

ADAMS Program Initiatives Progress Report

ADAMS Quality Measures	Recent Accomplishments	Current Initiatives
ADAMS System Information Technology (IT) Components		
Availability	<p><u>Limited Re-Deployment of the Public ADAMS Library</u> Both Citrix and Web-based PARS were redeployed after the SISP Task Force began its document review. [Q2/FY05]</p>	<p><u>Server Improvements</u> Acquire new hardware and software to improve system availability. [Q4/FY05]</p> <p><u>ADAMS 4.3 Upgrade</u> Upgrade the ADAMS desktop software as one step in the plan to bring the ADAMS software to the most recent supported version. [Q2/FY05]</p> <p><u>Web-based access to the ADAMS Main Library</u> Develop, test, and implement a pilot project to provide Web-based search of the ADAMS Main Library for the staff. [Q2/FY05]</p> <p><u>System Security</u> Complete ADAMS Security reaccreditation so that ADAMS can continue to operate. [Q3/FY05]</p>
Performance	<p><u>Revisions to Web-based Search</u> Upgraded version of Web-based search interface, correcting a problem with certain search results, was released to the public [Q2/FY05]</p>	<p><u>Server Improvements</u> Acquire new hardware and software to improve system availability. [Q4/FY05]</p> <p><u>Improve access to PDF Files</u> Implement byte-serving for PDF files and a new package interface to shorten access time. [Q4/FY05]</p> <p><u>Convert TIFF to PDF Files</u> Convert older TIFF files in ADAMS to PDF to shorten access time. [Q4/FY05]</p>

ADAMS Program Initiatives Progress Report

ADAMS Quality Measures	Recent Accomplishments	Current Initiatives
Quality of ADAMS System Information Technology (IT) Components (Continued)		
Functionality	<p><u>Automated Tools for DPC</u> New tools allow the DPC to assess whether documents received via Electronic Information Exchange (EIE) or on CD-ROM are submitted in accordance with the E-Rule guidance. [Q4/FY04]</p>	<p><u>ADAMS 4.3 Upgrade</u> Major changes include:</p> <ul style="list-style-type: none"> • Upgrade the “Create Report” functionality to make it possible to produce reports containing large numbers of documents. [Q2/FY05] • Upgrade the ADAMS Viewer capabilities. [Q2/FY05]
Ease of Use	None.	<p><u>Web-based access to the ADAMS Main Library</u> Develop, test, and implement a pilot project to provide Web-based search of the ADAMS Main Library for the staff. [Q2/FY05]</p>
ADAMS Support Services		
Policy and Procedures	<p><u>SISP Review Procedures</u> Agency-wide procedures were created to review documents that could be of potential use to terrorist.</p>	<p><u>Update of MD 3.4, “Release of Information to the Public”</u> Update guidance for the staff on what documents to make public. [FY05]</p> <p><u>Update of information about handling of e-mails as Federal records</u> Update guidance for the staff in the <i>ADAMS Desk Reference Guide</i>. [Q2/FY05]</p>
Training and Documentation	<p><u>ADAMS Training Courses</u> Updated courses are available in PDC Training Center. [Q2/FY05]</p> <p><u>SISP training</u> SISP training for Program and Support offices was held to assist staff with new screening and profiling rules.[Q2/FY05]</p> <p><u>SISP Web Site</u> Intranet site created as a central source of guidance for SISP review and document profiling.</p>	<p><u>ADAMS Desk Reference Guide</u> Update instructions for the staff for release 4.3. [Q2/FY05]</p>

ADAMS Program Initiatives Progress Report

ADAMS Quality Measures	Recent Accomplishments	Current Initiatives
Support Services	<p><u>ADAMS Support Center Assistance</u> Provided support to offices in developing search strategies and electronic document handling approaches in support of SISP reviews.</p>	<p><u>ADAMS Support Center Staff Assistance</u> Continue to support program offices during the document sensitivity review process. Q1-2 [FY05]</p>
User Input	<p><u>ADAMS Public User Survey</u> A survey was posted on the public Web site for six weeks, ending June 30. The analysis of survey responses was finished Q2/FY05.</p> <p><u>Semiannual meetings of the ADAMS Public Users Group</u> Presentations at this and other stakeholder forums provide opportunities for feedback. [Ongoing] The last meeting was January 12, 2005.</p>	<p><u>ADAMS NRC Public User Surveys</u> Analysis of feedback is finished and will be made available in ADAMS and posted on the public Web site. [Q2/FY05]</p> <p><u>2nd Public User Satisfaction Survey-Under Preparation</u> To be issued in FY06 [Q4/FY05]</p> <p><u>Semiannual meetings of the ADAMS Public Users Group</u> Presentations at this and other stakeholder forums provide opportunities for feedback. The next meeting is July 20, 2005. [Ongoing]</p>
ADAMS Capture and Distribution Services		
Timeliness of Document Processing	None.	None.
Timeliness of Incoming Document Delivery to the Staff	None.	None.
Timeliness of Public Release	None.	<p><u>Update of MD 3.4, "Release of Information to the Public"</u> Update guidance to the staff on what documents to make public. [FY05]</p>

ADAMS Program Initiatives Progress Report

ADAMS Quality Measures	Recent Accomplishments	Current Initiatives
ADAMS Collections and Profile Data		
Completeness of Document Collections	<p><u>None.</u></p>	<p><u>ADAMS Quality Control</u> Developing a more systematic approach for ensuring completeness and accuracy of the ADAMS record collections. [FY05]</p> <p><u>Conduct ADAMS Records Quality Control Audit</u> Develop audit plan, conduct the audit, and issue audit report. [Q3/FY05]</p>
ADAMS Collections and Profile Data (Continued)		
Quality of Profile Data	<p><u>Spell-Checker Capability</u> The DPC can now spell check the "Title" field in the ADAMS profile. [Q4/FY04]</p>	<p>None.</p>