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UNITED STATES NUCLEAR REGULATORY COMMISSION  
NRC MANUAL

BULLETIN

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DATE: January 17, 1986

SUBJECT: NRC POLICY FOR THE REPRODUCTION AND DISSEMINATION OF DOCUMENTS

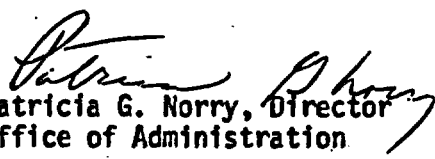
This Bulletin implements the Executive Director for Operations' approval of the Internal Control Committee's recommendation that internal reproductions and dissemination of documents should be restricted to staff members who have a need to know.

Effective immediately, dissemination of all documents distributed by the Division of Technical Information and Document Control, Office of Administration, will be limited to Branch Chief and above, except for distributions required by labor relations agreements, Federal regulations, or special exceptions approved on an individual basis by the Director, TIDC. Subsequent dissemination of the documents will be accomplished at the Branch level by circulation of a copy to staff members with a need to know.

Reproduction by the TIDC will be limited to five hundred (500) copies. Exceptions will be approved by the Director, TIDC. Any reproduction performed by other than TIDC staff is limited to twenty-five (25) copies.

Each Office Director should assure that any NRC Standard Mailing List maintained by his/her office is reviewed and revised to conform with this policy by close of business January 31, 1986.

These changes will be included in the next revision of NRC Manual Chapter-3203, "Distribution of Unclassified NRC Staff and Contractor-Generated Documents."

  
Patricia G. Norry, Director  
Office of Administration

U. S. NUCLEAR REGULATORY COMMISSION  
NRC MANUAL  
TRANSMITTAL NOTICE

CHAPTER NRC-3203 DISTRIBUTION OF UNCLASSIFIED NRC STAFF  
AND CONTRACTOR-GENERATED DOCUMENTS

**SUPERSEDED:**

	Number	Date
Chapter	<u>NRC-3203</u>	<u>7/26/79</u>
Page	<u>                    </u>	<u>                    </u>
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Appendix	<u>NRC-3203</u>	<u>7/26/79</u>

**TRANSMITTED:**

	Number	Date
TN	<u>3200-24</u>	<u>                    </u>
Chapter	<u>NRC-3203</u>	<u>8/28/87</u>
Page	<u>                    </u>	<u>                    </u>
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Appendix	<u>NRC-3203</u>	<u>8/28/87</u>

**REMARKS:**

This chapter and appendix are revised to reflect changes which resulted from the NRC reorganization plan. Part I of the Appendix includes updated distribution codes.

U.S. NUCLEAR REGULATORY COMMISSION  
NRC MANUAL

Volume: 3000 Information and Foreign Activities  
Part . 3200 Information Support Services

ARM

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CHAPTER 3203 DISTRIBUTION OF UNCLASSIFIED NRC STAFF  
AND CONTRACTOR-GENERATED DOCUMENTS

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3203-01 COVERAGE

This chapter covers the responsibilities and authorities for the distribution of NRC staff and contractor-generated documents. It does not cover routine "cc" or "bcc" copy distribution or classified or otherwise restricted information.

3203-02 OBJECTIVES

021 To assure that documents generated by the NRC staff and its contractors are made available efficiently to those persons or organizations with a programmatic or legal need for the information.

022 To establish internal operating procedures for all phases of distribution, including:

- a. the maintenance, under provisions of the Privacy Act, of Systems of Records, NRC-38, "NRC Mailing Lists."
- b. the physical packaging and initial shipment of documents.
- c. the maintenance of an inventory of documents for subsequent distributions.
- d. compliance with Federal laws and regulations that govern accountability for distribution of Government information.

023 To meet accounting requirements under the Privacy Act; Government Printing and Binding Regulations, published by the Joint Committee on Printing, Congress of the United States, No. 23, October 1974; and U.S. Postal Service Regulations.

3203-03 RESPONSIBILITIES AND AUTHORITIES

031 Directors, Offices and Divisions:

- a. determine those types of documents that should be made publicly available.

Approved: August 28, 1987

**DISTRIBUTION OF UNCLASSIFIED NRC STAFF  
AND CONTRACTOR-GENERATED DOCUMENTS**

- b. determine the programmatic and legal requirements established in the Code of Federal Regulations for distribution of documents that are to be made available with the agency and/or publicly.
- c. notify the Document Control Branch, DISS/ARM, of additions or changes to the existing NRC Distribution Category List.
- d. approve public requests submitted for addition to distribution lists.
- e. assure Office and Division staff compliance with all NRC operating directives that govern distribution activities.
- f. prepare Federal Register Statement of Public Availability, when required, and forward copy of draft to the Office of Governmental and Public Affairs and to DISS.
- g. submit NRC Form 20 or NRC Form 426 to the Division of Publications Services, indicating a selection of appropriate distribution codes available in the NRC Distribution Category List and/or recommending any special distribution requirements.
- h. advise contractors of NRC requirements and procedures for distribution, and assure their compliance through the NRC contracting officer.

032 The Director, Office of Administration and Resources Management, develops, in consultation with all components of the NRC, policies, procedures, and guides for document distribution services and activities.

033 The Director, Division of Information Support Services (DISS):

- a. provides central distribution services to NRC components.
- b. manages Systems of Records, NRC-38, "NRC Mailing Lists," and the NRC Distribution Category List.
- c. assures NRC compliance with U.S. Postal Regulations; Government Printing and Binding Regulations, published by the Joint Committee on Printing, Congress of the United States, No. 23, October 1974; and the Privacy Act and meets related reporting requirements.
- d. develops and implements procedures and systems to assure that all programmatic and legal requirements for the distribution of NRC staff and contractor-generated documents are met.
- e. assures, as appropriate, the availability of NRC documents through the National Technical Information Service (NTIS) and/or through the Government Printing Office (GPO).
- f. advises NRC Offices and Divisions on distribution matters.

- g. coordinates special distribution requirements of the Office of the Secretary (SECY), and the Office of Governmental and Public Affairs (GPA).
- h. provides for internal and subsequent external availability of documents distributed by NRC.
- i. based on inventory status of documents, orders reprints when necessary.
- j. initiates action to acquire the contractor services required to maintain the NRC distribution and inventory programs.
- k. conducts, as required by Federal regulations, an annual audit of those addresses maintained on the NRC Mailing List.

034 The Director, Office of Governmental and Public Affairs (GPA):

- a. approves all formal requests for distribution of NRC staff and contractor-generated documents to foreign nationals and forwards approved requests to the Document Control Branch, DISS. Such approval is not required for information exchange covered by formal agreements.
- b. advises the Document Control Branch, DISS, of any special requirements for distributions to foreign nationals, U.S. Congressional Committees and State governments.
- c. periodically updates listings in Systems of Records, NRC-38, "NRC Mailing Lists," that are under the code "Foreign," "External Relations, Public," "External Relations, Congressional," and "External Relations, State," on the NRC Distribution Category List.
- d. meets press requests for copies of NRC staff and contractor-generated documents distributed by NRC.
- e. notifies the Division, Information Support Services, of additional GPA requirements for copies of documents distributed by NRC.
- f. answers requests for members of Congress for copies of NRC staff and contractor-generated documents distributed by NRC.
- g. meets state requests for copies of NRC staff and contractor-generated documents distributed by NRC.

035 The Office of the Secretary of the Commission, through the Public Document Branch, makes appropriate NRC staff and contractor documents available to the public for inspection and copying.

036 The Deputy Director for Information Resources Management (IRM), advises DISS regarding the requisition of contract support for the maintenance of an automated mailing list.

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## 3203-04 DEFINITIONS

041 Distribute - to dispense documents to specific organizations and individuals to assure participation in the regulatory process and support of research and technological investigations. Such distribution may be accomplished by standard distribution (mail or category) lists established and maintained by the Division of Information Support Services in consultation with the originating Office or Division.

042 Mailing list - a central automated mailing list maintained and managed subject to provisions of the Privacy Act by the Division of Information Support Services in cooperation with NRC Offices and Divisions.

043 Distribution category - an identifying code structure developed and maintained by the Division of Information Support Services in consultation with other NRC Offices and Divisions and used to determine appropriate dissemination of NRC information and documents.

044 Document - a printed record or report, or copy thereof.

045 Contractor document - a document prepared in accordance with the provisions of a contract or an interagency agreement.

046 Inventory of documents - a supply of documents retained by NRC to respond to staff and public requests when appropriate.

047 Code count - the quantity of copies needed to distribute documents by identified distribution category.

## 3203-05 BASIC REQUIREMENTS

051 Applicability. The provisions of this chapter and appendix apply to all components of the NRC, with the exception of Regional Offices.

052 Appendix 3203.

- a. Part I states procedures for:
  1. obtaining distribution services.
  2. selection of NRC Distribution Category Codes.
  3. making changes, additions or deletions to NRC Mailing Lists or NRC Distribution Category List. The available codes are also listed by file level.
- b. Part II outlines various distribution services available from the Document Control Branch, (DCB), DISS.
- c. Part III presents guidelines for the distribution of unclassified non-proprietary documents to the Public Document Room (PDR) Washington.

- d. Part IV presents draft management and safeguards procedures for Systems of Records, NRC-38, "NRC Mailing Lists."

053 Forms. NRC Form 20, "Requisition for Printing and Copying Services," and NRC Form 426, "Publications Release for Unclassified Formal NRC Staff, Consultant, and Contractor Reports," shall be used as provided in the appendix.

054 References. The NRC Manual Chapters referenced are available from the Document Control Branch, DISS. The other citations are available from the Government Printing Office.

- a. Chapter NRC 0204, "Privacy Act."
- b. Chapter NRC 0255, "Mail Management."
- c. Chapter NRC 0260, "Printing, Copying, Graphics, and Photography."
- d. Chapter NRC 3201, "Publication of NRC Staff-Generated Regulatory and Technical Reports."
- e. Chapter NRC 3202, "Publication of Technical Reports Prepared by NRC Contractors, Including Reports Prepared Under or Pursuant to Interagency Agreements."
- f. Chapter NRC 3208, "Publication Inventory Management."
- g. Government Printing and Binding Regulations, published by the Joint Committee on Printing, Congress of the United States, No. 23, October 1974.
- h. The Privacy Act of 1974, 5 USC 552a (1974).

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**PART I**

**DISTRIBUTION PROCEDURES**

**A. REQUEST FOR DISTRIBUTION SERVICE**

1. Indicate on NRC Form 20 or NRC Form 426 the NRC Distribution Category Code to which the document being printed should be distributed.
2. If there is no applicable code or the originating office desires a special or custom distribution, contact the Chief, Document Control Branch, DISS.

Note: In most instances it will be necessary to select multiple codes; for example, if the originator desires to distribute the document to people who receive "Research - Safeguard Research" information, as well as "all NRC Division Directors," the distribution selection would be "RS" and "NRC Division Directors."

3. Indicate:
  - a. how many copies should be returned to the originating office.
  - b. how many copies should be maintained by DCB for inventory and response to requests.
  - c. how many copies should be made available to GPA.
  - d. how many copies required for standard distribution. This figure is available from DCB.

Note: The originator should request the printing of sufficient copies to meet all the distribution requirements of Sections a, b, c, and d, above, by calling DCB for current code count of distribution categories to be used.

**B. SELECTION OF NRC DISTRIBUTION CATEGORY LIST**

The NRC Distribution Category List is a computerized mailing list designed to provide maximum flexibility for the distribution of NRC documents.

Distribution can be made by selecting separately or in combination the appropriate two-character Distribution Codes. Selected Distribution Code data can be sorted and categorized further by means of a designated Classification Code.

The NRC Distribution Category List provides for the following selection criteria:

1. By Publication Type - The Category List gives the code designation of those documents that receive recurring distribution; e.g., Operating Unit Status Report (Gray Book) may be distributed directly under Code "NU."

By Corporate Type - This is a Classification Code selection from the data base. Distribution can be made to any of the corporate types listed by selecting the appropriate code letter; e.g., the selection of code "OU" will select all unions.

By Individual Title - Each corporate type can be further selected as to "Individual Title" within the corporate classification; e.g., "President."

For Internal NRC Distribution - Originator may make one or more of the following title selections: Commissioner, Office Director, Deputy Office Director, Division Director, Deputy Division Director, Assistant Director, and Branch Chief.

2. By Subject Area - When necessary, the Division of Information Support Services will assist staff in developing appropriate distribution lists for generic or unique documents; for example, based on the subject of the document or the staff's programmatic requirements, existing distribution lists (codes) may be merged to produce a customized list.

NOTE: Computer-generated lists of source byproduct and material licensees are available from NMSS. Contact DCB for information.

#### C. CHANGES OR ADDITIONS TO NRC MAILING LISTS OR NRC DISTRIBUTION CATEGORY LISTS

Any NRC components that want, or have been requested to make, any additions or deletions to the NRC Mailing Lists or NRC Distribution Category List, should forward these to the Chief, Distribution Section, DCB, in writing as appropriate. DCB will evaluate the request, take any necessary action to incorporate the change or create a new list and notify the originating office of the action taken. Certain standard lists are controlled by designated NRC staff offices. Approval must be obtained before names may be added to those lists.

To develop or add new standard lists, NRC personnel should contact the Chief, Distribution Section, Document Control Branch, DISS.

**D. NRC DISTRIBUTION CATEGORY CODE LIST**

<u>List or Document Type</u>	<u>First Position</u>	<u>Second Position</u>	<u>Description</u>
Periodic or Serial NRC Reports	A	C	NRC Contract Reports Managers (for DPS use only)
		I	Unresolved Safety Issue Publications
		J	Nuclear Safety Journal
		L	Staff Practice & Procedure Digest (NUREG-0386)
		M	Water Reactor Safety Research (WRSR)
		N	NUREG Reports Dissemination Centers
		O	Internal dissemination centers for NUREG reports
		R	Research News (NUREG/BR-0112)
		T	Directory of Certificates of Compliance for Radioactive Material Packages
		1	Nuclear Regulatory Issuances 6-Month Compilation (NUREG-0750)
		2	Nuclear Regulatory Issuances (Monthly Compilation) NUREG-0750
5	NUREG-0540 Title List of Documents		
Rules and Regulations	B	1	NRC Rules and Regulations
		5	Federal Register
		7	NUREG-0936 Quarterly Regulatory Agenda
External Relations	C	A	American State Geologists
		B	State Officials-Adv Notification of Nuclear Waste Shipments
		C	Low-level Rad Waste Compact
		D	No. Significant Hazards
		F	State Health Officers
		H	State Individuals Receiving High-Level Waste Reports
		J	Non-Agreement State Information
		M	TMI Meeting Mailing List
O	State Liaison Officers		

**DISTRIBUTION OF UNCLASSIFIED NRC STAFF  
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<u>List or Document Type</u>	<u>First Position</u>	<u>Second Position</u>	<u>Description</u>
		S	State Utility Commissioners
		V	Scientific Attachés - Foreign
		Y	Agreement State Information
		Z	NRC Press Releases
		4	State Emergency Management Contracts
Availability Notices	D	M	NUREG/CR-0200
		P	Notice of Availability of Health Physics Tech Reports
		S	Notice of Availability of ALARA Eng Docs
		T	NUREG-0383
Personnel Notices	E	1	Federal Agencies & U.S. Employment Services Offices
		2	Minority Women Application Sources
		3	General Applications
		4	Technical Applications
		5	Legal Applications
		6	Vacancy Announcements - Agency-Wide
		7	Vacancy Announcements - DC Commuting Area
		8	Vacancy Announcements - Nationwide
Notices	F	B	Inspection Bulletins, Circulars and Notices
		I	Federal Info Resources Management Regulations
		M	Fed Register Notices for Commission Meetings
		O	Freedom of Information and Privacy
NRC Working Groups (See subsets of 'R' also)	G	F	Probabilistic Analysis Working Group
		L	Generic Letters (Internal)
		M	NUREG/CR-0200
		P	Probabilistic Risk Assessment

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NRC Appendix 3203  
Part I

<u>List or Document Type</u>	<u>First Position</u>	<u>Second Position</u>	<u>Description</u>
		S	Acoustic Emission Working Group
Research Information	L	D	2D/3D International Reports
		F	Severe Fuel Damage
		P	SFD-FP
		R	NUREG-1260
		Ø	RILS - letters only
		1	RILS
		2	RILS related to LWR & Risk Assessment
		3	RILS related to LMFBR and LWR Risk Assessment
		4	WRSR Information Meetings
		5	Long Range Research Plan
NRC Management/ Administration	M	A	Applied Statistics
		C	18 CFR
		E	28 CFR
		F	FPMR & FPR
		G	29 CFR Parts 900 - 2299
		H	Federal Travel Directory & Hotel/Motel Directory
		I	30 CFR
		J	40 CFR
		K	41 CFR
		L	46 CFR
		M	Management Directives/ Announcements
		N	Nuclear Power Legislation
		O	OMB Circulars & Bulletins
		P	Population Dose Commitments
		Q	49 CFR Parts 100-199
		R	48 CFR
		T	NRC Telephone Directory
		U	Inspection Manual - Change Notices
		V	Zip Code Directory
		W	Weekly Compilation of Presidential Documents
		X	NRC Field Policy Manual
		Y	Five Year Plan
		Z	14 CFR
		Ø	1 CFR through 50 CFR (Basic List)
		1	Non-Nuclear Power Legislation
		2	Media Monitor
		3	NRC Authorizations and Appropriations Legislation

<u>List or Document Type</u>	<u>First Position</u>	<u>Second Position</u>	<u>Description</u>
		4	10 CFR Parts 0-199
		5	10 CFR Parts 200-399; 400-499 & 500-end
		6	U.S. Government Manual
		7	1 CFR
		8	4 CFR
		9	5 CFR
External Periodicals and Publications	N	A	Congressional Record
		C	Congressional Directory
		E	Economic Report to the President
		G	NUREG-0837
		H	NUREG-0871
		J	NUREG/CR-2000
		L	Radioactive Materials Released from Nuclear Power Plants
		N	NUREG-0748
		P	Management Improvements
		Q	NUREG-0090
		R	NUREG-0714
		S	NUREG-0485
		T	NUREG-0390
		U	NUREG-0020
		V	NUREG-0040
		W	NUREG-0606
		X	Budget of the U.S. Management
		Y	Congressional Affairs
		Z	Highlights
		Ø	Budget of the U.S. (Hardback)
		1	NUREG-0430
		4	NUREG/BR-0051
Periodicals	P	D	LPDR Weekly Info Reports
		P	Registered Users of Package Designs
		Q	Quality Assurance Managers
		W	NUREG/BR-0032
		1	Region I Weekly Press Release
		2	TMI-1 Weekly Press Release
		3	Pilgrim Biweekly Press Release
		4	Region I - Peach Bottom Status Report

<u>List or Document Type</u>	<u>First Position</u>	<u>Second Position</u>	<u>Description</u>
Research	R	A	LWR Safety - Geology & Seismology
		B	LWR Safety - Meteorology & Hydrology
		C	Criticality
		D	Structural Engineering
		E	Environmental Research
		F	Heavy Section Steel Technology
		G	Systems & Reliability Reports
		H	Health Safety Research
		I	Effects of Pressure Pulses on Vent System Comp. Fuel Cycle Facility
		J	Spent Fuel Storage/ISFSI
		L	Surveillance Neutron Dosimetry
		M	Mechanical Engineering Research
		O	Health Physics Technology
		P	Fire Protection Research
		Q	Charcoal Research Reports
		R	Effluent and Radiation Field Source Term
		S	Safeguards Research
		T	Transportation Safety Research
		U	Uranium Recovery Research
		V	Qualification Evaluation Program
		W	Waste Management
		X	Human Factors Safety
		Y	Siting Analysis
		Z	Fuel Cycle Facility Safety Research Program
		1	Water Reactor Safety Research - Basic List
		2	Water Reactor Safety Research - Systems Engineering
3	Water Reactor Safety Research - Fuel Behavior		
4	Water Reactor Safety Research - Analysis Development		
5	Water Reactor Safety Research - Metallurgy and Materials		

**DISTRIBUTION OF UNCLASSIFIED NRC STAFF  
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<u>List of Document Type</u>	<u>First Position</u>	<u>Second Position</u>	<u>Description</u>
		7	Advanced Reactor Safety Research - Fast Reactors
		8	Advanced Reactor Safety Research - Gas-Cooled Reactors
<hr/>			
Regulatory Guides	S	A	All Reg Guide Divisions (Drafts only)
		0	Draft Division 10 Reg Guides
		1	Nuclear Power Reactor Guides - Div 1
		2	Research and Test Reactor Guides - Div 2
		3	Fuels and Materials Facilities Guides - Div 3
		4	Environmental and Siting Guides - Div 4
		5	Materials and Plant Protection Guides - Div 5
		6	Product Guides - Div 6
		7	Transportation Guides - Div 7
		8	Occupational Health Guides - Div 8
	9	Antitrust Review Guides - Div 9	
	Ø	General Guides - Div 10	
	T	0	Training Officers (Nuclear Plants)
	U	A	Applicants for Construction Permits
C		Construction Permit Holders	
L		Licensed Executives	
<hr/>			
Waste Management	W	A	National Associations in HLW Program
		D	DOE Contacts - HLW Management Reports
		F	Other Fed Agency Contacts - HLW Management
		H	High-Level Waste Management
		L	Low-Level Waste Management



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<u>List or Document Type</u>	<u>First Position</u>	<u>Second Position</u>	<u>Description</u>
		N	NRC Contacts - HLW Mgmt Reports
		P	HL Waste Package Reports - Hard Copies
		T	Uranium Recovery Operations
<b>Specialty Codes</b>	<b>X</b>	A	ACRS Members
		B	Appeal Panel Members
		E	ASME members
		F	Microfiche Distribution - Restricted Materials
		G	Advisory Panel for Decontamination of TMI 2
		I	Interest Groups and Organizations
		M	Adv. Comm on Medical Uses of Isotopes
		P	Board and Panel Members
		R	Nuclear Records and Reports Managers
		W	Federal Women's Program Directors
		1	NRC Licensees - 10 CFR Parts 25 and 95
		2	Orgs having Employees with Clearances
		3	Security Awareness Info
		4	NRC Contractors - Classified
		5	Original Classifiers
		6	Derivative Classifiers
		8	Criminal History Program Contacts
<b>*Licensing</b>	<b>1</b>	A	PWR Licensees and CP Holders
		B	BWR Licensees and CP Holders
		C	Combustion Engineering (NSSS) Plants

\*Internal distribution of incoming utility submittal is made through the Regulatory Information Distribution System (RIDS). For information, contact the Document Control Branch, DISS

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<u>List or Document Type</u>	<u>First Position</u>	<u>Second Position</u>	<u>Description</u>
		D	Decommissioning Reports & Papers
		E	Westinghouse Electric NSSS Plants
		F	Babcock & Wilcox NSSS Plants
		G	General Electric NSSS Plants
		H	Environmental Impact Statements
		I	TMI 1 Docket Material Listing
		J	TMI 2 Docket Material Listing
		K	TMI 1 and 2 Docket Material Listing
		M	Plant Manager
		N	Standard Technical Specification Reports
		R	Research and Test Reactor Roster
		S	Utility and Reactor Vendor Executives
		V	Vendors
		X	NUREG-0800
		Z	Project Manager's Handbook
		1	GE Standard Tech Specs
		2	B&W Standard Tech Specs
		3	CE Engrg Standard Tech Specs
		4	Westinghouse Standard Tech specs
		5	Tech Spec Highlights
<hr/>			
Export/Import	4	A	Export/Import Applications Received
		B	Nuclear Export/Import Licensing Actions
<hr/>			
Fuel Cycle	5	S	Fuel Facility Licenses
		1	High Enrichment Facility Licenses
		2	Low Enrichment Facility Licenses

<u>List or Document Type</u>	<u>First Position</u>	<u>Second Position</u>	<u>Description</u>
Operators	6	A	NRR Daily Report from Regions
Titles Internal/ External	9	A	Chairman
		B	Commissioners
		C	Executive Director for Operations
		D	Assistant Director for Operations
		E	Office Director
		F	Deputy Office Director
		G	Division Director
		H	Division Directors - Tech Only
		I	Assistant Director
		J	Branch Chief
		L	Branch Chief and Above - Tech Only
		N	Branch Chief and Above - No Regions
		P	Governors
		Q	Field Office Directors
		R	Resident Inspectors
		S	Regional State Liaison Officers
U	Regional Administrators		

E. TITLE LIST. (PREFIX CODES)

<u>Code</u>	<u>Code Description</u>
A	Administrator
B	Chairman
C	Civil Defense Director
D	Commissioner
E	Consultant
F	Department Head
G	Director
H	Editor/Writer
I	Environmental Manager
J	Governor
K	Health Physicist
L	Legal Counsel
M	Librarian
N	Licensing Manager
O	Manager
P	Mayor
Q	Nuclear Engineer

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<u>Code</u>	<u>Code Description</u>
R	President
S	Professor
T	Project Manager
U	Quality Assurance Manager
V	Radiation Protection Manager
W	Regional Representative
X	Science Attache
Y	Scientific Advisor
Z	Scientific Officer
1	Security Officer
2	Standards Coordinator
3	State Representative
4	State Senator
5	Superintendent
6	Supervisor
7	U.S. Representative
8	U.S. Senator
9	Vice President

**F. CORPORATE CLASSIFICATION CODES**

GF	Federal Government
ØG	Mining, Milling, Fuel Fabrication and Reprocessing
ØH	Hospital and Medical Care
ØL	Law Firm
ØM	Manufacturers, Reactors/ NMSS
ØN	Architect-Engineer/ Construction
ØP	Press/Publishing/Media
GQ	Government Laboratory
ØQ	Laboratory
GR	Local Government
GS	State Government
ØU	Unions
ØV	Vendor, Reactor Components/ Equipment
CW	Corporate Utility
FW	Foreign Utility
GW	Government Utility
MY	University
ØZ	Public Interest Group
Ø1	Institutes and Foundations
F4	Foreign and Internal Organizations
F5	Foreign Government
ØI or I	Individual

**PART II**

**SERVICES AVAILABLE FROM DOCUMENT CONTROL BRANCH, DISS**

**1. Mailing Labels**

Labels for NRC Standard Mailing Lists or for customized lists are available in two forms:

- a. Heat-sensitive, computer-printed labels for use on automated labeling and sorting equipment.
- b. Peel-off, computer-printed labels for use by staff or for bulky items.

For assistance in ordering labels contact the DCB, x27915.

**2. Inserting**

The Document Control Branch's Distribution Contractor has automated equipment that will insert folded or unfolded items into envelopes. Assistance in requesting inserted or folding services is available by contacting the DCB, x27915.

**3. Special Packaging Services**

The Document Management Branch's Distribution Contractor also is equipped to package bulk items for distribution and to tie-wrap packages with multiple items. For details on obtaining these services, contact the DCB, x27915.

**4. Requests for Copies of NRC Documents**

The Document Control Branch (DCB) maintains inventory copies of NRC documents. Copies of documents may be obtained by submitting NRC Form 122 to the DCB or by calling x27333.

Documents that no longer remain in inventory supply can be reproduced from microfiche.

**5. Microfiche Services**

The Records Services Branch (RSB) coordinates the production of microfiche. Any office that is interested in obtaining microfiche should contact the Branch Chief, RSB, x27326.

The Records Services Branch can also reproduce bound hardcopy documents from microfiche. For details on this service, contact RSB, x27326.

**PART III:**

**GUIDELINES FOR THE DISTRIBUTION OF UNCLASSIFIED,  
NONPROPRIETARY DOCUMENTS TO THE PUBLIC DOCUMENT ROOM (PDR),  
WASHINGTON, D.C.**

The following guidelines apply to information that NRC has determined should be made available in the PDR or be exempt from public disclosure.

- A. The following unclassified documents, including documents with exempt portions deleted, are normally placed in the PDR.

License and Facility Docket and Related Project Documents

The following information related to Parts 20, 30, 31, 32, 34, 40, 50, 70, 71, 73, 140 and 150 of 10 CFR that is not exempted as described in Section B of this Appendix is placed in the PDR.\*

1. Applications, including the preliminary and final safety analysis reports, environmental reports, subsequent amendments, and antitrust information.
2. Supplemental documents submitted by the applicant to support the review of an application but not submitted as amendments or supplements.
3. Correspondence to and from the applicant to support the review of an application but not submitted as amendments or supplements.
4. Correspondence with State and local officials transmitting information and materials pertinent to an application.
5. Petitions, motions, orders, notices, and decisions received and issued relative to docketed materials and rulemaking actions.
6. Certificates of service on all matters served in a docketed case or rulemaking proceeding.
7. Correspondence to and from the applicant concerning the application and associated and procedures.
8. Correspondence relating to any docketed matter or rulemaking proceeding, including correspondence from members of Congress, agencies of the Government, industry, and State-local officials.

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\*In the case of Part 30, NMSS serves as the Public Document Room at NRC Headquarters.

9. Summaries of meetings and trip reports which contain factual information relating to the evaluation of an application or a pending license case and which result from meetings with applicants, licensees, intervenors, or other interested parties.
10. All final internal records and documents which contain factual information relating to the evaluation of an application or rulemaking proceeding.
11. Draft and final environmental statements and supporting bibliography not otherwise available to the public.
12. Incident reports and correspondence with licensees on enforcement matters such as violation notices and penalties; any associated correspondence on these matters.
13. Request for exemptions for early site work; any requests for normal operating procedures to be set aside.
14. Construction permits and amendments; any associated correspondence.
15. All reports, minutes of meetings, and correspondence received from ACRS on applications; licenses, permits, and investigations; generic reports from ACRS.
16. Antitrust and financial correspondence and reports, including correspondence with the Department of Justice on antitrust matters, petitions to intervene in antitrust matters, motions, requests for hearings, etc.
17. Inspection reports, including construction, preoperational, startup, operating, and vendor inspection reports.
18. Correspondence concerning noncompliance with safeguards requirements, including correspondence with the licensees, complaints from the public, and congressional and governmental inquiries unless such correspondence would reveal current safeguards vulnerabilities.
19. Correspondence relating to license fees.
20. Indemnity information, including correspondence with applicants, licensees, and insurance carriers.
21. All notices of hearings, motions, orders, petitions and related correspondence, and transmittal correspondence and comments upon such correspondence, interrogatories, answers, requests for admission, discoveries, etc., and related correspondence.
22. Transcripts of hearings.
23. Technical Specifications produced by NRC and requests for changes in technical specifications.

24. Operating licenses and amendments, related correspondence, motions, petitions, hearings notices, etc.
25. Operating reports and construction reports.
26. Consultant or laboratory reports related to a docket application or project.
27. Various other reports submitted to NRC in response to requirements found in Parts 20, 30, 31, 32, 34, 35, 40, 50, 70, 71, 73, 140, and 150.
28. Applications for export of source, SNM, and byproduct materials, the transmittal letter and preliminary information received from the applicant and the Department of State, the license, any amendments, and correspondence related to the granting of the license.

Research and Technical Documents of a Generic Nature

1. Research and technical reports from NRC contractors and consultants including:
  - Weekly Management Report
  - Monthly Review Report
  - Project Description Document
  - Letter Reports of Accomplishments and Data Report (informal)
    - Model Documentation Report
    - Code Documentation Report
    - Code Verification Report
  - Pretest Prediction Report
  - Quick Look Report
  - Experimental Data Report (informal)
    - Experimental Data Report
    - Postirradiation Examination Analysis
  - Conceptual Design Description
  - Quarterly Progress Report
  - Interim Topical Report
  - Final Report
2. Topical reports of a generic nature.
3. Special studies produced upon request of the Commission and its senior staff members.

Documents Related to Regulatory Guides

1. Public comments on Regulatory Guides and staff responses.
2. Research reports related to the preparation of Regulatory Guides.



General

1. Documents related to subjects that the Commission determines should be sent to the PDR.
  2. Consultant or contractor reports on rulemaking proceedings and special studies.
  3. Solicitations for contracts, contracts, and requests for modifications of contracts.
  4. Transcripts of minutes of meetings of a generic nature with applicants, consultants, contractors, intervenors, government agencies, and the public; trip reports for such meetings.
  5. Documents related to requests for information under the Freedom of Information Act.
- B. The documents exempt from the disclosure requirements of these guidelines are those:
1. Specifically authorized under criteria established by an Executive Order to be kept secret in the interest of national defense or foreign policy; and those properly classified pursuant to such Executive Order.
  2. Related solely to the internal personnel rules and practices of the Commission.
  3. Specifically exempted from disclosure by statute.
  4. Trade secrets and commercial or financial information that is privileged or confidential.
  5. Interagency or intragency memoranda or letters which would not be available by law to a party other than an agency in litigation with the Commission.
  6. Personnel and medical files and similar files, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.
  7. Investigatory records compiled for law enforcement purposes, but only to the extent that the production of such records would (a) interfere with enforcement proceedings; (b) deprive a person of a right to a fair trial or an impartial adjudication; (c) constitute an unwarranted invasion of personal privacy; (d) disclose the identity of a confidential source and, in the case of a record compiled by a criminal law enforcement authority in the course of a criminal investigation or by an agency conducting a lawful national security intelligence investigation, confidential information furnished only by the confidential source; (e) disclose investigative techniques and procedures; or (f) endanger the life or physical safety of law enforcement personnel.

8. Contained in or related to examination, operating, or condition reports prepared by, on behalf of, or for the use of an agency responsible for the regulation or supervision of financial institutions.
9. Geological and geophysical information and data, including maps, concerning wells.
10. Correspondence and reports to or from the NRC which identify a licensee's or applicant's procedures for safeguarding licensed special nuclear material or detailed security measures for the physical protection of a licensed facility or plant in which special nuclear material is possessed or used.
11. Information submitted in confidence to the Commission by a foreign source.

In addition, documents of the types listed below need not be routinely sent to the PDR:

1. Unidentified working papers used in the preparation of documents scheduled for public release.
2. Working drafts of documents scheduled for public release.
3. Announcements of internal meetings.
4. Acknowledgements of receipt of documents where the acknowledgement gives no information of substantive value.
5. Trip reports that do not contain substantive regulatory or technical information that should be publicly released.
6. Staff reports on training courses attended as on-the-job training.
7. Correspondence, both internal and external, that does not have a direct bearing on a regulatory or technical matter.

**PART IV :**

**MANAGEMENT AND SAFEGUARDS PROCEDURES  
FOR SYSTEMS OF RECORDS, NRC-38, "MAILING LISTS"**

Title 10, Chapter 1, Code of Federal Regulations, assigns the management of Systems of Records, NRC-38, "Mailing Lists," to the Division of Information Support Services.

- A. Chapter NRC 0204, "Privacy Act," sets forth the following responsibilities for System Managers:
1. Maintain systems of records within their jurisdiction, developing and applying Privacy Act guidelines and procedures which provide for:
    - a. assignment of responsibility for files supervision, maintenance, and servicing, and the training of personnel assigned such duties in their responsibilities.
    - b. methods of access to information.
    - c. physical safeguards governing confidentiality and protection of data within systems of records.
    - d. periodic review of records within systems for accuracy, completeness and relevancy, and proper records disposition.
  2. Process requests to access, correct, or amend records within the time period stated in NRC Appendix 0204.
  3. Maintain accounting of disclosures of records as prescribed by NRC Appendix 0204.
  4. Recommend, as necessary, amendments to the systems of records for which the manager is responsible.
  5. Assure that those who are requested to supply information for mailing lists are informed as to the authority for soliciting the information; whether disclosure of such information is mandatory or voluntary; the principal purpose for which the information is intended to be used; the routine uses which may be made of the information; and the effect on the individuals, if any, of not providing all or any part of the information.
  6. Assure that employees authorized to collect information about individuals are advised that individuals may not be required to furnish social security account numbers, except as permitted by NRC Appendix 0204, Part IX.

7. Maintain an inventory of all records stored offsite.
  8. When necessary, obtain from the Director, Division of Rules and Records, advice and assistance on requests made in person to access, correct, or amend records.
- B. To comply with the preceding responsibilities, the Division of Information Support Services has established the following procedures for all Mailing Lists maintained by Offices, Divisions, Branches, etc., within the NRC.
1. The existence or establishment of any mail list should be reported to the Director, Division of Information Support Services.
  2. A copy of all Mailing Lists should be filed with the Director, Division of Information Support Services, together with the name of the Office of origin, responsible agent, and a description of how the list is used and protected.
  3. The Division of Information Support Services will provide advice and assistance to Offices of NRC regarding the proper safeguarding and maintenance of NRC Mailing Lists.
- Any requests for use of or access to Mailing Lists should be forwarded to the Director, Division of Information Support Services.