



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

January 14, 2022

MEMORANDUM TO: File

FROM: Anna Therese McGowan, Chief */RA/*  
FOIA, Library, and Information Collections Branch  
Governance and Enterprise Management Services Division  
Office of the Chief Information Officer

SUBJECT: ADAMS PUBLIC USER GROUP MEETING MINUTES,  
NOVEMBER 16, 2021

This memorandum accompanies a summary of the 37<sup>th</sup> meeting of the Agencywide Documents Access and Management System (ADAMS) User Group. This public meeting took place virtually on Tuesday, November 16, 2021, through the Public Document Room of the U.S. Nuclear Regulatory Commission.

Enclosures:

1. ADAMS User Group Meeting Summary
2. Meeting Announcement: ADAMS Accession No. [ML21298A053](#)

CONTACT: Anna T. McGowan, OCIO/GEMSD/FLICB  
(301) 415-7204

**Tuesday, November 16, 2021**

**2:00 p.m. – 3:00 p.m.**

Teleconference

**Agenda for Agencywide Documents Access and Management System (ADAMS) User Group Meeting #37**

1. Welcome and General Announcements—Bebbie Rhodes (2:10–2:15 p.m.)
2. Member Issues and Questions—Staff, Office of the Chief Information Officer (2:15–2:40 p.m.)
3. Action Items/Next Steps—Bebbie Rhodes (2:40–2:45 p.m.)
4. Adjournment (2:45 p.m.)

Next Meeting: Autumn 2022

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

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

**Meeting Identifier:** ADAMS Accession No. [ML21298A053](#)

**Date of Meeting:** Tuesday, November 16, 2021

**Location:** U.S. Nuclear Regulatory Commission (NRC) Public Document Room (PDR), Rockville, MD—Teleconference

**Type of Meeting:** Category 3

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

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

### **General Details:**

The meeting began at 2:10 p.m. with introductions and general announcements by Anna McGowan, Branch Chief, and Bebbie Rhodes, Library Team Leader. Four NRC librarians attended.

Approximately 17 ADAMS User Group members attended, five of whom were NRC staff (Office of the Chief Financial Officer, Office of the Chief Information Officer). The members of the public represented Oak Ridge Associated Universities (contractors for the National Institute of Occupational Safety and Health); Winston & Strawn, LLP; Idaho National Laboratory; S&P Global Platts; Los Alamos National Laboratory; University of Wyoming; MPR Associates; and Boston Children's Hospital. All participants joined remotely, using a teleconference line.

The remaining portion of the meeting covered ADAMS User Group member issues and questions. The meeting ended at 2:45 p.m.

### **General Announcements:**

Visiting the Public Document Room

The PDR has a new location at One White Flint North P1-B35, as posted on [the NRC Web site](#). Coronavirus Disease 2019 (COVID-19) guidance for visitors to NRC facilities can be found at <https://www.NRC.gov>, under the "Spotlight" and "NRC COVID-19 Update" tags. The public can also contact the PDR librarians for more information.

Digitization of ADAMS Public Legacy Library Documents

Over 2 million documents have been digitized from the ADAMS Legacy Library. In cooperation with staff from the Office of Public Affairs, we have developed an instructional video to help users locate Legacy Library documents by using ADAMS Legacy Library accession numbers. We plan to create similar instructional videos in 2022 to support and promote user access to Web-based ADAMS. The "ADAMS How-To" video series is available from the NRC YouTube channel and is also linked from the NRC Web page at <https://www.nrc.gov/reading-rm/adams.html>.

## **Member Issues and Questions:**

**Member Question:** Will the NRC honor its commitment to the public to increase the number of displayed search results in public ADAMS in the coming year? Presently, there is a limit of 1,000 displayed results, which is inadequate for some searches.

**NRC Response:** The technical staff has been working on increasing the number of records displayed, but system performance issues have slowed progress. As a solution, we revised the indexing procedures and optimized the queries to improve performance and retrieval. At the start of 2022, we plan to increase the virtual resources on the server and remove the limit on search results. We will also monitor the server so that we can assess performance if slowness is detected after the limit is removed.

**Member Question:** Can you explain the nuances of how microfiche have been digitized and how to search for these documents? Were there any technical issues in getting the microfiche digitized? How many documents are still to be digitized?

**NRC Response:** To locate digitized documents, use an accession number from the ADAMS Legacy Library and go to the ADAMS Main Public Library. Select "Document/Report" in the Document Properties section, leave the operator field as "starts with," and enter "NUDOCS [space]" and the Legacy Library accession number as the value.

The NRC has digitized 2 million documents and added them to the ADAMS Main Library. We are still working to review and release a further few hundred thousand documents. For some records, we do not have metadata, so we must determine a process to add them to the Main Library. We are also working on digitizing a thousand boxes of Atomic Energy Commission documents. We have digitized 200, but until the Federal Records Center provides greater access to the physical documents stored there, we cannot gain access to them because of COVID-19 precautions. Currently, the Federal Records Center is only open for limited hours and is minimally staffed.

The PDR still has the publicly available Docket 50 microfiche, which have not yet been digitized. These records can be searched through the ADAMS Legacy Library, and copies can be requested through the PDR.

**Member Comment:** I am hoping Docket 50 will get digitized. That would help. Docket 50 is gold for plant histories.

**NRC Response:** We will follow up on this after the Office of the Chief Information Officer staff examines the Docket 50 microfiche in the PDR.

**Member Question:** Is the document copy contract still a viable option during the COVID-19 pandemic? Do we still have to establish an account with the contractor? Does the contractor do rush orders and/or do they typically turn around the order in 1 day?

**NRC Response:** We have been able to meet with the contractor during COVID-19. We give them the order, and they supply the documents to the requesters. We now meet with the copy contractor on a weekly basis as needed, rather than on a daily basis. Requesters do not need a prior account with the contractor, but they do need to provide credit card information when placing the order. There is no longer a provision for "rush" service, but the contractor usually complete orders on the same day it picks up the microfiche.

## **Action Items/Next Steps**

Bebbie Rhodes thanked participants for attending. The next ADAMS User Group meeting will take place in autumn 2022. The NRC will post an announcement of the meeting date and details on the [ADAMS User Group Web page](#) and in the NRC's [Public Meeting Schedule](#). The PDR librarians will distribute an announcement through the ADAMS GovDelivery Subscription Service [distribution list](#).

Enclosure:

1. Meeting Announcement: ADAMS Accession No. [ML21298A053](#)