to Make a Service Contract and Response to Notice (Attachment A)	3	11
99	Notice of Award of Contract	3	3
113A	Monthly Report of Federal Civilian Employment	1	16
114	Sale of Government Property - Bid and Award	4	3
114A	Sale of Government Property - Item Bid Page - Sealed Bid	4	3

		Schedule	Item
114B	Sale of Government Property - Item Bid Page - Sealed Bid	4	3
114C	Sale of Government Property - General Sale Terms and Conditions	4	3
114C-1	Sale of Government Property - Special Sealed Bid Conditions	4	3
114C-2	Sale of Government Property - Special Sealed Bid - Term Conditions	4	3
114C-3	Sale of Government Property - Special Spot Bid Conditions	4	3
114C-4	Sale of Government Property - Special Auction Conditions	4	3
114D	Sale of Government Property - Amendment of Invitation for Bids/Modification of Contract	4	3
114E	Sale of Government Property - Negotiated Sales Contract	4	3
114F	Sale of Government Property - Item Bid Page - Spot Bid or Auction	4	3
115	Request for Records Disposition Authority	16	2
115A	Request for Records Disposition Authority - Continuation	16	2
119	Statement of Contingent or Other Fees	3	3, 5, 16
120	Report of Excess Personal Property	4	2
120A	Continuation Sheet (Report of Excess Personal Property)	4	2
121	Annual Report of Utilization and Disposal of Excess and Surplus Personal Property	4	2
122	Transfer Order - Excess Personal Property	4	2
123	Transfer Order - Surplus Personal Property	4	2
123A	Transfer Order - Surplus Personal Property	4	2

		Schedule	Item
123A	Transfer Order - Surplus Personal Property (Continuation Sheet)	4	2
126	Report of Personal Property for Sale	4	2
126A	Report of Personal Property for Sale (Continuation Sheet)	4	2
127	Request for Official Personnel Folder (Separated Employee)	1	17
132	Apportionment and Reapportionment Schedule	5	4
133	Report on Budget Execution	5	3
135	Records Transmittal and Receipt	16	2
135A	Records Transmittal and Receipt (Continuation)	16	2
144	Statement of Prior Federal Service	1	1
145	Telephone Service Request	3	3
		12	2
150	Deposit Bond - Individual Invitation, Sale of Government Personal Property	4	3
151	Deposit Bond - Annual Sale of Government Personal Property	4	3
152	Request for Clearance or Cancellation of a Standard or Optional Forms or Exception	16	3
180	Request Pertaining to Military Records	14	21
182	Request, Authorization, Agreement and Certification of Training	1	1
203	Annual Audiovisual Report	16	4
215	Deposit Ticket	6	1
224	Statement of Transactions (Classified According to Appropriation, Fund and Receipt Account, and Related Control Totals)	6	1

		Schedule	Item
225	Report on Obligations	5	3
252	Architect-Engineer Fixed-Price Contract	3	3
254	Architect-Engineer and Related Services Questionnaire	3	3
255	Architect-Engineer and Related Services Questionnaire for Specific Project	3	3
258	Agreement to Transfer Records to National Archives of the United States	16	2
269	Financial Status Report (Long Form)	3	3
270	Request for Advance or Reimbursement	3	3
271	Outlay Report and Request for Reimbursement for Construction Programs	3	3
272	Federal Cash Transactions Report	3	3
272A	Federal Cash Transactions Report - Continuation	3	3
273	Reinsurance Agreement for a Miller Act Performance Bond	3	3
274	Reinsurance Agreement for a Miller Act Payment Bond	3	3
275	Reinsurance Agreement in Favor of the United States	3	3
278	Executive Branch Personnel - Public Financial Disclosure Report	1	24
278A	Assets and Income Public Financial Disclosure Report	1	24
279	Federal Procurement Data System FPDS Individual Contract Action Report	3	3
308	Request for Wage Determination and Response to Request	3	3
311	Agency Information Security Program Data	18	1

		Schedule	Item
312	Classified Information Nondisclosure Agreement	18	25
344	Multiuse Standard Requisitioning/Issue System Document	3	8
360	Request to Approve an Interagency Reporting Requirement	6	3
361	Transportation Discrepancy Report	9	2
362	U.S. Government Freight Loss/Damage Claim	9	2
364	Report of Discrepancy	9	2
701	Activity Security Checklist	18	7b
702	Security Container Check Sheet	18	7b
1012	Travel Voucher	6	1
1012A	Travel Voucher (Memorandum)	9	1
1013A	Payroll for Personal Services	2	2
1034	Public Voucher for Purchases and Services Other Than Personal	6	1
1034A	Public Voucher for Purchases and Services Other Than Personal (Memorandum)	6	1
1035	Public Voucher for Purchases and Services Other Than Personal (Continuation Sheet)	6	1
1035A	Public Voucher for Purchases and Services Other Than Personal (Memorandum) (Continuation Sheet)	6	1
1038	Advance of Funds Application and Account	6	1
		9	3
1047	Public Voucher for Refunds	6	1
1048	Memorandum - Public Voucher for Refunds	6	1
1049	Public Voucher for Refunds	6	1

		Schedule	Item
1050	Public Voucher for Refunds (Memorandum)	6	1
1069	Voucher for Allowances at Foreign Posts of Duty	6	1
1080	Voucher for Transfers Between Appropriations and/or Funds	6	1
1081	Voucher and Schedule of Withdrawals and Credits	6	1
1093	Schedule of Withholdings Under the Davis-Bacon Act (40 U.S.C. 276a) and/or The Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)	3	3, 11
1094	U.S. Tax Exemption Certificates	3	12
1094A	U.S. Tax Exemption Certificate Accountability Record	3	12
1096	Schedule of Voucher Deductions	6	1
1098	Schedule of Canceled or Undelivered Checks	6	1
1103A	U.S. Government Bill of Lading - Memorandum Copy	9	1
1104	U.S. Government Bill of Lading - Shipping Order	9	1
1109A	U.S. Government Bill of Lading - Continuation Sheet - Memorandum	9	1
1113	Public Voucher for Transportation Charges	6	1
1113A	Public Voucher for Transportation Charges (Memorandum)	6	1
		9	1
1128	Payroll for Personal Services - Payroll Certification and Summary	6	1
1128A	Payroll for Personal Services - Payroll Certification and Summary - Memorandum	2	2

		Schedule	Item
1145	Claims Act		
1145A	Voucher for Payment Under Federal Tort Claims Act - Memorandum	6	1
1150	Record of Leave Data	2	9a
1151	Nonexpenditure Transfer Authorization	6	1
1152	Designation of Beneficiary - Unpaid Compensation of Deceased Civilian Employee	1	1
1154	Public Voucher for Unpaid Compensation Due a Deceased Civilian Employee	6	1
1156	Public Voucher for Fees and Mileage of Witnesses	6	1
1156A	Public Voucher for Fees and Mileage of Witnesses - Memorandum	6	1
		9	3
1157	Claims for Witness Attendance Fees, Travel, and Miscellaneous Expenses	9	3
1164	Claim for Reimbursement for Expenditures on Official Business	6	1
		9	3
1165	Receipt for Cash - Subvoucher	6	1
1166	Voucher and Schedule of Payments	6	1
1166A	Voucher and Schedule of Payments - Memorandum	6	1
1167	Voucher and Schedule of Payments (Continuation Sheet)	6	1
1167A	Voucher and Schedule of Payments (Continuation Sheet) - Memorandum	6	1
1169A	U.S. Government Transportation Request - Memorandum Copy	9	1
1170	Redemption of Unused Tickets	9	1

		Schedule	Item
1176	Public Voucher for Unpaid Pay and Allowances Due a Deceased Member of the Armed Forces	6	1
1176A	Public Voucher for Unpaid Pay and Allowances Due a Deceased Member of the Armed Forces - Memorandum	6	1
1177	U.S. Savings Bond Issue File Action Request	2	14c
1182	Subscriber List for Issuance of United States Savings Bonds	2	14b
1183	Subscriber List for Issuance of United States Savings Bonds	2	14b
1186	Transmittal for Transportation Schedules and Related Basic Documents	9	1
1187	Request for Payroll Deductions for Labor Organization Dues	2	15b
1188	Cancellation of Payroll Deductions for Labor Organization Dues	2	15b
1198	Request by Employee for Allotment of Pay for Credit to Savings Accounts with a Financial Organization	2	15b
1199a	Direct Deposit Sign-up Form	2	17
1203A	U.S. Government Bill of Lading, Privately Owned Personal Property - Memorandum Copy	9	1
1204	U.S. Government Bill of Lading, Privately Owned Personal Property - Shipping Order	9	1
1205	U.S. Government Freight Waybill - Privately Owned Personal Property - Original	9	1
1218	Statement of Accountability (Foreign Service Account)	6	1
1219	Statement of Accountability	6	1

		Schedule	Item
		6	5
1221	Statement of Transactions According to Appropriations, Funds, and Receipt Accounts (Foreign Service Account)	6	1
		6	5
1303	Request for Federal Cataloging/Supply Support Action	3	2
		3	4
2800	Application for Death Benefits - Civil Service Retirement System	1	1
2801	Application for Immediate Retirement under the Civil Service Retirement System	1	1
2801-1	Certified Summary of Federal Service - Civil Service Retirement System	1	1
2802	Application for Refund of Retirement Deductions - Civil Service Retirement System	1	1
2803	Application to Make Deposit or Redeposit - Civil Service Retirement System	1	1
2804	Application to Make Voluntary Contributions - Civil Service Retirement System	1	1
2805	Request for Recovery of Debt Due the United States	2	18
2808	Designation of Beneficiary - Civil Service Retirement System	1	1
2809	Health Benefits Registration Form - Federal Employees Health Benefits Program	1	1
2810	Notice of Change in Health Benefits Enrollment	1	1
2811	Transmittal and Summary Report to Carrier - Federal Employees Health Benefits Program	2	22b

		Schedule	Item
2812	Report of Withholdings and Contributions for Health Benefits, Life Insurance, and Retirement	2	22b
2812A	Report of Withholdings and Contributions for Health Benefits by Enrollment Code	2	22b
2823	Designation of Beneficiary - Federal Employees' Group Life Insurance Program	6	1
5515	Debit Voucher	1	1

Optional Forms

OF NUMBER	TITLE	Schedule	Item
7	Property Pass	11	4
8	Position Description	1	7
16	Sales Slip - Sale of Government Personal Property	4	3
30	Motor Vehicle Service and Inspection Work Orders	10	2
55	U.S. Government Identification (Card)	11	4
68	Record of Travel Expenses	9	3
101	Summary Worksheet for Estimating Reporting Costs	16	6
108	Daily Vehicle Usage Report	10	2
112	Classified Material Receipt	18	5
116	Record of Top Secret Material	18	5
117	Notice of a Security Violation	18	24
118	Record of Violation	18	18, 24
119	Record of Material Removed for Overnight Custody	18	4, 5
123	Top Secret Document Inventory Records	18	5
131	Stock Control Card	3	9
136	Application for Retirement - Foreign Service Retirement and Disability System	1	1
137	Designation of Beneficiary	1	1

		Schedule	Item
138	Application for Refund of Compulsory Contributions - Foreign Service Retirement System	1	1
140	Election to Receive Extra Service Credit Towards Retirement and Report of Residence of Spouse	1	1
141	Application for Service Credit	1	1
144	Temporary Duty (TDY) Official Travel Authorization	9	1
153	Telegram	12	3
153A	Telegram (Continuation Sheet)	12	3
158	General Receipt	6	1
164	Meritorious Service Increase Certificate	1	12
187	Telegram Repeat Request	12	3
189	Travel Reimbursement Voucher	6	1
189A	Travel Reimbursement Voucher - Memorandum	6	1
		9	1
189B	Travel Reimbursement Voucher (Continuation Sheet) Schedule of Expenses and Amounts Claimed	6	1
189C	Travel Reimbursement Voucher (Continuation Sheet) - Memorandum Schedule of Expenses and Amounts Claimed	6	1
		9	1
190	Foreign Service Emergency Locator Information	1	6
191	Outgoing Telegram	12	3
191A	Outgoing Telegram - Continuation Sheet	12	3
199	Notice of Shipment of Effects - Residence-to-Residence Method	9	1

		Schedule	Item
200	Monthly Record of Vehicle Operation Costs	10	2
202	Leave Record	2	7
202A	Leave Summary	2	7
205	Statement of Operating Cash Advance and Replenishment Voucher	6	1
206	Purchase Order, Receiving Report and Voucher	3	3
206A	Purchase Order, Receiving Report and Voucher (Continuation Sheet)	3	3
208	Statement of Collections - Foreign Service of the United States of America	6	1
612	Optional Application for Federal Employment	1	1, 32, 33k, 33l, 33m, 33n
1017G	Journal Voucher	7	4
1121	Bill of Lading Accountability Record	9	1
1130	Time and Attendance Report	2	7
1135	Time and Attendance Report	2	7
1136	Time and Attendance Report	2	7
1137	Leave Record	2	9

NRC FORM 335
(9-2004)
NRCMD 3.7

U.S. NUCLEAR REGULATORY COMMISSION

BIBLIOGRAPHIC DATA SHEET

(See instructions on the reverse)

1. REPORT NUMBER
(Assigned by NRC, Add Vol., Supp., Rev., and Addendum Numbers, if any.)

NUREG-0910 Revision 4

2. TITLE AND SUBTITLE

NRC Comprehensive Records Disposition Schedule

3. DATE REPORT PUBLISHED

MONTH	YEAR
March	2005

4. FIN OR GRANT NUMBER

5. AUTHOR(S)

6. TYPE OF REPORT

7. PERIOD COVERED *(Inclusive Dates)*

8. PERFORMING ORGANIZATION - NAME AND ADDRESS *(If NRC, provide Division, Office or Region, U.S. Nuclear Regulatory Commission, and mailing address; if contractor, provide name and mailing address.)*

Information and Records Services Division
Office of Information Services
U.S. Nuclear Regulatory Commission
Washington, D.C. 20555-0001

9. SPONSORING ORGANIZATION - NAME AND ADDRESS *(If NRC, type "Same as above"; if contractor, provide NRC Division, Office or Region, U.S. Nuclear Regulatory Commission, and mailing address.)*

Same as above

10. SUPPLEMENTARY NOTES

11. ABSTRACT *(200 words or less)*

Title 44 United States Code, "Public Printing and Documents," regulations issued by the General Services Administration (GSA) in 41 CFR Chapter 101, Subchapter B, "Management and Use of Information and Records," and regulations issued by the National Archives and Records Administration (NARA) in 36 CFR Chapter XII, Subchapter B, " Records Management," require each agency to prepare and issue a comprehensive records disposition schedule that contains the NARA approved records disposition schedules for records unique to the agency and contains the NARA's General Records Schedules for records common to several or all agencies. The approved records disposition schedules specify the appropriate duration or retention and the final disposition for records created or maintained by the NRC. NUREG-0910, Rev. 4, contains "NRC's Comprehensive Records Disposition Schedule," and the original authorized approved citation numbers issued by NARA. Rev. 4 incorporates NARA approved changes and additions to the NRC schedules that have been implemented since the last revision and includes the lates transmittal from NARA, transmittal no. 26 dated September 2004.

12. KEY WORDS/DESCRIPTORS *(List words or phrases that will assist researchers in locating the report.)*

Disposition Schedule
Official Records
Records Disposition Schedule
Records Retention Periods
Records Schedules

13. AVAILABILITY STATEMENT

unlimited

14. SECURITY CLASSIFICATION

(This Page)
unclassified

(This Report)
unclassified

15. NUMBER OF PAGES

16. PRICE

PRINTED ON RECYCLED PAPER