Nuclear Regulatory Commission

§ 7.14

(d) In exceptional circumstances, less
than 15 days notice of an advisory com-
mittee meeting may be given, provided
that there is as much prior notice as
possible and the reasons for the shorter
time are included in the committee
meeting notice published in the Fed-
eral Register.

(e) In addition to notice required by
paragraph (c) of this section, the NRC
may also use other forms of notice,
such as press releases, posting the in-
formation on the NRC Web site, http://
www.nrc.gov, or notice by mail, to in-
form the public of advisory committee
meetings. To that end, the Designated
Federal Officer or alternate for each
NRC advisory committee will, to the
extent practicable, maintain lists of
people and organizations interested in
that advisory committee and notify
them of meetings by mail.

(f) Meetings of a subcommittee whose
recommendations will not be reviewed
by its parent advisory committee shall
be conducted in accordance with all no-
tice and openness requirements con-
tained in this section and in §§7.13, 7.14,
and 7.15.

[54 FR 26948, June 27, 1989, as amended at 67
FR 79842, Dec. 31, 2002]

§ 7.13 Minutes of advisory committee
meetings.

(a) Detailed minutes shall be kept of
each NRC advisory committee meet-
ing. The minutes shall include the fol-
lowing information:
(1) The time, date, and place of the
meeting;
(2) A list of the attendees at the
meeting who are advisory committee
members or staff, agency employees, or
members of the public who presented
oral or written statements;
(3) An estimate of the number of
other members of the public who were
present;
(4) The extent of public participation;
and
(5) An accurate description of each
matter discussed during the meeting
and its resolution, if any, by the com-
mittee.

(b) The minutes of an NRC advisory
committee meeting shall include a
copy of each report or other document
received, issued, or approved by the
committee in connection with the
meeting. If it is impracticable to at-
tach a document to the minutes, the
minutes shall describe the document in
sufficient detail to permit it to be iden-
tified readily.

(c) The chairperson of an NRC advi-
sory committee shall certify the accu-
ricy of the minutes of each of the com-
mittee’s meetings.

(d) A verbatim transcript of an advi-
sory committee meeting may be sub-
stituted for minutes required by this
section, providing that the use of such a
transcript is in accordance with the
requirements of paragraphs (a), (b), and
(c) of this section.

[54 FR 26948, June 27, 1989, as amended at 67
FR 79842, Dec. 31, 2002]

§ 7.14 Public information on advisory
committees.

(a) The Nuclear Regulatory Commiss-
ion shall maintain systematic infor-
mation on the nature, functions, and
operations of each NRC advisory com-
mittee. A complete set of the charters
of NRC advisory committees and copies
of the annual reports required by
§7.17(a) will be maintained for public
inspection at either the NRC Web site,
http://www.nrc.gov, at the NRC Public
Document Room, or both.

(b) Subject to the provisions of the
Freedom of Information Act (5 U.S.C.
552) and NRC’s Freedom of Information
Act regulations at 10 CFR part 9, sub-
part A, copies of NRC advisory com-
mittees’ records, reports, transcripts,
minutes, appendices, working papers,
drafts, studies, agenda, and other docu-
ments shall be maintained for public
inspection and copying at the NRC Web
site, http://www.nrc.gov, at the NRC
Public Document Room, or both. To
provide the public a meaningful oppor-
tunity to comprehend fully the work
undertaken by an NRC advisory com-
mittee, advisory committee records
should be available to the public as
soon as practicable. Members of the
public or other interested parties may
review non-exempt advisory committee
records without filing a request for
these records under the Freedom of In-
formation Act.

(c) Official records generated by or
for an advisory committee must be re-
tained for the duration of the advisory
committee. Upon termination of the