

**From:** NRR\_INFOREVIEW  
**To:** NRR Distribution  
**Date:** Thu, Dec 9, 2004 2:41 PM  
**Subject:** Document Reviews & ADAMS Profiling

The ADAMS Bulletin issued on November 23, 2004, provided guidance on profiling new documents. NRR staff have raised some questions about the Bulletin and so we are issuing this email to hopefully clarify the process. In addition, a page is being added to the NRC intranet with answers to frequently asked questions, links to related documents, and people to call if you have questions. NRR staff should continue to process documents as follows:

**(1) For documents with a Part 50 docket number as part of the ADAMS profile that are designated as Public/NonSensitive:**

- As part of determining that the document is not sensitive, the originator (i.e., Project Manager or other initiator of a document) should use the guidance in Attachment 1 of SECY-04-0191, "Withholding Sensitive Unclassified Information Concerning Nuclear Power Reactors From Public Disclosure." Questions about specific documents may be directed by email to NRR\_INFOREVIEW.
- For the majority of documents, the review will confirm that the document does not contain sensitive information and the originator should mark Non-sensitive on the related Form 665 and the secretary may process the document using the existing ADAMS template (no additional entries needed). If sensitive information is identified, the originator should work with NRR\_INFOREVIEW to decide how to process the document.

**(2) For documents without a Part 50 docket number (e.g., generic documents with no docket number, documents with Project Numbers or Part 52 docket numbers) that are designated as Public/NonSensitive:**

- As part of determining that a document is not sensitive, the originator (i.e., Project Manager or other initiator of a document) should review the content of the document using the guidance in Attachment 1 of SECY-04-0191 and may direct questions to NRR\_INFOREVIEW.
- For the majority of documents, the review will confirm that the document does not contain sensitive information and the originator should state on the related Form 665 that the words "SISP Review Completed" be entered by the secretary into the keyword field of the ADAMS profile before declaring the record ready for processing by OCIO. If sensitive information is identified, the originator should work with NRR\_INFOREVIEW to decide how to process the document.
- The NRR staff should not use the "Non-Public Pending Review" option described in the ADAMS Bulletin.

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