

Digitization Prioritization (High, Med, or Low)	Justification	Records Series Name	Series Description	Sub-Series Description	Examples of Records	Vital Y / N	Citation Source
		NRC Budget Files	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.		Budget Books (Chairman's Budget, Performance Budget, Congressional Budget Justification)	No	NUREG
		NRC Performance Reporting Files	Performance and Accountability Report/Summary of Performance and Financial Information	NUREG-1742 series		No	NUREG
		NRC Budget Files	Copies of budget estimates and justifications prepared and maintained by the Division of Planning and Budget. Included are appropriation language sheets, narrative statements, and related schedules and data.			No	NUREG

**Citation
Identifier**

2.5.2.b.4

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Digitization Prioritization (High, Med, or Low)	Justification	Records Series Name	Series Description	Sub-Series Description	Examples of Records	Vital Y / N	Citation Source	Citation Identifier
		Communications - Internal Communications	Announcements that convey new policies, practices procedures; introduce changes in policy, senior staff and management assignments organization; or address major agency-wide events. Example: Yellow Announcements.		Management Directive and Handbook 12.5, NRC Cyber Security [Cybersecurity] Program	No	NUREG	2.1.10.d
		Communications - Internal Communications	Organization or group newsletters that contain mission-related information.		Cyber Situational Awareness Newsletters	No	tbd	unscheduled
		Committee and Conference Records	Files created by internal agency committees that are established for facilitative, education or operations purposes. Advisory Committee records are scheduled elsewhere.	Records relating to establishment, organization, membership and activities of committees when NRC is the sponsoring agency, including agendas, minutes, and final reports.	Enterprise Security Architecture (ESA) and Standards Working Group (SWG) records		NUREG	2.6.5.a.4
		General Program Correspondence Files (Subject Files)	Letters, memoranda, messages, studies, reports, presentations, speeches, forms and other data documenting and/or implementing plans, policies, procedures, accomplishments, opinions, and decisions pertaining to program and staff activities.	Program Correspondence Files at the Office Director Level.	CSO maintains these documents in ADAMS (except for performance and organizational changes)	No	NUREG	1.2.1

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		General Program Correspondence Files (Subject Files)	Letters, memoranda, messages, studies, reports, presentations, speeches, forms and other data documenting and/or implementing plans, policies, procedures, accomplishments, opinions, and decisions pertaining to program and staff activities.		Unclassified letters, memos, messages, etc.	No	NUREG	2.11.3.a.4
		General Program Correspondence Files (Subject Files)	Letters, memoranda, messages, studies, reports, presentations, speeches, forms and other data documenting and/or implementing plans, policies, procedures, accomplishments, opinions, and decisions pertaining to program and staff activities.		Letters, memos, messages, etc. that contain Classified, PII or SGI content.	Yes	NUREG	2.11.3.a.4
		General Program Correspondence Files (Subject Files)	Letters, memoranda, messages, studies, reports, presentations, speeches, forms and other data documenting and/or implementing plans, policies, procedures, accomplishments, opinions, and decisions pertaining to program and staff activities.	Maintained in paper to preserve Commission, EDO, DEDO, and AO signatures.		No	tbd	Unscheduled

Digitization Prioritization (High, Med, or Low)	Justification	Records Series Name	Series Description	Sub-Series Description	Examples of Records	Vital Y / N	Citation Source	Citation Identifier
		Commission Reports	Annual report about products distributed (Licensing Branch). NEED MORE INFORMATION - WHO GETS THIS REPORT, IS THIS PUBLISHED BY PUBLICATIONS, ETC			Yes	NUREG	Unscheduled
		Docket Files - Fuel Facilities. Transportation, Byproduct, Source, and Special Nuclear Material	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. Excluded are case files under 10 CFR Part 40 with the prefix of "SUA" [HL Waste, etal].	Decommissioning records segment of disposable Licensing or certifying case files.		No	NUREG	2.17.6.c
		Docket Files - Fuel Facilities. Transportation, Byproduct, Source, and Special Nuclear Material	Docket - Licensing 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.	Significant case files of the NMSS and the Regional offices		Yes	NUREG	2.17.6
		Docket Files - Fuel Facilities. Transportation, Byproduct, Source, and Special Nuclear Material	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. Excluded are case files under 10 CFR Part 40 with the prefix of "SUA" [HL Waste, etal].	Decommissioning records segment of disposable Licensing or certifying case files.		No	NUREG	2.17.6.c
		Docket Files for the Disposal of High-Level Radioactive Wastes in Geologic Repositories	Licensing 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			Yes	NUREG	2.17.4
		General Program Correspondence Files (Subject Files)	Letters, memoranda, messages, studies, reports, presentations, speeches, forms and other data documenting and/or implementing plans, policies, procedures, accomplishments, opinions, and decisions pertaining to program and staff activities.	Program Correspondence Files at the Office Director Level.		No	NUREG	2.17.7
		Independent Spent Fuel Storage Installation Docket Files (ISFSI)	Licensing case files associated with spent fuel storage in an Independent Spent Fuel Storage Installation (ISFSI)	Significant ISFSI Docket files selected for PERMANENT retention		No	NUREG	2.17.9
		Inspection and Enforcement Case Files	Documents regarding inspection and Enforcement, including inspector notes, reports, and follow-up reports. [Applies to power and non-power Reactors, byproduct, source and SNM licenses.]				NUREG	2.25.13.a

		International Activities	Reviews and comments on IAEA documents	CONTACT DR. DONALD COOL, DILR, TO CONFIRM THESE COMMENTS ARE PROVIDED TO OIP (WHO WOULD HAVE THE RECORD COPY). HOW LONG DOES THE INPUT PROVIDED NEED TO		No	NUREG	Unscheduled
		International Safeguards Program Office (ISPO) Files	Reports developed for the Program for International Safeguards Program Office providing Technical Assistance to the International Atomic Energy Agency (IAEA) Safeguards (POTAS). Also included in the files are correspondence between ISPO, NRC and IAEA.			No	NUREG	2.17.10
		Low-Level, and Uranium Recovery Docket Files	Case Files documenting the Licensing of high-level, or low-level and uranium recovery operations.			No	NUREG	2.17.8
		Low-Level, and Uranium Recovery Docket Files	Case Files documenting the Licensing of high-level, or low-level and uranium recovery operations.			No	NUREG	2.17.8
		Outreach Activities	Activities that ensure that the views of interested persons are included in NRC decisions concerning NRC programs and activities.	Significant Official Speeches/Presentations to external government and private entities. Includes video recordings, PowerPoint presentations, and other media related to the presentation. Excludes devices that are used for transcription which can be destroyed after the information has been transcribed.			NUREG	2.21.2
		Outreach Activities	Activities that ensure that the views of interested persons are included in NRC decisions concerning NRC programs and activities.	Notices of pending meetings as published in the Federal Register or other medium.		No	tbd	Unscheduled
		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 including NRC Form 5, the information from which is maintained at Oak Ridge National Lab Associated	Overexposure reports are maintained in a system by FSME.			NUREG	2.19.14
		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 Safety (ACRS) and Nuclear Waste *(ACNW) comments, Commission papers, transcripts, indexes and Federal			No	NUREG	2.17.20
		Sealed Source and Device Review Files	Case files documenting NRC approval of sealed sources device design. A certificate or registration for sealed sources is the final document in the file.	Case files located retained by NRC.		Yes	NUREG	2.17.22
		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. Note: Transfer textual finding aid to NARA at the time of transfer of official files corresponding to finding aid.				NUREG	2.17.25

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		Committee and Conference Records	Files created by internal agency committees that are established for facilitative, education or operations purposes. Advisory Committee records are scheduled elsewhere.	Records relating to establishment, organization, membership and activities of committees when NRC is the sponsoring agency, including agendas, minutes, and final reports.		Yes	NUREG
		Delegations of Authority	Delegations Concerning NRC Senior Positions [Commissioners, EDO and EDO-direct reports]			Yes	tbd
		General Program Correspondence Files (Subject Files)	Letters, memoranda, messages, studies, reports, presentations, speeches, forms and other data documenting and/or implementing plans, policies, procedures, accomplishments, opinions, and decisions pertaining to program and staff activities.	Program Correspondence Files at the Office Director Level that are not related to a specific review or docketed application. This includes substantive speeches and presentations on mission-related subjects.		No	NUREG
		New/Advanced Reactor Project and Docket Files	Project/docket files of NRO related to the Licensing of new Reactor designs.				NUREG
		NRC Inspection Manual	Working / project files related to changes or updates for the NRC Inspection Manual	NRO's copy of the NRC Inspection Manual including all changes.		Yes	NUREG
		Policies and Procedures (Internal)	Management Directives and agency-level guidance for activities spanning multiple agency offices, including case files.			Yes	NUREG
		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 Safety (ACRS) and Nuclear Waste *(ACNW) comments, Commission papers, transcripts, indexes and Federal Register Notices.				NUREG

Citation Identifier
2.17.3.a.4
unscheduled
1.2.1.a
2.18.11.a.3.4
2.18.10.d
2.1.6.a.4
2.18.13.a.4

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Low		Committee and Conference Records	Files created by internal agency committees that are established for facilitative, education or operations purposes. Advisory Committee records are scheduled elsewhere.	Records relating to establishment, organization, membership and activities of committees when NRR is the sponsoring office, including agendas, minutes, and final reports. Includes records of the RIC Conference.		No	NUREG	2.18.3
High	The records are needed for ongoing licensing activities.	Financial Assurance Records	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 maintained by NMSS and the Regional Offices.	Copies of executed documents, inventory list/check out log of financial assurance documents, evaluations of the financial assurance inventory, etc. Original Executed Documents.		Yes	NUREG	2.18.11.b.10
Low		General Program Correspondence Files (Subject Files)	Letters, memoranda, messages, studies, reports, presentations, speeches, forms and other data documenting and/or implementing plans, policies, procedures, accomplishments, opinions, and decisions pertaining to program	Program Correspondence Files at the Office Director Level.		No	NUREG	1.2.1
Low		ISI-DB In Service Inspection Relief Requests Database	It's used by the Region Inspectors for preparation of ISI Inspections and used by Staff technical reviewers as a historical basis for ISI requests for relief that they are reviewing for other facilities. The database is to be continually updated			No	tbd	Unscheduled (Pending at NARA)
Low		Meeting Minutes and Summaries (Policy)	Meeting minutes or summaries documenting meeting discussions and action items (executive or office director level)			No		
High	The Retention period is 60 years and records will be actively used for full retention period.	NRC Inspection Manual	NRC Inspection Manual	Record copy of the NRC Inspection Manual including all changes.		Yes	NUREG	2.18.10

High	Used for ongoing licensing reviews and operational oversight. Without the information, in some cases staff will be unable to determine the licensing basis of the facility.	Nuclear Power Plant Docket Files	Records documenting Licensing of the construction and operation of commercial, Research and military nuclear Reactors.	Docket files of NRR, including the Decommissioning segment, determined by the NRC to have exceptional value because of historical significance or uniqueness.		Yes	NUREG	2.18.11.a
High	Used for ongoing licensing reviews and operational oversight. Without the information, in some cases staff will be unable to determine the licensing basis of the facility.	Nuclear Power Plant Docket Files	Records documenting Licensing of the construction and operation of commercial, Research and military nuclear Reactors.	Decommissioning records segment of disposable Licensing or certifying case files.			NUREG	2.18.11.b
Low		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				NUREG	2.18.13

