### **INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE**

**Schedule Number: N1-431-00-001** 

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

All items were identified as obsolete by the agency or superseded on N1-431-10-002.

Date Reported: 1/31/2024 N1-431-00-001

**INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE** 

REQUEST FOR RECON DISPOSIT	ION AUTHORITY	LEAVE BLANK (NARA	use only)
(See Instructions on reve		JUB NUMBER N1-43/-	00-1
TO NATIONAL ARCHIVES and RECORDS ADM WASHINGTON, DC 20408	MINISTRATION (NIR)	DATE RECEIVED 9/17/199	ng
1 FROM (Agency or establishment)		NOTIFICATION TO	AGENCY
U.S. Nuclear Regulatory Com	mission	In accordance with the pr	ovisions of 44
2. MAJOR SUBDIVISION Office of the Inspector Gen	eral	U.S.C 3303a the dispos including amendments, is app items that may be marked '	ition request,
3 MINOR SUBDIVISION		approved" or "withdrawn"	in column 10
4. NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE ARCHIVIST OF T	HE UNITED STATES
John Harris	301-415-5885	12-20-01 JULIU	al
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for	this agency in matters p	ertaining to the disposition	n of its records
and that the records proposed for disposal on the		ge(s) are not now needed t	
of this agency or will not be needed after the General Accounting Office, under the prov	retention periods specifie	d; and that written concur	rence from the
Agencies, is not required; is attack		been requested.	
DATE SIGNATURE OF AGENCY REPRESE	,		
9/13/99 Drenda Do The	The state of the s	NRC Records Officer	
Marin January			
7 ITEM 8 DESCRIPTION OF ITEM AND PROF	POSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
Agencywide Documents Access and Managem Programmatic Records of the NRC Office of the ADAMS is an electronic information system the Regulatory Commission's (NRC's) unclassified administrative records in a centralized electron ADAMS is designed to meet all National Arch Administration (NARA) regulations to ensure as an official electronic recordkeeping system. NRC headquarters and regional offices will not paper-based record collections because the ele ADAMS will become the "official records" of record" of documents maintained in ADAMS Format (PDF) file or a Tagged Image File For associated document profile containing "fielded document and its attributes. In addition, any digital signature and/or electronic data that exmanagement and staff concurrence in a document considered part of the official record.  Records disposition schedules for the NRC recare divided into two broad groups:  1) Programmatic records created or received office  2) Administrative records created or received	he Inspector General.  nat maintains the Nuclear of official programmatic and nic document repository. ives and Records  NARA approval of ADAMS  Beginning Jamas y 1, 2000, olonger create or maintain ctronic documents in the agency. The "official is a Portable Document mat (TIFF) file with an ed" data to describe the electronic data related to a widence final NRC ment is linked to and ords maintained in ADAMS  by each individual NRC		
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Respondence of the standard form 115 (REV 3-91)
Prescribed by NARA
36 CFR 1228

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Prescribed by NARA
36 CFR 1228

RF	QUEST FOR RECORDS P'SPOSITION AUTHORITY CONTINUATION	ON.	JOB NUMBER	PAGE		
				2	OF	18
7. TEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	4)	9. GRS OR SUPERSEDED JOB CITATION	TAK	ACTION (NA E ONL	ARA
	The records disposition schedules for the administrative records series of all NRC offices are under development for later submittal to NARA.					
	The records disposition schedules for the programmatic records series of each NRC office will be submitted to NARA under separate SF 115 for each office.					
	This SF 115 pertains to the programmathe records of the NRC Office of the Inspector General.					
	t.					
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JOB NUMBER

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408  1. FROM (Agency or establishment) U.S. Nuclear Regulatory Commission  2. MAJOR SUBDIVISION Office of the Inspector General  3. MINOR SUBDIVIDION 4. NAME OF PERSON WITH WHOM TO CONFER John Harris  5. TELEPHONE John Harris  6. AGENCY CERTIFICATION 1 In recordance with the provisions of 14 Induding amendments, its agreewed receptor is the start any be maked "despotation and approved" or withdrawn" in column 10.  DATE ARCHIVET OF THE UNITED STATES  6. AGENCY CERTIFICATION 1 In record or with the provision of the provisions of 1 titled of the provision of the provisions of 1 titled of the provisions of 1 titled of the GAO Manual for Guidance of Federal Agencies,  Solid is not required;  DATE SIGNATURE OF AGENCY REPRESENTATIVE Agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Titled of the GAO Manual for Guidance of Federal Agencies,  Solid is not required;  DATE SIGNATURE OF AGENCY REPRESENTATIVE Brenda Jo. Shelton 1/S/; Revised 03/20/00  Agencywide Documents Access and Management System (ADAMS) Programmatic Records of the NRC Office of the Inspector General.  ADAMS is an electronic information system that maintains the Nuclear Regulatory Commission's (NRC's) unclassified official programmatic and administrative records is a centralized electronic documents in ADAMS as an official electronic document in postory. ADAMS is designed to meet all National Archives and Records Administration (NRAP) regulations to ensure NRAP approval of ADAMS as an official electronic document in postory. The "Official record" of documents maintained in ADAMS is a Portable Document Format (PDF) file or a Tagged Image File Format (ITP) file with an associated document profile containing "fielded" data to describe the document and its attributes. In addition, any electronic doctar related to a digital signature and/or electronic data that evidence final NRC ma	1. FROM 2. MAJO		N AUTHOF	RITY		E BLANĶ (NAF	RA use only)
U.S. Nuclear Regulatory Commission  2. MAJOR SUBDIVISION Office of the Inspector General  3. MINOR SUBDIVIDION  4. NAME OF PERSON WITH WHOM TO CONFER John Harris  5. TELEPHONE JOHN HARRIS STELEPHONE JOHN H	2. MAJO		NISTRATION	(NIR)			
3. MINOR SUBDIVIDION  4. NAME OF PERSON WITH WHOM TO CONFER John Harris  5. TELEPHONE 301-415-5885  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 18 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 Title8 of the GAO Manual for Guidance of Federal Agencies.  DATE SIGNATURE OF AGENCY REPRESENTATIVE Brenda Jo. Shelton ISI; Revised 03/20/00  DATE SIGNATURE OF AGENCY REPRESENTATIVE Brenda Jo. Shelton ISI; Revised 03/20/00  Agencywide Documents Access and Management System (ADAMS) Programmatic Records of the NRC Office of the Inspector General.  ADAMS is an electronic information system that maintains the Nuclear Regulatory Commission's (NRC's) unclassified official programmatic and administrative records in a centralized electronic document repository. ADAMS is designed to meet all National Archives and Records Administration (NARA) regulations to ensure NARA approval of ADAMS as an official electronic recordkeeping system. Beginning April 1, 2000, NRC headquarters and regional offices will no longer create or maintain paper-based record collections because the electronic documents in ADAMS as a possible considered part of the official record. The format (PDF) file or a Tagged Image File Format (TIFF) file with an associated document profile containing "fielded" data to describe the document and its attributes. In addition, any electronic data related to a digital signature and/or electronic data that evidence final NRC management and staff concurrence in a document is linked to and considered part of the official record.  Records disposition schedules for the NRC records maintained in ADAMS are divided into two broad groups:  1) Programmatic records created or received by each individual NRC						ECEIVED	
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	AE Re ad AE Ad as	opgrammatic Records of the NRC Office of DAMS is an electronic information system egulatory Commission's (NRC's) unclassify ministrative records in a centralized electronic is designed to meet all National Archaministration (NARA) regulations to ensure an official electronic recordkeeping system of the AMS will become the "official records" of cord of documents maintained in ADAMS remat (PDF) file or a Tagged Image File Format (PDF) file or a	that maintain fied official proposed for the that maintain fied official proposed for the that maintain field of the agency. So is a Portable ormat (TIFF) field field field for the that the that the field	s the Nuc ogrammat nt reposit cords oval of AD April 1, 2 ate or ma cuments The "offic Docume ile with a	elear ic and ory. DAMS 2000, intain in cial nt		

REQU	EST FOR RECORDS C' OSITION AUTHORITY CONTINUATION	, ,	JOB NUMBER	PAGE 2 OF 18
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS ( SUPERS CITATIO	SEDED JOB	10 ACTION TAKEN (NARA USE ONLY)
	The records disposition schedules for the administrative records series of all NRC offices are under development for later submittal to NARA.		,	
	The records disposition schedules for the programmatic records series of each NRC office will be submitted to NARA under separate SF 115 for each office.			
	This SF 115 pertains to the programmatic records of the NRC Office of the Inspector General.		× .	
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## RECORDS OF THE OFFICE OF THE INSPECTOR GENERAL PROGRAMMATIC RECORDS

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Item 1	Audit Case Files	2
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## ADAMS RECORDS SCHEDULES OFFICE OF THE INSPECTOR GENERAL

ITEM <u>NO.</u>	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
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.		
	a. 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 OCIO. Destroy 10 years after cutoff.	TBD
	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.	TBD
	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 OCIO 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.	TBD

# ITEM APPROVED NO. DESCRIPTION OF RECORDS AUTHORIZED DISPOSITION 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 when case is closed. Destroy 10 years after cutoff.

**TBD** 

#### 2. <u>Committee and Conference</u> <u>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 lovered by GRS 16.8.

(1) Paper records created before 04/01/2000.

Permanent. Cut off when NRC involvement terminates. OCIO will transfer to NARA 10 years after cutoff.

Supersedes: NC1-431-81-5 Item 1.5.30.a.1

(NUREG-0910 NRCS 1-2.1.a.1),

NC1-431-81-5 Item 1.5.30.a.2

(NUREG-0910 NRCS 1-2.1.a.2),

NARA-APPROVED CITATION

and NC1-431-81-5 Item 1.5.30.b.1.a

(NUREG-0910 NRCS 1-2.1.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.

TBD

(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 OCIO processing staff after creation of the ADAMS records. Included are 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. TBD

(4) ADAMS PDF files and TIFF files.

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.

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

ITEM <u>NO.</u>	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION  NRC copy 8 years after transferring record to NARA.	NARA- APPROVED <u>CITATION</u>
	(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 8 years after transferring record to NARA.	TBD
	b. Agenda, minutes, final reports, and related records documenting accomplishments created by committees and for conferences when NRC is not the sponsoring agency.	J	
	(1) Paper records created before 04/01/2000.	Destroy when 3 years old or earlier if no longer needed for reference.	Supersedes: NC1-431-81-5 Item 1.5.30.b.1.b
			(NUREG-0910 NRCS 1-2.1.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.	TBD
	(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	Destroy after creation of ADAMS electronic record or when no longer needed for reference or updating, whichever is later.	TBD .

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
	staff members and OCIO processing staff after creation of the ADAMS records. Included are 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.	TBD
	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.		
	(1) Paper records created before 04/01/2000.	Destroy when 3 years old or earlier if no longer needed for reference.	Supersedes: NC1-431-81-5 Item 1.5.30.b.2
			(NUREG-0910 NRCS 1-2.1.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.	TBD

## 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 OCIO processing staff after creation of the ADAMS records. Included are 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. TBD

(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.

TBD

3. <u>General Program Correspondence</u> 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.

ITEM NO.	a. Program Correspondence Files at the Office Director Level.  Files that document policymaking 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.)	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
	(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 OCIO. OCIO will transfer to NARA when 20 years old.	NC1-431-81-5 Item 1.2.15.a (NUREG-0910 NRCS I-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.	TBD
	(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 OCIO 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.	TBD

NARA-**APPROVED CITATION** 

WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.

automation tools (e.g.,

(4) ADAMS PDF files and TIFF files.

Transfer to the National Archives 2 Convert image files to paper, 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 NRC will determine the medium converted to paper or to microform.

(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 at close of fiscal year. microform, magnetic tape, 3480 class tage cartridge, or any other medium and format that meets NARA regulations found in Subchapter B 9×36 CFR Chapter XII and transfer to NARA 2 years after cutoff. Prior to transfer, NARA and and format in which the records will be transferred. Destroy NRC copy 18 years after transferring record to NARA.

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.

**TBD** 

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 Center through OCIO. Destroy 10 years after cutoff.

(NUREG-0910 NRCS 1-2.2.b)

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.

TBD

(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 OCIO 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.

ITEM NO.	DESCRIPTION OF RECORDS  automation tools (e.g., WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
	(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.	TBD
	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.		,
	(I) 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 (NUREG-0910 NRCS 1-2.2.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.	TBD
	(3) Copies of electronic files stored outside of ADAMS used to create ADAMS	Destroy after creation of ADAMS electronic record or when no longer needed for	TBD

#### NO. DESCRIPTION OF RECORDS

#### **AUTHORIZED DISPOSITION**

NARA-APPROVED CITATION

Portable Document Format (PDF) files, TIFF files, and ASCII files that remain with staff members and OCIO processing staff after creation of the ADAMS records. Included are 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.

TBD

## 4. <u>Investigation Records Made Publicly</u> <u>Available</u>

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.

a. Copies of final investigation reports made publicly available.

#### **DESCRIPTION OF RECORDS**

(1) ADAMS PDF files and TIFF files.

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.

> (2) ADAMS document profiles created for the management, search, and retrieval of the PDF files and TIFF files.

b. Copies of investigation case file documents from case files determined to be permanent.

> (1) ADAMS PDF files and TIFF files.

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.

**AUTHORIZED DISPOSITION** 

Permanent. Cut off electronic files at close of fiscal year in which report is issued. 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 MARA 2 years after and NRC will determine the medium and format in which the records will be transferred. Destroy NRC copy 18 years after transferring record to

cutoff. Prior to transfer, NARA

NARA.

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.

Permanent. Cut off electronic files at close of fiscal year in which document is released to

public. Convert image files to paper, microform, magnetic tape, 3480 class tape cartridge, or any other meatum and format that meets NARA regulations found in Subchapter B of 36

CFR Chapter XII and transfer to MARA 2 years after cutoff.

NARA-APPROVED CITATION

TBD

**TBD** 

ITEM <u>NO.</u>	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
		Prior to transfer, NARA and NRC will determine the medium and format in which the records will be transferred. 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 § 1228.188 when the PDF files and TIFF files are transferred. Destroy NRC copy 18 years after transferring record to NARA.	TBD
-	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.	TBD
5.	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

ITEM NO.	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.  a. Official case files created by OIG.	AUTHORIZED DISPOSITION	NARA- APPROVED <u>CITATION</u>
	(1) Paper records created before 04/01/2000.	Permanent. Cut off when final regulation is issued through notice in the Federal Register.  OCIO 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 (NUREG-0910 NRCS 1-2.3.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 of ADAMS electronic record.	TBD
	(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 OCIO 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.	TBD

WordPerfect, Lotus, InForms, e-mail, etc.) and electronic records received from outside the agency.

(4) ADAMS PDF files and TIFF files.

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./

> (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 when regulation is issued through notice in the Federal Transfer to the National Archives 2 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 outoff. 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.

> 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 8 years after transferring record to NARA.

TBD