

ADAMS Document Profile Properties				
	Property Name	Property Description	Format	Required Property
1	Item ID	System-generated number assigned to all ADAMS records as they are entered in an ADAMS library. Each Item ID is a unique number for that document in that designated library	A 9 digit number: Example: 990550050	Yes
2	Accession Number	System-generated number assigned to the document which is unique to the document. The Accession Number in the PARS Library is a combination of a preceding alpha code for the ADAMS Main Library and a 9 digit number. ADAMS Legacy Library numbers are the accession numbers assigned when the document was indexed	For PARS Library: ML##### (11 digits) For Legacy Library: Number taken from the BRS/NUDOCS record YYMMDD#### (10 digits)	Yes
3	Estimated Page Count	Estimated total number of pages resulting from printing the images of the document (View the document to verify the page count)	Numeric Characters No punctuation	Yes
4	Document Date	Actual date of the document or another date assigned following office business rules for date fields	MMDDYYYY	Yes
5	Date Added	System generated date that the document was added to the ADAMS server	MMDDYYYY	Yes
6	Document Type (MV)	Indicator of a specific type of document, for example an NRC Bulletin, Contract or SECY paper	End users choose from a list of values displayed by the system	Yes
7	Availability	Indicates the Public Availability of the documents that have been declared official agency records For more information regarding which documents should be publicly available see NRC Management Directive 3.4 "Release of information to the public"	End users choose from a list of values displayed by the system	Yes
8	Title	A description of the subject or contents of a document May contain the subject line from a memo or the specific title of a formal report	May contain up to 254 alphanumeric characters	Yes
9	Author Name (MV)	The name of the individual(s) who signed the document or who is listed on the title page of a publication Writer's name may be entered in the Contact Person field if appropriate	Last Name First Initial Second Initial (if appropriate) No punctuation except for hyphens when appropriate	No

MV designates a multi-valued property meaning more than one item may be entered if appropriate

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	Property Name	Property Description	Format	Required Property
10	Author Affiliation (MV)	The name of the organization with which the author is associated	End users choose from a list of values displayed by the system	Yes
11	Addressee Name (MV)	The name of the individual to whom the document is addressed	Last Name First Initial Second Initial (if appropriate) No punctuation except for hyphens when appropriate	Yes
12	Addressee Affiliation (MV)	The name of the organization with which the addressee is associated	End users choose from a list of values displayed by the system	No
13	Docket Number (MV)	An NRC-assigned 8 digit number that uniquely identifies a facility, licensee or activity. The first 3 digits represent the associated part of the 10 CFR	End users choose from a list of values displayed by the system Examples: 03003424 04004027 05000320 07001234	No
14	License Number (MV)	An NRC assigned number that uniquely identifies an NRC license or permit holder	May contain up to 25 alphanumeric characters Examples: NPF-43 DPR-1 SUA-564 SNM-735	No
15	Case/Reference Number (MV)	A unique number and/or name that refers to a specific action or identification of a document and is applied to all related documents and associated records Describes what a document is about	May contain up to 40 characters Examples: EA-96-143 FOIA-97-034 PR-50-234	No
16	Document/Report Number (MV)	A unique number used to identify and retrieve the actual document Will include any of its derivatives, such as new edition, revision, supplement or errata	May contain up to 40 characters Examples: NUREG/CR-0927 Reg Guide 1.119	No
17	Keyword (MV)	Words or phrases used to describe the content of a document	May contain up to 244 characters	No

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18	Package Number	Indicates the Accession Number of the ADAMS package in which the document is contained. Note: Because this property is not required and is being used by only few offices, users must not assume that a document is not in a package if there is no value in this property.	May contain up to 254 characters	No
19	Document Date Received	Date the document was received by the office at NRC May be used to record receipt date of time sensitive material	MMDDYYYY	No
20	Date Docketed	Date the document was officially accepted by NRC's Office of the Secretary as part of an adjudicatory record of an agency hearing	MMDDYYYY	No
21	Related Date	Date related to an event discussed in a document, such as an LER date, meeting date or an inspection date. The first date is used if an event spans more than one day	MMDDYYYY	No
22	Comment	Additional textual information deemed important about the document Comments can be added after a document has been entered into ADAMS	May contain up to 256 characters	No
23	Vital Records Category	A code that identifies a document's status as a Vital Record	End users choose from a list of values displayed by the system The default value is "No".	Yes
24	Document Status	Captures information about special categories of documents such as the Electronic Hearing Docket or Licensing Support Network	May contain up to 50 characters	No
25	Media Type	The material/environment on which the information is inscribed. By using this property in combination with other properties, objects which can not be stored electronically in ADAMS could be described in an ADAMS record for inventory, tracking and retrievability purposes	End users choose from a list of Media-type values displayed by the system Default value is "Electronic".	Yes

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26	Physical File Location	A code that identifies where the record material is physically located. In the Legacy Libraries, The PDR and CF file locations are strung together	May contain up to 120 characters Examples: ADAMS ACRS-3062-970611 The default value is "ADAMS".	Yes
27	FACA Document	Identifies documents covered by the Federal Advisory Committee Act	End users choose from a list of values displayed by the system The default value is "No".	Yes
28	Date to be Released	The date on which a document is to be made publicly available	MMDDYYYY	No
29	Distribution List Codes	Code used to provide distribution notification of the document to recipients	End users choose from a list of values displayed by the system	No
30	Contact Person	The person/organization primarily responsible for the document	May contain up to 40 characters Format to be determined by local office	No
31	Text Source Flag	Indicates when the searchable full text of a document may not be 100% accurate due to OCR conversion	End users choose from a list of values displayed by the system	Yes
32	Official Record	Indicates the status of the document as an official agency record	Yes/No. This property is systematically assigned.	Yes
33	Document Sensitivity	Indicates sensitivity of the information contained in the document Example: Privacy Act information Copyright material	End users choose from a list of values displayed by the system	Yes

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