

PSEG SCWE Records Retention

NRC Region I goal is to retain the appropriate number and types of records and/or documents (either hard copy or electronic versions) to support NRC conclusions on Salem/HC work environment issues that have been or will be communicated to PSEG and other external stakeholders. These are general suggestions. Individuals may make personal decisions on the documents they keep. These suggestions are intended to promote efficiency within the region. The Regional Counsel has reviewed this list.

Suggested Records to Keep

- Written Transcripts with floppies
- Audio tapes of transcripts
- Transcript Summaries
- Binning Document
- Final Versions of SCWE-related letters sent to PSEG and/or others
- Documents that support NRC action or that show our deliberative process
- SCWE related e-mails to addressees (originator or original addressee should keep the original e-mail or allegations office may keep them in the file. Redundant copies are not necessary)
- All allegation records

Suggested Records to Discard

- Multiple similar versions of in-process documents with only small editorial changes or a few margin notes
- Draft documents that do contribute to understanding of our deliberative process
- SCWE related e-mails that have been forwarded to individuals for informational purposes. (originator or original addressee should keep the original e-mail or allegations office may keep them in the file. Redundant copies are not necessary)
- Early revisions of SCWE related letters or documents that are subsequently revised as a part of NRC's deliberative process

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