

August 27, 2003

DOCUMENT TYPE SUMMARY

**ACRS/ACNW-002**

DOCUMENT TYPE:

**ACRS/ACNW Consultant Reports:**

This template is to be used by the DPC when adding correspondence, meeting summaries, trip reports, technical reports and memoranda prepared by consultants to the Advisory Committee on Reactor Safeguards (ACRS) or Advisory Committee on Nuclear Waste (ACNW).

Background:

**According to agreements between OCIO and ACRS/ACNW, all mail directed to ACRS/ACNW is initially provided to the program office. Subsequently documents are provided to the DPC for complete, or in some cases, secondary processing depending on size or nature of the incoming documents. In other words, ACRS/ACNW may choose to add documents to ADAMS and complete the minimal profiling prior to submitting them to the DPC. In either event, DPC will process documents as final documents, and declare as Official Records.**

Profile Field Requirements for the DPC:

Item ID	System Assigned
Accession No.	System Assigned
Estimated Page Count	Added by DPC
Document Date	Added by DPC
Document Type	DPC will select from CVL: As appropriate: Letter, Meeting Summary, etc.
Availability	NRC Staff will include appropriate availability
Title	DPC will use Subject Line, or if no subject line, will construct an appropriate title from the Content
Author Name	As appropriate
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Docket No.	As Appropriate

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License No.	As Appropriate
Case/Reference No.	<b>ACRS/ACNW File Code (Provided by NRC Staff)</b>
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