

NRC Schedule 2

RECORDS OF NRC OFFICES

PART 1. RECORDS OF THE OFFICE OF ADMINISTRATION

The Office of Administration (ADM) is responsible for providing centralized administrative, contracts and property management, and facilities and security services to the NRC staff and its external customers and stakeholders.

The following record schedules were developed for records unique to ADM. Reference NRC Schedule 1, "Records Common to Most Offices," and the General Records Schedules 1 through 26 for other applicable schedules. Applicable schedules have been identified on the "Files Maintenance and Disposition Plans" retained by the office Records Liaison Officer.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	<u>NARA APPROVED CITATION</u>
1.	<u>Administrative Budget Control (ABC)</u> This system is a budget and funds control and management information system for items of concern for the Office of Administration. <u>Record keeping system:</u> Electronic Information System.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.	NC1-431-81-2 Item 13.I.1
2.	<u>Central Personnel Clearance Index (CPCI)</u> This batch-mode system maintains data and information on the security clearance status of NRC and NRC contractor personnel. This system will be replaced by a redesigned and upgraded online system. <u>Record keeping system:</u> Electronic Information System.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.	NC1-431-81-2 Item 12.I.2