



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

February 25, 2002

MEMORANDUM TO: Valeria H. Wilson, Director
Division of Administrative Services
Office of Administration

FROM: E. William Brach, Director /RA/
Spent Fuel Project Office
Office of Nuclear Material Safety
and Safeguards

SUBJECT: REQUEST FOR EQUIPMENT

The Spent Fuel Project Office (SFPO) currently has over 50 hours of video tape relating to spent fuel and radioactive material storage and transport. The staff has undertaken a project to convert all current video tapes in its library to storage on CD-ROM. This will provide more space in our library as well as prevent degradation of the video footage currently on standard magnetic media. SFPO requests the assistance of the Office of Administration in this project by providing the equipment necessary to complete this conversion.

The staff thanks you in advance for your help in this effort. If you need additional information, please contact Christopher Bajwa at (301) 415-1237.

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JThomas, PMDA

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*See Previous Concurrence

OFC:	SFPO		SFPO	C	SFPO						
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DATE:	2/13/02		2/13/02		2/25/02						

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