

December 6, 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,  
OCTOBER 30, 2013

This memo accompanies the summary of the public meeting held on Wednesday, October 30, 2013 in the Public Document Room of the U.S. Nuclear Regulatory Commission. This was the 26<sup>th</sup> meeting of the Agencywide Documents Access and Management System (ADAMS) User Group.

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

**Wednesday, October 30, 2013**

**2–3 p.m.**

**U.S. Nuclear Regulatory Commission (NRC) Headquarters  
Public Document Room O1 – F21**

**Agenda for ADAMS User Group Meeting #26**

1. General Announcements—Anna McGowan (2:00–2:10 p.m.)
2. Member Issues and Questions—Anna McGowan (2:10–2:30 p.m.)
3. New Business or Questions—Anna McGowan; Mark Evans (2:30–2:55 p.m.)
4. Adjournment (3 p.m.)

## MEETING MINUTES

### 1. General Announcements—Anna McGowan (2:00–2:05 p.m.)

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 (CSD), Office of Information Services (OIS), were Karen Danoff, Mary Mendiola, Sardar Zuberi, and Jo Ann Resner. Mark Evans from OIS also participated.

Representatives from the following organizations used the telephone bridge to participate in the meeting: MPR Associates, Bechtel, Oak Ridge National Laboratory, Westinghouse, Luminant Power, and Winston and Strawn.

Minutes for ADAMS User Group (AUG) meetings are available for review on the NRC's [AUG Web page](#). This web page 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, two librarians transferred to other branches in OIS and have not yet been replaced.

Ms. McGowan also mentioned that the staff of the Public Document Room (PDR) has been posting the public meeting notices on the NRC [Public Meeting Notice Schedule](#) web page for almost 2 years. The program offices are scheduled to post the public meeting notices soon, which will allow the PDR staff more time to serve the public.

### 2. Member Issues and Questions—Anna McGowan (2:05–2:20 p.m.)

We have posted the answer to a question, which we received from some public users, about the correct docket number search format on the NRC Intranet site, [under "Frequently Asked Questions" for ADAMS](#). The users asked that we provide searching guidance for entering the 8-digit docket number, required for Web-based ADAMS, since it is often cited as a shorter number. We have added the method for searching a docket number, as requested. The site also has a list of licenses and docket numbers to make it easier to find that information as well.

### 3. New Business or Questions—Anna McGowan; Mark Evans (2:20–2:40 p.m.)

Mark Evans spoke about the plans to support a newer version of Internet Explorer (10) and any other new system enhancements that are planned for the next 6 months.

Web-based ADAMS testing is now completed for the Internet Explorer 7, 8, 9 and 10 browsers, as well as the Google Chrome, Mozilla Firefox, and Apple Safari browsers. Internet Explorer 6 is no longer supported by the NRC. Supporting Web-based ADAMS on the Internet Explorer 7 browser can limit the functionality; this could result in the NRC no longer supporting the Internet Explorer 7 browser next year. Mark asked the users which browsers they typically use to access Web-based ADAMS.

The default view of [Web-based ADAMS](#) currently shows the daily folder view on the left and a blank screen on the right. NRC is researching whether to expand the default view to the current

daily folder. Feedback from the ADAMS User Group indicated that this was not useful; defaulting to the previous day's folder would be more helpful.

Q1: Whom can we send questions to about ADAMS?

A1: Contact the Public Document Room staff at 301-415-4737 or at [pdr.resource@nrc.gov](mailto:pdr.resource@nrc.gov). The Public Document Room staff will forward the questions to the correct staff for a response.

Q2: Are there any new developments with ADAMS?

A2: The Agency wants to make it easier to access information on mobile devices. However, due to the sequestration, this will not happen quickly. Mr. Evans explained that some Web sites have a "device-ready" format option for smart phone users. The agency is working on a project which would allow the NRC Web site to be more mobile accessible with a "device-ready" format. He also asked the members if they would be interested in an ADAMS app for the Android and iPhone. Some users said this would be helpful in their work if it was available, especially for iPads.

Q3: When we do a search in the Public Library, why does our search strategy disappear when we click on the Public Legacy Library box to search the same strategy there? Can the Public Library and Public Legacy Library be searched together?

A3: The Public Library and the Public Legacy Library in Web-based ADAMS, Advanced Searches are two separate databases, so the first search would not be saved. We are identifying older popular key NRC documents to be digitized. As older documents are released under the NRC Freedom of Information Act (FOIA), they are being digitized and placed into Web-based ADAMS.

Another example of the digitization effort is the Office of the Secretary documents (SECY papers). When digitizing the SECY papers, one of the AUG members recommended that the staff requirements memoranda (SRMs) and the voting sheets also be digitized into Web-based ADAMS. Ms. McGowan said this suggestion was very helpful.

Q4: There are gaps in ADAMS for the SECY Commission Papers from November 1, 1999 to December 31, 2005. Do you have a complete record of these SECY papers?

A4: We will research this further. SECY Commission Papers from January 1996 to the present are also available <http://www.nrc.gov/reading-rm/doc-collections/commission/secys/>, but the documents on this web page are not in ADAMS.

The NRC ensures the integrity of Web-based ADAMS by running a monthly comparison with the publicly available documents in the internal ADAMS with those in Web-based ADAMS.

Q5: I paid for a copy of a 1991 SECY document to be made by the PDR's document duplication contractor, Best Copy and Printing, Inc., from microfiche to PDF. Can this document be added to ADAMS?

A5: Documents placed into Web-based ADAMS need to be Official Agency Records. The microfiche documents in the Public Document Room are not considered Official Agency Records. In addition, guidance needs to be followed from the National Archives and Records

Administration when placing documents into ADAMS. Documents reproduced by Best Copy and Printing, Inc. do not fit this criteria, so cannot be placed into ADAMS.

Q1: A user complimented the standardized titles in Web-based ADAMS. Another user agreed that the index in Web-based ADAMS is very useful.

A1: Thank you. The indexing is done by the NRC Document Processing Center.

Ms. McGowan concluded by thanking the participants for joining the meeting and reminded them that the next AUG meeting will be in the Spring of 2014. A call for agenda items will be sent out through the ADAMS User Group distribution list closer to the meeting date.

### **3. Adjournment (2:40 p.m.)**