



UNITED STATES  
NUCLEAR REGULATORY COMMISSION  
WASHINGTON, D.C. 20555-0001

OFFICE OF THE  
INSPECTOR GENERAL

December 18, 2009

MEMORANDUM TO: R. William Borchardt  
Executive Director for Operations

FROM: Stephen D. Dingbaum */RA/*  
Assistant Inspector General for Audits

SUBJECT: STATUS OF RECOMMENDATIONS: AUDIT OF NRC'S  
PROCESS FOR PLACING DOCUMENTS IN THE ADAMS  
PUBLIC AND NON-PUBLIC LIBRARIES (OIG-07-A-16)

REFERENCE: DIRECTOR, OFFICE OF INFORMATION SERVICES,  
MEMORANDUM DATED NOVEMBER 13, 2009

Attached is the Office of the Inspector General's analysis and status of recommendations 3 and 6 as discussed in the agency's response dated November 13, 2009. Based on this response, recommendations 3 and 6 are closed. Recommendations 1, 2, 4, 5, 7, and 8 were closed previously. All recommendations related to this report are now closed.

If you have any questions or concerns, please call me at 415-5915 or Beth Serepca, Team Leader, at 415-5911.

Attachment: As stated

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## Audit Report

### AUDIT OF NRC'S PROCESS FOR PLACING DOCUMENTS IN THE ADAMS PUBLIC AND NON-PUBLIC LIBRARIES

OIG-07-A-16

#### Status of Recommendations

Recommendation 3: After MD 3.4 and supporting guidance are updated and consolidated, conduct a training needs analysis and develop appropriate training for staff with responsibilities for determining whether ADAMS records should be publicly or non-publicly available.

Agency Response Dated  
November 13, 2009:

The Office of Information Services (OIS) staff has worked with the Office of Human Resources to develop and incorporate appropriate training for staff with responsibilities for determining whether Agencywide Documents Access and Management System (ADAMS) records should be publicly or non-publicly available into the existing ADAMS training courses available at the Professional Development Center (PDC). The ADAMS training course manuals available at the PDC were revised at the end of the third quarter of fiscal year 2009 and the ADAMS Online Self-Study course was updated in August 2009. These ADAMS training materials were updated to include the new requirement for Non-Public documents, and provide reference to the revised MD 3.4 and supporting guidance that will help staff make informed decisions for determining whether documents should be publicly or non-publicly available.

OIG Analysis: OIG reviewed the revised MD 3.4 as well as the ADAMS Online training course manual and determined that the training needs analysis has occurred and appropriate training has been updated to include the requirement for determining whether an ADAMS record should be made a non-publicly available document.

**Status:** Closed.

## Audit Report

### AUDIT OF NRC'S PROCESS FOR PLACING DOCUMENTS IN THE ADAMS PUBLIC AND NON-PUBLIC LIBRARIES

OIG-07-A-16

#### Status of Recommendations

Recommendation 6: Conduct periodic assessments of the accuracy with which NRC staff are applying the agency's criteria for designating records as public or non-public by assessing a random sample of records against the agency's criteria for making these determinations.

Agency Response Dated  
November 13, 2009:

OIS conducted the first annual assessment in October 2009 of the accuracy with which NRC staff is applying the agency's criteria for designating records as public or non-public. A random sample of 100 Official Agency Records that were designated as public or non-public in ADAMS were reviewed following the agency's criteria outlined in MD 3.4 and the supporting guidance for records routinely released and those not routinely released to the public. Out of the 100 documents reviewed, the availability of 4 documents appears to have been incorrectly designated. The report of the first assessment conducted can be found in ADAMS under Accession Number ML092920208.

OIG Analysis: OIG reviewed the first annual random sample of records assessment to determine if the staff is applying the agency's criteria for designating records as public or non-public and determined that the first assessment was completed.

**Status:** Closed.