



UNITED STATES  
NUCLEAR REGULATORY COMMISSION  
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SEP 22 1980

MEMORANDUM FOR: William J. Besaw, Director  
Division of Technical Information  
and Document Control, ADM

FROM: R. Stephen Scott, Chief  
Document Management Branch, TIDC, ADM

SUBJECT: IMPACT OF DISCONTINUING DCS ON DOCUMENT MANAGEMENT  
BRANCH PROGRAMS AND RECOMMENDED IMPROVEMENTS IN DCS

Per Myrna Steele's request of September 22, 1980, we have examined the possible impact of discontinuing the DCS on the work of DMB. The following represents the major applications of DCS to the support services we provide to NRC:

1. Regulatory Information Distribution System (RIDS).

The Document Management Branch provides an open, sort, identification, control and dissemination support function for NRR and IE. More than 150 items submitted by licensees are identified for selective distributions each day. DCS provides maintenance for and production of automated distribution lists for this effort. Should DCS be discontinued, alternative means for accomplishing the effort would be required.

Conversion to a manual effort, assuming NRC requires the present turn-around-time, would require an additional 10 or 11 persons and an additional 800 square feet or more of additional space.

However, assuming no increase in staffing, the turn-around-time would become 5-7 days. Also 400 square feet of operational space would be required for effective control of backlog submittals.

In addition, there would result a significant loss in our ability to locate submittals and respond to staff and licensee queries regarding their status. To retain such capacity would require some type of locator system. The cost for such a system would be approximately \$360,000 per year, expressed in time-sharing costs.

2. PDR Accession List

DMB has been required to provide the PDR with a daily comprehensive listing of all 500 or more documents sent to the PDR each day as a prerequisite to their acceptance. If DMB had to produce the list manually, without the support of DCS, we estimate

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that we would require an additional 15-20 highly qualified persons. There would also be a substantial reduction in the number of factors indexed as well as in the quality of the final product. To maintain quality control and assure a useable list would require some form of ADP support. If purchased on time-sharing, we estimate the cost at \$10-15K per month.

### 3. Records Management

Title 44 requires each Federal Agency to maintain an efficient and effective records management program. DCS is intended to serve that end in two respects:

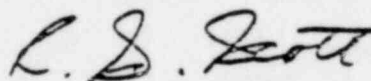
- Automatic record series indexing, identification and retrieval
- Conversion to microform for storage and retention.

Without DCS, an additional 5-8 persons would be required for the efforts listed above. In addition, NRC would be required to acquire contractor support for microform conversion and increase space and records storage equipment requirements substantially. Production of Docket 50 microforms alone, which are now provided by the National Technical Information Service through the use of the DCS data base, would cost more than \$250,000 per year.

No effort has been made to calculate other efforts, since continued DCS support was assumed in our planning.

DMB believes that DCS should be further utilized in paperwork management throughout NRC in efforts that will produce more assurance of document control, adequate dissemination and cost-effective applications and storage. For example:

1. RIDS should be expanded to provide a central agency point for receipt, control and dissemination of licensing information.
2. The "electronic mail" concept exists within the DCS framework and should be capitalized upon to reduce costly copying and distribution.
3. The DCS framework can logically be tied-into the Federal Information Locator System (FILS), and assist in meeting requirements of the new Federal Paperwork Reduction Act of 1980.
4. DCS can be used to identify gaps or miscues in the exchange of documentation between licensees and NRC.
5. DCS can be used to examine trends in issues, problems, etc.



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