



UNITED STATES  
NUCLEAR REGULATORY COMMISSION

WASHINGTON, D.C. 20555-0001

July 6, 1999

MEMORANDUM TO: David B. Matthews, Director, DRIP  
John A. Zwolinski, Director, DLPM  
Jack R. Strosnider, Director, DE  
Gary M. Holahan, Director, DSSA  
Bruce A. Boger, Director, DIPM  
Jacqueline E. Silber, Director, PMAS

FROM: Leslie W. Barnett, Chief *Les Barnett*  
Information Management Branch

SUBJECT: 1999 REPORT OF RECORDS HOLDINGS AND DISPOSITION

Federal regulations require NRC to prepare a Report of Records Holdings. In order to complete this report for FY 1999, we need input from the staff on the volume of record and non-record material in their possession since the last count in July 1998.

The areas that need to be covered by the report are the volume of record and non-record material maintained in organization files (e.g., branch/division) and individual staff files, and an inventory of filing equipment (microfiche/map cabinets, etc.). Flipper files (above the work surface) and pedestal cabinets (under the work surface) are considered part of the workstation and should not be counted in the equipment inventory count. The contents of all files, however, must be counted as part of the record/non-record material.

The excerpt of Handbook 3.53 Part I shown in Attachment 1 should be used as a guide to distinguish materials as record and non-record. Non-record material no longer needed may be returned to the originator or library, as appropriate, or may be destroyed. Attachment 2 provides examples of non-record documents which do not need to be retained or preserved.

NRC Form 317A (Attachment 3) should be used by your staff to identify organization or personal files and the types of containers used to store the material. The Table of Equivalents (Attachment 4) is provided to assist in determining cubic feet of records. Please make sufficient copies of Form 317A for your staff in order that everyone in your division completes this form to account for individual and organization records and equipment. Compile the data provided on all 317A forms and report it on Form 317 (Attachment 5) for your division. Send the completed Form 317 for your division to Tajuan Carter, Records Liaison Officer, Mail Stop O-5-A-04, by July 23, 1999.

**NRC FILE CENTER COPY**

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Please ensure that all files are reviewed and categorized as either record or nonrecord, and that staff identify material destroyed using the NRC Form 355 (Attachment 6) "Report of Records/Nonrecords Disposal."

Additionally, all File Custodians must prepare an updated "Files Maintenance and Disposition Plan" using the NRC Form 306 (Attachment 7) that includes all records maintained at each file station for which they are responsible. File Custodians are the individuals responsible for maintaining the files under their purview (i.e., T&A files, contract files, budget files, fees, anti-trust files). The file custodian should submit the original and two copies of each completed file plan to Tajuan Carter, NRR RLO, by July 23, 1999.

By copy of this memorandum, I also request that the Director's Office and Associate Director's secretaries complete this requirement for individual and organization records maintained within their organizational unit.

TAC number M81400 is the appropriate TAC number to add to your WISP on-line RITS sheet when working on this task. If you have any questions, call Ms. Carter on 415-3072.

Attachments (7):

1. Excerpt of Handbook 3.53, Part I
2. Examples of Non-record Documents
3. NRC Form 317A, Records Inventory Worksheet
4. NRC Form 317B, Table of Equivalents
5. NRC Form 317, Annual Report of Records Holding & Disposition
6. NRC Form 355, Report of Records/Nonrecords Disposal
7. NRC Form 306, Files Maintenance & Disposition Plan

cc: R. Zimmerman  
B. Sheron  
W. Kane

## Identifying and Distinguishing Between Record and Nonrecord Materials (E) (continued)

### Defining Federal Records (1) (continued)

materials are transmitted (in person or by messenger, mail, electronic means, or by any other method). In this context, the term does not refer to misdirected materials. The term may or may not refer to loaned or seized materials, depending on the conditions under which such materials came into agency custody or were used by the agency. Advice of legal counsel should be sought regarding the "record" status of loaned or seized materials. (iv)

- Preserved means the filing, storing, or any other method of systematically maintaining documentary materials by the agency. This term covers materials not only actually filed or otherwise systematically maintained but also those materials temporarily removed from existing filing systems. (v)
- Appropriate for preservation means made or received documentary materials that in the judgment of the agency should be filed, stored, or otherwise systematically maintained by an agency because they are evidence of agency activities or contain unique information, even though the materials may not be covered by the agency's current filing or maintenance procedures. (vi)

### Identifying Federal Records (2)

To ensure that complete and accurate records are made and retained in the NRC, it is essential that NRC employees distinguish between record and nonrecord materials by the appropriate application of the statutory definition of records to NRC documentary materials. The following guidelines issued by NARA in 36 CFR 1222.34 should be applied to all documentary materials to determine their record or nonrecord status.

- Record status—Documentary materials are records when they meet both of the following conditions: (a)
  - They are made or received by an agency of the United States Government under Federal law or in connection with the transaction of agency business. (i)

## Identifying and Distinguishing Between Record and Nonrecord Materials (E) (continued)

### Identifying Federal Records (2) (continued)

- They are preserved or are appropriate for preservation as evidence of agency organization and activities or because of the value of the information they contain. (ii)
- **Working files and similar materials**—Working files, such as preliminary drafts and rough notes and other similar materials, will be maintained for purposes of adequate and proper documentation if—(b)
  - They were circulated or made available to employees, other than the creator, for official purposes such as approval, comment, action, recommendation, followup, or to communicate with agency staff about agency business. (i)
  - They contain unique information, such as substantive annotations or comments included therein, that adds to a proper understanding of the agency's formulation and execution of basic policies, decisions, actions, or responsibilities. (ii)
- **Nonrecord materials**—The following nonrecord materials are Government-owned documentary materials that do not meet the conditions of records status (see 36 CFR 1222.34(b)) or that are specifically excluded from records status by statute (see 44 U.S.C. 3301). (c)
  - Library and museum material (but only if such material is made or acquired and preserved solely for reference or exhibition purposes). (i)
  - Extra copies of documents (but only if the sole reason such copies are preserved is for convenience of reference). (ii)
  - Stocks of publications and processed documents. (Each agency shall create and maintain serial or record sets of its publications and processed documents as evidence of agency activities and for the information they contain, including annual reports, brochures, pamphlets, books, handbooks, posters, and maps.) (iii)

#### ITEMS THAT CAN BE RETURNED FOR RE-USE:

Books and other reference material BEARING A LIBRARY NUMBER and which are not being used currently. Return these to Library, P-160.

Official record copies, usually signed originals or concurrence copies. Return these to the appropriate branch, division, office or agency file center.

Excess office supplies and broken or excess office furniture and equipment. Return these to Property and Supply through your Property Custodian.

#### NON-RECORD DOCUMENTS WHICH DO NOT NEED TO BE RETAINED OR PRESERVED:

Extra copies of papers preserved only for convenience or reference, such as reading files and tickler (followup or suspense) copies of correspondence.

Processed or published materials received from other activities or offices which require no action and are not required for documentary purposes.

Catalogues, trade journals, and other publications or papers received from other government agencies, commercial firms, or private institutions, which require no action and are not part of a case or project upon which action is taken.

Correspondence and other records of transitory value which, after action has been completed, have neither evidential nor informational value.

Working papers, preliminary drafts, and similar materials which are summarized in final or other form and which have no evidential or informational value once action has been completed.

Shorthand notes and stenotype tapes which have been transcribed.

Information copies of correspondence and other papers.

# RECORDS INVENTORY WORKSHEET

Page of

NAME OF PERSON PREPARING REPORT

DATE PREPARED

**COLUMN B (Type of container)** USE TO COMPUTE THIS WORKSHEET BUT DO NOT INCLUDE IN FILING EQUIPMENT ON HAND

3\* - BOX

LA - LATERAL FILE CABINET  
(SPECIFY 30", 36", 42")

SH\* - SHELF

BC - BOOKCASE

LG - LEGAL FILE CABINET

SU - SHELVING UNIT  
(SPECIFY 5T, 6T,

FD\* - FLIPPER DOOR CABINET

PF\* - PEDESTAL FILES

OTHER - (SPECIFY)

L - LETTER FILE CABINET

S - SAFE

COLUMN C

Assign numbers, i.e., left to right, if more than one per room.

COLUMN D

Top Drawer is No. 1,  
Next drawer down is No. 2.,  
etc.

[illegible]

TABLE OF EQUIVALENTS FOR COMPUTATION OF RECORD VOLUME

| RECORDS MAINTAINED IN FILE CABINETS,<br>SHELF UNITS, TRANSFER CASES, AND BOXES | CUBIC FEET              |          |          |          |          | MICROFILM ROLLS<br>(Unit: One each 100-ft. roll)   | CUBIC<br>FEET |
|--|-------------------------|----------|----------|----------|----------|--|---------------|
|  | FULL                    | 3/4 FULL | 1/2 FULL | 1/3 FULL | 1/4 FULL |  |               |
| <b>FLIPPER DOOR CABINETS</b>   |                         |          |          |          |          |  |               |
| 24" WIDE .....   | 1.5                     | 1.13     | .75      | .5       | .38      | 35 mm, 100-ft. ROLL .....  | .02           |
| 30" WIDE .....   | 2.0                     | 1.5      | 1.0      | .66      | .5       | 16 mm, 100-ft. ROLL .....  | .01           |
| 36" WIDE .....   | 2.33                    | 1.75     | 1.16     | .78      | .58      |  |               |
| 42" WIDE .....   | 2.8                     | 2.1      | 1.4      | .93      | .7       |  |               |
| 48" WIDE .....   | 3.13                    | 2.34     | 1.56     | 1.03     | .78      |  |               |
| 60" WIDE .....   | 3.93                    | 2.94     | 1.94     | 1.29     | .98      |  |               |
| <b>PEDESTAL FILES</b>  |                         |          |          |          |          |  |               |
| FULL-SIZED DRAWER .....  | 1.3                     | .97      | .65      | .42      | .32      | 1 REEL .....   | .17           |
| HALF-SIZED DRAWER .....  | .65                     | .48      | .32      | .21      | .16      | 6 REELS .....  | 1.0           |
| <b>STANDARD OR VERTICAL FILE CABINET DRAWER (24" DEEP)</b>                     |                         |          |          |          |          |  |               |
| LETTER SIZE .....  | 1.5                     | 1.13     | .75      | .5       | .38      | <b>BINDERS</b><br>(3-ring standard, as used for directives, notices, etc.)<br>(Unit: One full binder)                                  |               |
| LEGAL SIZE .....   | 2.0                     | 1.5      | 1.0      | .66      | .5       |  |               |
| <b>LATERAL FILE CABINET DRAWER (36" WIDE)</b>                                  |                         |          |          |          |          |  |               |
| LETTER-SIZE CONTENTS .....   | 2.0                     | 1.5      | 1.0      | .66      | .5       | BINDER, 1" thick .....   | .08           |
| LEGAL-SIZE CONTENTS .....  | 2.5                     | 1.87     | 1.25     | .83      | .62      | BINDER, 1" thick .....   | .2            |
| <b>LATERAL FILE CABINET DRAWER (36" WIDE)</b>                                  |                         |          |          |          |          |  |               |
| LETTER-SIZE CONTENTS .....   | 2.33                    | 1.75     | 1.16     | .78      | .58      | <b>PLAN FILES AND MAP CASE DRAWERS</b>   |               |
| LEGAL-SIZE CONTENTS .....  | 3.0                     | 2.25     | 1.5      | 1.0      | .75      | DRAWER, 50" X 38 3/8" X 1 7/8" .....   | 2.0           |
| <b>LATERAL FILE CABINET DRAWER (42" WIDE)</b>                                  |                         |          |          |          |          | DRAWER, 43" X 32 1/4" X 1 7/8" .....   | 1.5           |
| LETTER-SIZE CONTENTS .....   | 2.8                     | 2.1      | 1.4      | .93      | .7       |  |               |
| LEGAL-SIZE CONTENTS .....  | 3.5                     | 2.63     | 1.75     | 1.17     | .88      | <b>ALTERNATE METHOD OF COMPUTING<br/>MAPS, PLANS, DRAWINGS, ETC.</b><br>(Maintained in map or plan cabinet,<br>or hangars or in rolls) |               |
| <b>SHELF UNIT / WORK STATION SHELF / WALL MOUNTED SHELF (36" WIDE)</b>         |                         |          |          |          |          | <b>SIZE</b>  |               |
| LETTER-SIZE CONTENTS (PER SHELF) .....   | 2.0                     | 1.5      | 1.0      | .66      | .5       | 8 X 10 1/2" .....  | .03           |
| LEGAL-SIZE CONTENTS (PER SHELF) .....  | 2.5                     | 1.87     | 1.25     | .83      | .62      | 11" X 17" .....  | .05           |
| <b>MICROFICHE CABINET TRAY (26" DEEP)</b>                                      | .35                     | .26      | .18      | .12      | .62      | 17" X 22" .....  | .10           |
| <b>CARD OR MICROFILM FILE TRAY (16" DEEP)</b>                                  |                         |          |          |          |          | 22" X 34" .....  | .20           |
| 3" X 5" .....  | .13                     | .1       | .06      | .04      | .03      | 34" X 44" .....  | .40           |
| 4" X 6" .....  | .21                     | .17      | .1       | .07      | .05      | 28" X 40" .....  | .30           |
| 5" X 8" .....  | .33                     | .25      | .16      | .11      | .08      | 28" X 50" .....  | .35           |
| 8" X 10" .....   | .67                     | .5       | .33      | .22      | .16      | 34" X 50" .....  | .45           |
| <b>CARD OR MICROFILM FILE TRAY (12" DEEP)</b>                                  |                         |          |          |          |          | 40" X 50" .....  | .50           |
| 3" X 5" .....  | .1                      | .08      | .05      | .03      | .03      |  |               |
| 4" X 6" .....  | .17                     | .13      | .09      | .06      | .04      | <b>LINEAR MEASUREMENTS</b>   |               |
| 5" X 8" .....  | .28                     | .19      | .13      | .08      | .06      | (Letter- or legal-size material loose or in containers<br>other than previously listed)  |               |
| <b>FEDERAL RECORDS CENTER BOXES</b>  | 1.0                     | .75      | .5       | .33      | .25      | LETTER-SIZE MATERIAL (15") .....   | 1.0           |
| <b>COMPUTER PRINTOUT FILE DRAWER (FOR 11" X 14 7/8" SHEETS)</b>                |                         |          |          |          |          | LEGAL-SIZE MATERIAL (12") .....  | 1.0           |
| SINGLE DRAWER (16" DEEP) .....   | 1.5                     | 1.13     | .75      | .5       | .38      |  |               |
| DOUBLE DRAWER (16" DEEP) .....   | 3.0                     | 2.26     | 1.5      | 1.0      | .75      | <b>TO CONVERT LINEAR FEET TO CUBIC FEET:</b><br>Divide by 1.25<br>Example: 25 linear feet = 20 cubic feet (25 ft ÷ 1.25 = 20 cf)       |               |
| SHELF FILE (36" WIDE) .....  | 3.37                    | 2.52     | 1.68     | 1.12     | .84      |  |               |
| OTHER CONTAINERS: EACH 10.5 LINEAR INCHES .....                                | 1.0                     | .75      | .5       | .33      | .25      | <b>OTHER CONTAINERS</b>  |               |
| <b>VISIBLE RECORD SYSTEMS (I.e., Kardex, Acme Visible, etc.)</b>               |                         |          |          |          |          |  |               |
| (Figures are given for units of 100 cards, jackets, or microfiche)             |                         |          |          |          |          |  |               |
|  | CUBIC FEET BY CARD SIZE |          |          |          |          |  |               |
|  | 3" X 5"                 | 4" X 6"  | 5" X 8"  | 8" X 10" |          |  |               |
| CARD RECORDS .....   | .01                     | .01      | .02      | .08      |          | 1. Take inside length, width, and height measurements in inches.   |               |
| MYLER MICROFILM JACKETS (Microfilm inserted into channels in a jacket) .....   | .03                     | .04      | .06      |          |          | 2. Multiply length X width X height, and divide product by 1,728.  |               |
| MICROFICHE .....   | .02                     | .03      | .04      |          |          | 3. Round off result to the nearest half-cubic foot.  |               |

**ANNUAL REPORT OF  
RECORDS HOLDING AND DISPOSITION**

2 LOCATION

REPORT FOR YEAR ENDING SEPTEMBER 30, 19\_\_

3 NAME OF REPORTING OFFICIAL

DATE SUBMITTED

5 REPORT FOR  
(check one)

☐

HEADQUARTERS

☐

FIELD

4 TITLE OF REPORTING OFFICIAL

VOLUME (cubic feet) (Use Table of Equivalents for Container Capacity)

| TYPE<br>OF<br>SPACE | RECORDS<br>ON HAND<br>SEPTEMBER 30<br>LAST YEAR | RECORDS<br>ON HAND<br>SEPTEMBER 30<br>THIS YEAR | DISPOSITION DURING REPORTING PERIOD |                         |   | NONRECORD<br>MATERIAL<br>ON HAND<br>SEPTEMBER 30<br>THIS YEAR |
|---------------------|---|---|-------------------------------------|-------------------------|---|---|
|                     |   |   | RECORDS<br>DESTROYED                | NONRECORDS<br>DESTROYED | RECORDS<br>TRANSFERRED TO<br>OTHER AGENCIES |   |
|                     | A   | B   | C                                   | D                       | E   | F   |
| 6. OFFICE           |   |   |                                     |                         |   |   |
| 7. STORAGE<br>AREAS |   |   |                                     |                         |   |   |
| 8. TOTALS           |   |   |                                     |                         |   |   |

**9. RECORDS TRANSFERRED TO OTHER FEDERAL OR STATE AGENCIES**

| NAME OF AGENCY | LOCATION OF RECORDS | VOLUME OF RECORDS |
|----------------|---------------------|-------------------|
| A              | B                   | C                 |
|                |                     |                   |
|                |                     |                   |
|                |                     |                   |

**10. RECORDS TRANSFERRED FROM OTHER FEDERAL OR STATE AGENCIES**

| NAME OF AGENCY | LOCATION OF RECORDS | VOLUME OF RECORDS |
|----------------|---------------------|-------------------|
| A              | B                   | C                 |
|                |                     |                   |
|                |                     |                   |
|                |                     |                   |

**FILING EQUIPMENT ON HAND**

| TYPE                              | NUMBER OF CABINETS |             |             |             | TYPE                          | NUMBER OF CABINETS |                    |                                |                          |                 |           |
|-----------------------------------|--------------------|-------------|-------------|-------------|-------------------------------|--------------------|--------------------|--------------------------------|--------------------------|-----------------|-----------|
|                                   | 2<br>DRAWER        | 3<br>DRAWER | 4<br>DRAWER | 5<br>DRAWER |                               | 2<br>TIER          | 3<br>TIER          | 4<br>TIER                      | 5<br>TIER                | 6<br>TIER       | 7<br>TIER |
|                                   | A                  | B           | C           | D           |                               | A                  | B                  | C                              | D                        | E               | F         |
| 11. FILE CABINET<br>LETTER SIZE   |                    |             |             |             | 19. BOOKCASE                  |                    |                    |                                |                          |                 |           |
| 12. FILE CABINET<br>LEG. 1. SIZE  |                    |             |             |             | 20. SHELF UNIT<br>LETTER SIZE |                    |                    |                                |                          |                 |           |
| 13. SAFE<br>LETTER SIZE           |                    |             |             |             | 21. SHELF UNIT<br>LEGAL SIZE  |                    |                    |                                |                          |                 |           |
| 14. SAFE<br>LEGAL SIZE            |                    |             |             |             | 22. TOTALS                    |                    |                    |                                |                          |                 |           |
| 15. LATERAL FILE<br>CABINET - 30" |                    |             |             |             | 23. CONSERVAFILES             | NO. OF<br>UNITS    | LETTER<br>OR LEGAL | NO. OF SECTIONS<br>WIDE (BACK) | NO. OF<br>TIERS          |                 |           |
| 16. LATERAL FILE<br>CABINET - 36" |                    |             |             |             |                               |                    |                    |                                |                          |                 |           |
| 17. LATERAL FILE<br>CABINET - 42" |                    |             |             |             | 24. TRACK FILES               | NO. OF<br>UNITS    | LETTER<br>OR LEGAL | NO. OF SECTIONS<br>WIDE        | NO. OF<br>SINGLE<br>ROWS | NO. OF<br>TIERS |           |
| 18. TOTALS                        |                    |             |             |             |                               |                    |                    |                                |                          |                 |           |

25. OTHER (Describe and give cubic feet capacity and quantity of each cabinet)

## REPORT OF RECORDS/NONRECORDS DISPOSAL

|                              |  |
|------------------------------|--|
| FORWARD COMPLETED REPORT TO: | FROM: REPORTING OFFICE/DIVISION/BRANCH |
|                              | FILE CUSTODIAN OR STAFF MEMBER         |
|                              | LOCATION - BUILDING AND ROOM NUMBER    |

|                               |           |
|-------------------------------|-----------|
| RECORDS LIAISON OFFICER (RLO) | MAIL STOP |
|-------------------------------|-----------|

(Insert name of RLO for Reporting Office from reverse side of this form)

## REMARKS:

Destruction of record and nonrecord material is to be reported to the Office Records Liaison Officer within 10 days of the destruction activity per NRC Management Directive 3.53. This information is used to prepare the Office's Annual Report of Records Holding and Disposition. Reference the conversion table below to determine volume in cubic feet.

| VOLUME DESTROYED<br>(in cubic feet) |           | SERIES/DESCRIPTION                      | DATES OF<br>RECORDS | DISPOSAL AUTHORITY<br>(From NUREG-0910 for<br>Record Material Only) |
|-------------------------------------|-----------|---|---------------------|---|
| RECORD                              | NONRECORD |   |                     |   |
|                                     |           |   |                     |   |
| TOTAL VOLUME                        |           | SIGNATURE - FILE CUSTODIAN/STAFF MEMBER |                     | DATE  |
|                                     |           |   |                     |   |

## CONVERSION TABLE

| CONTAINER                             | VOLUME IN CUBIC FEET     | CONTAINER                         | VOLUME IN CUBIC FEET       |
|---------------------------------------|--------------------------|-----------------------------------|----------------------------|
| Letter-size Filing Cabinet            | 1½ cubic feet per drawer | 15 inches of letter size material | 1 cubic foot               |
| Legal-size Filing Cabinet             | 2 cubic feet per drawer  | 12 inches of legal size material  | 1 cubic foot               |
| VF Lateral 30" wide (letter material) | 2 cubic feet per drawer  | Federal Records Center Containers | 1 cubic foot per container |

Map Cases and Other Odd Sized Equipment -- Multiply length x width x height and divide product by 1,728

**PURPOSE** File Custodians prepare Files Maintenance and Disposition Plans for each location of official files (Official File Station) and update plans when the File Custodian or the series of records changes.

**S: FILE CUSTODIAN:** Prepare in triplicate. Forward the original and two copies to the Office Records Liaison Officer (RLO) for review and approval.

**RECORDS LIAISON OFFICER:** After approval, sign in Block 3B, keep one copy, send one copy to the NRC Records Officer, and return the signed original to the File Custodian.

|                                     |              |         |  |         |
|-------------------------------------|--------------|---------|--|---------|
| 1. CONTACT (Name of File Custodian) |              |         | 2. ORGANIZATION (Office/Division/Branch) |         |
| 3. RECORDS LIAISON OFFICER          |              |         | 4. LOCATION OF FILES                     |         |
| A. TYPED NAME                       | B. SIGNATURE | C. DATE | A. BUILDING                              | B. ROOM |
|                                     |              |         |  |         |
| 6. FILE PLAN                        |              |         |  |         |

| A.<br>ITEM<br>NO. | B. TITLE OR DESCRIPTION OF RECORDS SERIES | C. DISPOSITION<br>Insert the applicable records disposition<br>schedule number from NUREG-0910, Rev. 2, and<br>the complete disposition instructions. If<br>schedule cannot be found, enter "None." |
|-------------------|---|---|
|                   |   |   |

Please ensure that all files are reviewed and categorized as either record or nonrecord, and that staff identify material destroyed using the NRC Form 355 (Attachment 6) "Report of Records/Nonrecords Disposal."

Additionally, all File Custodians must prepare an updated "Files Maintenance and Disposition Plan" using the NRC Form 306 (Attachment 7) that includes all records maintained at each file station for which they are responsible. File Custodians are the individuals responsible for maintaining the files under their purview (i.e., T&A files, contract files, budget files, fees, anti-trust files). The file custodian should submit the original and two copies of each completed file plan to Juan Carter, NRR RLO, by July 23, 1999.

By copy of this memorandum, I also request that the Director's Office and Associate Director's secretaries complete this requirement for individual and organization records maintained within their organizational unit.

TAC number M81400 is the appropriate TAC number to add to your WISP on-line RITS sheet when working on this task. If you have any questions, call Ms. Carter on 415-3072.

Attachments (7):

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2. Examples of Non-record Documents
3. NRC Form 317A, Records Inventory Worksheet
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6. NRC Form 355, Report of Records/Nonrecords Disposal
7. NRC Form 306, Files Maintenance & Disposition Plan

cc: R. Zimmerman  
B. Sheron  
W. Kane

**DISTRIBUTION:**

PIMB R/F                      File Center                      K. Johnson  
J. Whitaker                      M. King                      N. Olson

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