REQUEST FOR RECORDS DISPOSITION AUTHORITY				LEAVE BLANK (NAKA USE OIII)		
TO: NATIONAL ARCHIVES AND RECORDS ADMINISTRATION WASHINGTON, DC 20408			JOB NUM	JOB NUMBER N/-43/-08-8		
1. FROM (Agency or establishment) U.S. Nuclear Regulatory Commission			DATE RE	E RECEIVED 5/2//08		
Management Programs (FSME)			In accordar 3303a, the	NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that		
may be m				rked "disposition no " in column 10.		
4. NA	AME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE				
	Deborah H. Armentrout, CRM	301-415-7228	DATE IL (3 (04	ARCHIVIST OF THE		
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached_page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is not required; is attached; or has been requested. DATE SIGNATURE OF AGENCY REPRESENTATIVE TITLE Has a suppose of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, I has been requested. SIGNATURE OF AGENCY REPRESENTATIVE TITLE Has a suppose of this agency or will not be needed after the retention periods and that the records of the disposition of its records and that the records of the disposition of its records and that the records of the disposition of its records and that the records of the disposition of its records and that the records of the disposition of its records and that the records of the disposition of its records and that the records of the disposition of its records and that the records are records of the disposition of its records and that the records are records and that the records of the disposition of its records and that the records are records and the records are records are records and the records are records and the records are re						
Margaret A. Janney, CRM/NS / NRC Records Officer						
7. Item No.	8. DESCRIPTION OF ITEM AND P	ROPOSED DISPOSITION		9. GRS or Superseded Job Citation	10. Action Taken (NARA Use Only)	
	Title: Reciprocity Tracking System	(RTS)		·		
	Title: Reciprocity Tracking System	(RTS)				
	Title: Reciprocity Tracking System (See Attached S		· ,			
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Recal 1/6/09

U. S. Nuclear Regulatory Commission RECIPROCITY TRACKING SYSTEM (RTS) DRAFT

RECIPROCITY TRACKING SYSTEM (RTS)

The RTS is used to track reciprocity license requests and their approvals.

RTS is an NRC-wide enterprise system. RTS documents requests for reciprocity and approval status for:

- Situations where one Agreement State's licensee desires to perform licensed activities in either:
 - Non-Agreement States
 - Another Agreement State
 - Areas of exclusive Federal jurisdiction
 - Federal offshore waters
- Situations where a Federal licensee desires to work in an Agreement State jurisdiction.

1 Inputs/Source Documents

The RTS information is entered manually from NRC Form 241 supplied to the NRC Regional Office by the licensee after approval. The original Form 241 is subsequently transferred to the Regional ADAMS Processing Center and entered into ADAMS, or other approved record keeping system.

<u>Disposition</u>: <u>TEMPORARY</u>. Information used to provide input to RTS is cut-off after data entry and the RTS is verified to be correct. Forward the Form 241 to the Regional ADAMS Processing Center for entry into ADAMS, or other approved record keeping system.

2) Master File

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a.

Information contained in RTS includes:

- Licensee Information (Name, Address, License Number, and Contact Information)
- Type of work activity to be conducted, including sealed source and device make and model numbers, and dates to be performed
- Work Location, Client Name and Contact Information
- License Status and Agreement State Issuing the License
- Certifying Official's signature
- Inspection Planning and documentation
- Information describing fee payments and billing information

<u>Disposition:</u> TEMPORARY. Cut off reciprocity approval data at the end of the calendar year. Destroy the entered approval data 5 years after cut off.

3) Outputs

Reports from RTS are used to manage the Application Review and Inspection processes and to document the program activity.

a. Standard Detail Reports

RTS has standard reports available from the Menu system. Available reports include listings of approved reciprocity licenses, including the time frames for the work, sorted by NRC region and reports of inspections performed printed during the year.

<u>Disposition</u>: **TEMPORARY.** Cut off reciprocity approval data at the end of the calendar year. Destroy the system reports 5 years after cut off or when they are no longer needed for business reasons.

b. Annual Activity Summary Reports:

Standard reports are also available that summarize the activity during the calendar year.

<u>Disposition</u>: <u>TEMPORARY</u>. Print and cut off summary reports of the annual activity at the end of the calendar year. Destroy 5 years after cut off.

Adhoc System Reports

3.

Reports created from the information in RTS are used for the administration of the reciprocity approval program. Typical reports may include listings of currently approved licensees (with phone and fax numbers), and regional work activities for inspection planning.

<u>Disposition</u>: TEMPORARY. Cut off and destroy when no longer required for business purposes.

GRS 20/16

A) RTS System Documentation

System Documentation has been developed for RTS in accordance with NUREG/BR-0167, "Software Quality Assurance Program & Guidelines". The following work products are typical of the documentation that is developed in Rational ClearCase.

- Data Dictionary
- Build and Installation Instructions
- Logical Design
- Online Help
- Operational Support Guide
- Physical Design

- Project Action Plan
- Project Charter
- Tactical Integration Plan
- Test Plan
- Training Material
- User Guide

2. Current Versions of the Documentation

<u>Disposition:</u> TEMPORARY. Retain current revisions of these records in a controlled repository (e.g., Rational ClearCase or ADAMS) until development is complete and the software is operational. Transfer the final approved versions and subsequent revisions of these documents to ADAMS, or an approved recordkeeping system, in a format acceptable to the ADAMS administrators and Records Officer. Cut off when the documents are superseded. Destroy 5 years after cut off.

[RS 20/11a(1)]

b. Final System Documentation

Disposition: TEMPORARY. Cut off when the RTS is decommissioned. Destroy 5 years after cut off.

GRS 20/11a(1)