

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA Use Only)	
TO: NATIONAL ARCHIVES AND RECORDS ADMINISTRATION WASHINGTON, DC 20408		JOB NUMBER <i>NI-431-08-8</i>	
1. FROM (Agency or establishment) U.S. Nuclear Regulatory Commission		DATE RECEIVED <i>5/21/08</i>	
2. MAJOR SUBDIVISION or PROGRAM Office of Federal and State Materials and Environmental Management Programs (FSME)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Deborah H. Armentrout, CRM	5. TELEPHONE 301-415-7228	DATE <i>11/3/08</i>	ARCHIVIST OF THE UNITED STATES <i>Al W...</i>

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 <i>4/21/08</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Margaret A. Janney</i> Margaret A. Janney, CRM/NS	TITLE NRC Records Officer
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7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS or Superseded Job Citation	10. Action Taken (NARA Use Only)
	<p>Title: Reciprocity Tracking System (RTS)</p> <p>(See Attached Schedule)</p> <p><i>Joseph Hofanich</i> <i>Apr 29 2008</i> FSME PMDA Director Date</p> <p><i>Trump...</i> <i>4/23/08</i> Office of General Counsel Date</p>		

Rec'd 1/6/09
by
NRC

**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.

Disposition: TEMPORARY. 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. **Instruction**

2) Master File

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

Disposition: 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.

Disposition: 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.

3. **b. Annual Activity Summary Reports:**
Standard reports are also available that summarize the activity during the calendar year.

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

c. Adhoc System Reports

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.

Disposition: TEMPORARY. Cut off and destroy when no longer required for business purposes. GRS 20/16

4) 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

d. Current Versions of the Documentation

Disposition: 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. GRS 20/11a(1)

e. Final System Documentation

Disposition: TEMPORARY. Cut off when the RTS is decommissioned. Destroy 5 years after cut off. GRS 20/11a(1)