

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		<b>LEAVE BLANK (NARA Use Only)</b>	
TO: NATIONAL ARCHIVES AND RECORDS ADMINISTRATION, WASHINGTON, DC 20408		JOB NUMBER <i>NI-431-08-12</i>	
1. FROM: (Agency or establishment) U.S. Nuclear Regulatory Commission		DATE RECEIVED <i>6/25/08</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 <i>DHA</i>	5. TELEPHONE 301-415-7228	DATE <i>5/4/09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne C. Thomas</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>6/19/08</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 GRS or Superseded Job Citation	10.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: LICENSE TRACKING SYSTEM (LTS) and WEB-BASED LICENSING (WBL)</p> <p>(See Attached Schedule)</p> <p><i>Janet Howell</i> <i>May 20, 2008</i> FSME PMDA Director Date</p> <p><i>M. Sanchez</i> <i>June 5, '08</i> Office of General Counsel Date</p>		

*Rec'd by NRC on 5/19/09*

**U. S. Nuclear Regulatory Commission**  
**LICENSING TRACKING SYSTEM (LTS) and Web Based Licensing (WBL)**

**LICENSING TRACKING SYSTEM (LTS) and WEB-BASED LICENSING (WBL)**

The LTS supports the process of licensing and inspection of the use of byproduct, source and special nuclear materials (SNM) in non-reactor applications, such as medical, academic, industrial, fuel cycle, and spent fuel uses. It provides a full database for materials licensing and inspection records for the licensees managed by the NRC only. Similar information for licenses that are managed by other Federal Agencies, Agreement States and Native American Tribal governments are maintained separately. LTS tracks each Materials Specific Licensing application from receipt through completion and termination. A web-based modification to LTS, Web Based Licensing (WBL), is in development and is planned to be operational in FY10. WBL will improve the licensing processes, support inspections and reciprocity with the Agreement States, and provide access to other government agencies for authorization verification. WBL will be designed and implemented using a COTS product, LicenseEase.

The WBL/LTS assists in managing the licensing of these license records, which are scheduled as permanent records by N1-431-00-13, Items 6.a, 6.b, 6.c, 6.d and 6.e, "Fuel Facilities, Transportation, Byproduct, Source, Special Nuclear Material Docket Files" [NUREG-0910, Part 17, Item 6 (pages 2.17.10 through 2.17.20)].

**1) ~~Inputs/Source Documents~~**

~~License information is verified by the NRC project manager and data entry is performed by each NRC Region and HQ from the originals or the copies of the submitted applications or renewal notice forms. The information within LTS/WBL is updated on a real time basis. The record copies of the source documents are maintained in ADAMS or other authorized record-keeping system.~~

Approval  
by  
Archivist  
not  
needed

~~**Disposition:** TEMPORARY. Information used to provide input to LTS is cut-off after data entry and verified to be correct and transferred to the NRC Document Processing Center for entry into ADAMS or other approved record keeping system.~~

Instruction

**2) Master File**

Information contained in LTS includes:

**License Information**

- License Number and Type
- Licensee Name and Contact Information
- Licensee Address,
- Licensed Material Types, Proposed Uses, and Quantity Limits
- Use Location(s),
- License Status (Active or Terminated)

**Disposition:** TEMPORARY. Cut off License Information files when the license or certificate is terminated and mark the license as Terminated. Delete / destroy the license information 20 years after cut off and when no longer required for business reasons.

**3) Outputs**

This system provides input to the Material Annual Fee (MATANN) system, annual published reports, and periodic license action status reports which are updated monthly and available to the public on the NRC public website. In addition, general information on licensee status (e.g., construction, active, decommissioning, terminated, etc.) and location is available for certain license types on the NRC public website. This general information is obtained from LTS/WBL or other agency systems such as ADAMS. Any record copies of reports and information posted on the NRC website are maintained in ADAMS, or other approved NRC record keeping system.

**a. Information provided to MATANN system**

Licensing addresses and billing information submitted electronically to the Material Annual Fee System (MATANN) used to prepare annual or quarterly invoices. [The actual billing is performed by FEES.]

**Disposition:** TEMPORARY. Destroy the data set after transfer to MATANN, and when no longer required for business purposes.

**b. Adhoc System Reports**

Reports created from the information in LTS/WBL used for the administration of the Materials License programs and as input for various published reports, as needed.

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

*Approval  
by  
Archivist  
not  
needed*

**c. NRC Web information**

Reports and information published on the NRC Web for use by the NRC staff, licensees, and the public.

**Disposition:** TEMPORARY. Cut off and destroy when replaced on the web pages and no longer required for business purposes.

**4) LTS/WBL System Documentation**

System Documentation has been developed for LTS in accordance with NUREG/BR-0167, "Software Quality Assurance Program & Guidelines". The following work products are typical of the documentation developed and which are developed in Rational ClearCase. System documentation for WBL will be similar in scope when it is developed.

- Data Dictionary
- Build and Installation Instructions
- Logical Design
- Operational Support Guide
- Physical Design
- Training Material
- User Guide

**a. 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 other approved record keeping system, in a format acceptable to the ADAMS administrators and Records Officer. Cut off when the documents are superseded. Destroy 1 year after cut off. *GRS 20/11a(i)*

*Approval  
by  
Archivist  
not  
needed*

**b. Final System Documentation**

**Disposition:** TEMPORARY. Cut off documentation when LTS or WBL is decommissioned. Destroy or delete the information 2 years after cut off. *GRS 20/11a(i)*

*Approval by Archivist  
not needed*

## Attachment 1

### LICENSING TRACKING SYSTEM (LTS) and WEB-BASED LICENSING (WBL)

#### BACKGROUND

LTS records information concerning the applications, licenses and certifications, including amendments and the related documentation. Licensees submit the requested information, along with the associated fee payment, to the NRC for approval using an appropriate NRC Form, as follows:

- Form 313, "Application for Materials License"
- Form 314, "Certificate of Disposition of Materials"

LTS provides a source of information concerning licensing of the non-reactor use of nuclear byproduct, source and special nuclear materials. LTS provides summary information on these licenses that can be used to create reports and to manage the licensing process. LTS also provides information pertaining to billing and addresses to the MATANN system for NRC licensees. The LTS/WBL was developed and is maintained for the NRC by a contractor.

Documents associated with the Licenses in LTS, such as exempt distribution device transfer reports and license related and inspection communications, are scanned and entered into ADAMS, or other approved record keeping system. These records in ADAMS are permanent records scheduled under N1-431-00-13, Items 6.a, 6.b, 6.c, 6.d and 6.e, "Fuel Facilities, Transportation, Byproduct, Source, Special Nuclear Material Docket Files" [NUREG-0910, Part 17, Item 6 (pages 2.17.10 through 2.17.20)].

The Program Authority for LTS/WBL is 10 CFR 30, 10 CFR 40, 10CFR70 and 10CFR72. Additional guidance on the process for obtaining and renewing materials licenses is available in the appropriate Volume of NUREG-1556, "Consolidated Guidance about Materials Licenses", and Division 10 of the US NRC Regulatory Guides.

Dates: Data ranges from beginning of NRC to present