

May 31, 2013

TO: File

FROM: Anna Therese McGowan , Chief */RA/*  
User Services Branch  
Customer Service Division  
Office of Information Services

SUBJECT: ADAMS PUBLIC USER GROUP MEETING MINUTES, MAY 8, 2013

This memo accompanies the summary of the public meeting held on Wednesday, May 8, 2013, in the Public Document Room of the U.S. Nuclear Regulatory Commission. This was the 25<sup>th</sup> meeting of the ADAMS User Group.

**AGENCYWIDE DOCUMENTS ACCESS AND MANAGEMENT SYSTEM (ADAMS) USER  
GROUP MEETING**

**Wednesday, May 8, 2013**

**2:00–3:00 p.m.**

**U.S. Nuclear Regulatory Commission Headquarters**

**Public Document Room O1-F21**

**Agenda for ADAMS User Group Meeting Number 25**

1. General Announcements—Anna McGowan (2:00–2:10 PM)
2. Member Issues and Questions—Anna McGowan (2:10–3:00 PM)
3. Adjournment (3:00 PM)

## MEETING MINUTES

### 1. General Announcements (2:00–2:10 PM)

Anna McGowan, Chief, User Services Branch, Office of Information Services, opened the meeting at 2 p.m. She introduced the other U.S. Nuclear Regulatory Commission (NRC) staff in attendance. Staff members from the Customer Services Division (CSB), Office of Information Services (OIS), were Karen Danoff, Mary Mendiola, Bebbie Rhodes, and Sardar Zuberi. Mark Evans, Roy Choudhury, and Jake Zimmerman from OIS also participated.

Representatives from the following organizations used the telephone bridge to participate in the meeting: AREVA, MPR Associates, Lockheed Martin, Bechtel, Oak Ridge National Laboratory, Westinghouse, Luminant Power, and Winston and Strawn. A private citizen also attended the meeting.

Minutes for ADAMS User Group (AUG) meetings are available for review on the NRC's [AUG Web page](#), which is accessible from the [Web-based ADAMS](#) (WBA) page.

Anna McGowan notified the ADAMS User Group members about the OIS reorganization which took effect on April 7, 2013. Ms. McGowan explained that, with the reorganization, the Technical Information Center Section became the User Services Branch, and two librarians transferred to other branches in OIS. She asked users for patience as the staff adjusts to an increased workload and mentioned that there may be occasional delays in responding to user requests. If your document request is urgent, please highlight that fact in your request.

### 2. Member Issues and Questions (2:10–2:40 PM)

Ms. McGowan asked the participants if they had any questions about ADAMS.

Q1: Why are documents released individually before they are placed in a package?

A1: NRC technical staff may release individual components of a package sooner than others even though the general practice is to release packages in their final complete form. The practice is that released packages are not subsequently updated as new, related documents are released; instead, new packages are created and released. This is the current NRC policy on creating packages in ADAMS.

Q2: Why are there packages in ADAMS?

A2: Creating packages was a policy decision dating back to when ADAMS was created in November 1999. ADAMS packages can include, but are not limited to, FOIA requests and responses, and smaller documents that make up a much larger document.

Q3: Before NRC meeting summaries are released in ADAMS, can the accession numbers of the referenced documents in the meeting summary be publicly available? Is there a quality control check to verify that the referenced documents are also publicly available?

A3: OIS provides the platform (ADAMS) for offices to process and store their documents. Placing documents into ADAMS is the responsibility of the staff of the various NRC offices. Each project manager provides the document titles as well as the other profile components.

OIS staff processes the documents that they are given to be placed into ADAMS. The OIS Document Processing Center completes a quality control step before the documents are placed into Web-based ADAMS. Public ADAMS users may also contact the Public Document Room staff with questions or about errors in ADAMS documents. The Public Document Room staff then pursues the matter with the program office responsible for the document.

Q4: Who creates empty packages in ADAMS?

A4: This was a technical issue that has now been resolved by changes in the software.

Q5: What is the content of the information sent out through the ADAMS User Group distribution list? Who receives the information sent through the list? How can we receive information on operating reactor correspondence?

A5: The [ADAMS User Group distribution list](#) is maintained by the Public Document Room staff. Information sent out through the list is about ADAMS and the Public Document Room. Users who subscribe to the list will receive e-mail messages from this distribution list. The program offices are responsible for the different NRC e-mail distribution lists. Information on how to subscribe to NRC email updates on different topics is available at <http://www.nrc.gov/public-involve/listserver.html>.

Q6: In the May 7, 2013, ADAMS daily folder, there was an empty package with the accession number ML13120A228.

A6: As described above in the answer to Question 1, sometimes a package is released before its documents. A nonpublic document in an ADAMS package results in a package that is not publicly available. Publicly available documents in a package that is not publicly available are stored in ADAMS as standalone documents.

Since the meeting on May 8<sup>th</sup>, there have been 5 documents placed in the ADAMS package at accession number ML13120A228.

Q7: How many users subscribe to the ADAMS User Group distribution list?

A7: There are currently over 4,000 subscribers.

Q8: What is the typical time frame between when a document is received in the NRC to when it is placed into ADAMS as a publicly available document?

A8: It depends. For documents that are received from outside the NRC, the time varies, but it could be 5 days.

Q9: How accurate is the ADAMS search on the NRC's Web site?

A9: The search feature on the NRC's Web site uses Google to search the content of ADAMS documents as well as the NRC's Web site itself. Content search is also available in Web-based ADAMS. The Advanced Search feature in Web-based ADAMS provides the option to narrow down searches by including document properties in the search. There are currently over 800,000 documents in Web-based ADAMS.

Q10: Over the years, there have been different platforms for ADAMS. Is the ADAMS platform more stable now, or is there a plan for new software?

A10: The current platform is stable now. There is a plan to change the user interface, but no other changes are currently planned.

Some of the users complimented Web-based ADAMS.

Ms. McGowan mentioned that the PDR staff is always available to help ADAMS users. They are advocates for the public and can answer questions or pass along suggestions to the ADAMS developers.

Mark Evans mentioned that more research will be done on releasing all documents in packages at the same time.

Ms. McGowan concluded by thanking the participants for joining the meeting and reminded them that the next AUG meeting will be in November 2013. A call for agenda items will be sent out through the ADAMS User Group distribution list in the Autumn of 2013.

### **3. Adjournment (2:40 PM)**