

June 02, 2016

MEMORANDUM TO: File

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

SUBJECT: ADAMS PUBLIC USER GROUP MEETING MINUTES, MAY 18, 2016

This memo accompanies the summary of the public meeting held on Wednesday, May 18, 2016, in the Public Document Room of the U.S. Nuclear Regulatory Commission. This was the 31st meeting of the ADAMS User Group.

CONTACT: Anna T. McGowan, OCIO/CSD/USB  
(301) 415-7204

**Wednesday, May 18, 2016**

**2:00 P.M.–2:30 P.M.**

**U.S. Nuclear Regulatory Commission (NRC) Headquarters**

**Public Document Room O-1 F21**

**Agenda for ADAMS User Group Meeting #31**

1. General Announcements—Anna McGowan (2:00–2:10 P.M.)
2. Member Issues and Questions—Anna McGowan (2:10–2:25 P.M.)
3. New Business or Questions—Anna McGowan (2:25–2:30 P.M.)
4. Adjournment (2:30 P.M.)

Next Meeting: Autumn 2016

## **U.S. Nuclear Regulatory Commission Public Meeting Summary**

May 18, 2016

**Title:** Agencywide Documents Access and Management System (ADAMS) User Group Meeting

**Meeting Identifier:** ML16088A317

**Date of Meeting:** Wednesday, May 18, 2016

**Location:** U.S. Nuclear Regulatory Commission Public Document Room, Rockville, MD

**Type of Meeting:** Category 3

### **Purpose of the Meeting(s):**

To provide updates on the ADAMS system and answer questions from public ADAMS users.

### **General Details:**

The meeting began at 2:00 p.m. with introductions and general announcements by Anna McGowan. Five NRC staff members were present.

Approximately three members of the public participated in the meeting remotely using a teleconference line, and one attended in person. Four participants asked questions and provided comments. Meeting participants included representatives of Westinghouse and the Attorney General's Office.

The remaining portion of the meeting was dedicated to ADAMS User Group member issues and questions. The meeting ended at approximately 2:30 p.m.

### **Announcements:**

Anna McGowan stated that the Branch staff has recently heard from some users that there is a problem seeing the full text of an ADAMS document for which they have

received a hyperlink to connect them to the document. There isn't a problem if you search for the document directly in ADAMS but only when following a hyperlink. We understand that this problem is a result of some new, more secure connections that the agency has put in place to improve computer security of its systems. If you have experienced a similar problem in retrieving and seeing ADAMS documents, please let us know.

Ms. McGowan also followed up on a problem which we had earlier this spring. We heard that there were some issues with searching PDF documents. We discussed this matter with the technical support staff and we understand that it has been resolved. As we understand it, the problem arose from the way that the document was saved in ADAMS. We have reviewed the procedures with staff so that they are familiar with the correct process to store documents.

### **Public Participation Themes:**

During the public question and answer portion of the meeting, NRC staff received questions on the following topics. The following answers were either provided during the meeting or the questions were researched and the answers provided below:

- *Possible Impacts of the NRC's Project AIM on ADAMS*
  - *Question: Will Project AIM have an impact on ADAMS?*
  - *Answer: Right now, beginning with the fiscal year 2017 budget, there will be significant and increasing budget cuts for ADAMS through 2020. These reductions in resources will affect ADAMS maintenance and slow system improvements.*
  
- *Documents in ADAMS*
  - *Question: Why are some large industry documents classified as "Document Type: E-mail" in ADAMS?*
  - *Answer: Industry supplied documents, submitted as an e-mail with an attachment, should be segregated into two or more files and have individual accession numbers so that they can be profiled separately. Ideally, a package should be created for the overall submission (note with attachments), and each document within the package should be profiled separately. However, the handling and processing of each submission is the responsibility of the project manager, and project managers might not*

*all follow the same process. Agency staff members can add e-mail messages directly into ADAMS, so they may not search for the package or put all of the related documents in the same package. Entering the e-mail message (and its attachments) into ADAMS as a separate document also allows the project manager to assign a classification level to the e-mail message which might be different from the other documents in the package.*

- *Question: Was there a presentation handout at the ADAMS training session at the 2016 Regulatory Information Conference?*
- *Answer: No, there was not a handout distributed but, if users are interested, we can ask the presenter for permission to add the PowerPoint presentation to the meeting minutes when they are posted on the NRC's Internet site.*
- *ADAMS and Social Media*
  - *Question: Is there a forum for ADAMS users to communicate with each other about ADAMS?*
  - *Answer: Currently, there is not a specific forum for ADAMS users, but we have consulted with the NRC Office of Public Affairs regarding this question. They recommended that we write an [NRC Blog](#) post about using ADAMS, and then any member of the public will be able to post questions or make comments there about ADAMS at any time. As soon as we have posted this to the NRC Blog, we will also put a link to it on the [ADAMS](#) Web page and send a notice to the ADAMS User Group e-mail list. Anyone can subscribe to the ADAMS User Group e-mail list from the [ADAMS User Group](#) Web page.*

**Action Items/Next Steps:**

Anna McGowan asked the participants if there is still a need to hold the ADAMS User Group meetings twice a year, and, hearing no response, encouraged them to send an e-mail to [PDR.Resource@nrc.gov](mailto:PDR.Resource@nrc.gov) with any comments on that or any other ADAMS-related question.

The next [ADAMS User Group](#) meeting will be held in Autumn 2016.

**Enclosure:**

1. Meeting Announcement—[ML16088A317](#)