

November 17, 1999

MEMORANDUM TO: Those on the Attached List

FROM: Stuart A. Reiter /s/
Acting Chief Information Officer

William D. Travers /s/
Executive Director for Operations

SUBJECT: POLICY ON TIMING THE RELEASE OF DOCUMENTS TO THE PUBLIC
IN THE ADAMS ENVIRONMENT

In the ADAMS environment, electronic images of agency records of the type covered in Management Directive (MD) 3.4, "Release of Information to the Public," will be made available to the public in an ADAMS "library" on the NRC external Web server. It is important for NRC to establish a policy for timing the release of documents not covered by an exception so that the staff has specific guidance and the public has a uniform expectation of when documents will be available on the external Web site.

The current system for sending paper documents to the Public Document Room (PDR) builds in some delays in giving the public access to NRC documents. Although some people have complained to the NRC about the delayed availability of NRC documents to the public, the current delay has the following positive aspects:

1. **Courtesy.** When incoming correspondence is mailed to the NRC, or when NRC mails outgoing correspondence, several days usually elapse before the recipients or the addressees actually receive this mail. Thus, there is some delay before this "nonelectronic" correspondence is available to the public; this normal delay gives the original recipients time to evaluate their mail before a wider audience sees it.
2. **Caution.** The delay before material is available to the public allows NRC to withdraw any documents that it may mistakenly have approved for release. For example, incoming documents occasionally contain proprietary or privacy-type information that is not clearly marked. Because of the current delay, the staff has time to notify the OCIO's Document Control Desk and prevent their release.

The following uniform general policy for timing the release of documents to the public will become effective on January 1, 2000, when NRC staff begins to routinely enter their documents into ADAMS. OCIO is already implementing the policy for newly received documents from external entities that are processed by its contractor through the Document Processing Center. Exceptions to this policy will be documents that require **immediate release** or a **longer delayed release**.

General Release Policy

1. **Newly received documents from external entities** shall be released **3 working days** after they are added to the ADAMS Main Library. This delay will provide time to prevent the release to the public of any incoming documents mistakenly approved for release, such as documents containing proprietary information or potential allegations.
2. **Documents produced by the staff addressed to external entities** shall be released **3 working days** after the date of the document. In the case of document packages (i.e. a cover letter with one or more attachments), the release date would be 3 days after the date of the cover letter. This delay will give the staff enough time to contact the addressee, if appropriate, by e-mail, facsimile, or phone before the document is made public.
3. **Documents produced by the staff addressed to other internal addressees or documents with no specific addressee** shall be released **3 working days** after the date of the document. This delay will give the recipient an opportunity to read it before the document is made publicly available.

Documents sent to the agency and final staff-produced documents should be promptly added to ADAMS and declared as Official Agency Records. Documents will be automatically copied to the public server based on the values entered in two fields in the ADAMS document profile: the public availability value in the "Availability" field and the date in the "Date to be released" field.

The attachment to this memorandum contains the exceptions currently listed in MD 3.4. Please review this list and, as appropriate, send any additions or corrections to Russell A. Powell, Chief, Information Services Branch, OCIO, by December 15, 1999. This request reflects activity 16 of the ADAMS Model Office Deployment Plan.

Attachment: As stated

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DISTRIBUTION:

- ADAMS Partners
- ADAMS System Administrators
- ADAMS IM Project Team
- OCIO Division Directors
- OCIO Branch Chiefs
- OCIO Section Chiefs

* SEE PREVIOUS CONCURRENCES

DOCUMENT NAME: G:\IMD\ISB\Branch General\Adams\Timing of Release of Records

To receive a copy of this document, indicate in the box: "C" = Copy without enclosures "E" = Copy with enclosures "N" = No copy

OFFICE	FOIS	C	ISB	IMD	OCIO	EDO
NAME	CAReed*		RAPowell*	LScattolini*	SRieter*	WDTravers
DATE	11/12/99		11/12/99	11/15/99	11/15/99	11/17/99

Attachment

Exceptions to the Policy Document Types Listed In Management Directive 3.4 as Having Specific Release Conditions

DOCUMENT TYPE	CURRENT RELEASE CONDITIONS
1. Notification of significant enforcement actions	After enforcement action is taken
2. Documents related to byproduct material licenses (10 CFR Parts 30 through 39)	Documents are placed in the PDR in microfiche after the license is issued.
3. Route approval letter to licensee	After 10 days of the last of a series of shipments in a shipping campaign
4. SECY papers on export or import applications for license or amendment	Release 3 days after receipt by the Commissioners
5. Nonsensitive information papers	Ten business days after issuance of the paper
6. Nonsensitive SECY papers not listed elsewhere	Immediately after final Commission action
7. Commission staff requirements memoranda, voting records, and Commission action memoranda (COM)	Immediately after final Commission action
8. Congressional and executive correspondence	Five working days after it is sent to recipient
9. Generic requirements proposed to CRGR (attachments to CRGR meeting notice transmittal memoranda)	Attachments are made public after the NRC has considered the proposed requirements in a public forum or has decided the matter addressed in the proposed requirements.
10. CRGR meeting minutes	Made public after the NRC has decided the matter addressed in the minutes
11. Contract solicitation documents (requests for proposals)	Maintain in the PDR until solicitation closing date

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Commissioner McGaffigan	O-16	C1
Commissioner Merrifield	O-16	C1
B. John Garrick, Chairman, Advisory Committee on Nuclear Waste	T-2	E26
Dana A. Powers, Chairman, Advisory Committee on Reactor Safeguards	T-2	E26
John T. Larkins, Executive Director, Advisory Committee on Reactor Safeguards/Advisory Committee on Nuclear Waste	T-2	E26
G. Paul Bollwerk, III, Chief Administrative Judge, Atomic Safety and Licensing Board Panel	T-3	F23
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John F. Cordes, Jr., Acting Director Office of Commission Appellate Adjudication	O-15	D21
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Dennis K. Rathbun, Director, Office of Congressional Affairs	O-16	C1
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Annette Vietti-Cook, Secretary of the Commission	O-16	C1
Frank J. Miraglia, Jr., Deputy Executive Director for Reactor Programs	O-16	E15
Carl J. Paperiello, Deputy Executive Director for Materials, Research and State Programs	O-16	E15
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Samuel J. Collins, Director, Office of Nuclear Reactor Regulation	O-5	E7
Ashok C. Thadani, Director, Office of Nuclear Regulatory Research	T-10	F12
Paul H. Lohaus, Director, Office of State Programs	O-3	C10
Frank J. Congel, Director, Incident Response Operations	T-4	D18
Hubert J. Miller, Regional Administrator, Region I	RGN-I	
Luis A. Reyes, Regional Administrator, Region II	RGN-II	
James E. Dyer, Regional Administrator, Region III	RGN-III	
Ellis W. Merschoff, Regional Administrator, Region IV	RGN-IV	