

**TRANSMITTAL OF MEETING HANDOUT MATERIALS FOR
IMMEDIATE PLACEMENT IN THE PUBLIC DOMAIN**

*This form is to be filled out (typed or hand-printed) by the person who announced the meeting (i.e., the person who issued the meeting notice). The completed form, and the attached copy of meeting handout materials, will be sent to the Document Control Desk on the same day of the meeting; under no circumstances will this be done later than the working day after the meeting.
Do not include proprietary materials.*

DATE OF MEETING

11/18/1999

The attached document(s), which was/were handed out in this meeting, is/are to be placed in the public domain as soon as possible. The minutes of the meeting will be issued in the near future. Following are administrative details regarding this meeting:

Docket Number(s)

Plant/Facility Name

TAC Number(s) (if available)

Reference Meeting Notice

1999-1050

Purpose of Meeting
(copy from meeting notice)

Discuss the status of ADAMS and address public

comments that have been received about the system.

NAME OF PERSON WHO ISSUED MEETING NOTICE

Elizabeth Yeates

TITLE

Chief, Public Document Program Section

OFFICE

Office of the Chief Information Officer

DIVISION

Information Management Division

BRANCH

Information Services Branch

Distribution of this form and attachments:

Docket File/Central File

PUBLIC

PDR ORG.

DF03

1. INTRODUCTION

Presenter: Francine Goldberg, Director
Information Management Division
Office of the Chief Information Officer

Purpose of Today's Meeting

- Provide the Public with Status Information on NRC's New Agency Documents Access and Management System (ADAMS)
- Solicit Public Feedback on Initial Experience with ADAMS

Meeting Agenda
Agencywide Documents Access and Management System
(ADAMS)

11/18/99, 9:00 am - 11:00 am

1. Introduction - Francine Goldberg
2. Status of ADAMS - Francine Goldberg
3. ADAMS Support Provided by the NRC Public Document Room - Elizabeth Yeates
4. Suggestions for Improving ADAMS - Betsy Shelburne
5. Plans for pre-ADAMS Public Document Room Collection and Status of the Former Local Public Document Room Collections - Elizabeth Yeates
6. Questions and Answer Session, Discussion - Betsy Shelburne

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What is ADAMS?

- An On-Line Document Search and Retrieval System
- Built on Commercial Document Management Software
- Used by Both NRC Staff and the Public
- An Improvement Over Previous NRC Systems Available to the Public (NUDOCS and the BRS)
 - All new documents available in full text
 - Documents available faster (days versus weeks)
 - Broader access via the Web

How ADAMS Fits In to Overall Public Service Strategy for NRC Documents

Level of Experience with NRC Documents	Typical Document Retrieval Needs	Best Approaches for Document Retrieval
Very Experienced (regular users of NUDOCS and the BRS)	Retrieval needs include variable, complex searches for many document types	ADAMS Find ADAMS Folders Saved Searches NRC Website PDR Reference Librarians
Some Experience	Recurring need for specific types of documents	ADAMS Folders Saved Searches NRC Website PDR Reference Librarians
Limited Experience	One-time or infrequent retrieval needs	PDR Reference Librarians

What ADAMS Is Not

- A Web-Based Document Search Engine
- A Tool that Can be Effectively Used Without
 - Some Knowledge of NRC Documents and the Bibliographic Information Used to Describe them in ADAMS
 - Some Practice and/or Reference to the Users Guide
- A Replacement for the NRC Web Site
- A Replacement for PDR Service to the Public

Resources to Help Use ADAMS Successfully

- ADAMS Users Guide
- Free Training at the NRC Public Document Room
- PDR Assistance Available by phone, fax, or e-mail

User Survey

- Purpose was to help decide how to configure ADAMS public access software
- Survey Sent to LPDRS and Posted on the Web and BRS
- 54 responses from LPDRS, 11 responses from other public users
- Questions directed at Internet access and operating environment

Survey Results

- All respondents had web access
- All had one of the two leading Web Browsers
- All had MS Windows
- Results were used to configure CITRIX software used to access ADAMS

2. STATUS OF ADAMS

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Status of ADAMS - ADAMS Web Page Usage 10/17 through 11/15

- 5,038 page views
- 3,718 sessions
- PERR was 11th most frequently accessed NRC web page

Policy on Timing the Release of Documents to the Public

- Newly received documents from external entities - 3 working days after being added to the ADAMS Main Library
- Documents produced by the staff addressed to external entities - 3 working days after the date of the document
- Documents produced by the staff addressed to other internal addressees or documents with no specific addressees - 3 working days after the date of the document
- Exceptions - documents requiring immediate release or a longer delayed release

Status of ADAMS - ADAMS Libraries

- New Process - Still has some kinks
- Roughly 244,000 Bibliographic Records available in Legacy Library as of 11/16
- 1226 Documents loaded in PARS as of 11/16
- Special Folders

Status of ADAMS - Document Processing

Statistics for November

- Received 3466 Publicly Available Documents
- 960 Documents Copied to the Public Server
- 2506 in process or waiting to be processed

Contractor Overtime Has Been Authorized to Eliminate Backlog

Reasons for backlog

- Parallel processing of documents into NUDOCS and ADAMS
- New System (hardware, software) with new processes and procedures
- Learning curve for contractor staff

Steps we are taking to prevent future backlog

- Evaluate processes and procedures and modify to maximize contractor staff's productivity
- Monitor performance
- Continually reassess system and NRC's policies and procedures for improvements

Status of ADAMS - Installation, User Configuration

- 29 problems with Installation reported and resolved to date
- Most frequent involved MS Internet Explorer, Corporate LANs/Firewalls
- Revised Installation Procedures Posted on ADAMS Web Page on 11/15
- Daily Status Meeting to Review Outstanding Problems and Address

3. ADAMS SUPPORT PROVIDED BY THE NRC PUBLIC DOCUMENT ROOM

Presenter: Elizabeth Yeates, Chief
Public Document Program Section

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**Technical Reference Librarians, October 14, 1999
through November 12, 1999**

	Total	Oct.	Nov.
Instruction/Orientation	33	18	15
Ready Reference (short questions/responses)	80	57	23
ADAMS Searches	10	0	10
Troubleshooting	78	43	31
Hardware	1	0	1
Software	66	42	24
Search/Retrieval	11	1	10

	Total	Oct.	Nov.
Consultation with ADAMS Systems Administrators	7	6	1
Hardware	0	0	0
Software	6	6	0
Search/Retrieval	1	0	1
Grand Total	208	124	84

Detail on Troubleshooting - Software Issues:

Resolved:

Citrix download and instructions	32
Viewing	8
Plug-in (Netscape/Explorer)	6
Miscellaneous	5

Unresolved (Nov. 17, am):

- Citrix download: 1 (Status: Appears to be a firewall issue. Discussions are continuing between user's and NRC's technology staffs.)
- PDR Public ADAMS Printer (Status: NRC technology staff and NRC/PDR staffs continue with problem resolution.)
- Change requests: 15

4. SUGGESTIONS FOR IMPROVING ADAMS

Presenter: Betsy Shelburne
 ADAMS Support Team

PROCESS FOR EVALUATING PROBLEMS & SUGGESTED CHANGES

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1. Problems or Change Requests are Reviewed by PDR

Changes related to the foldering schema, Saved Searches, and other uses of current features are handled by PDR. PDR also handles changes to the Users' Guide and improvements to the introductory Web Pages and **ADAMS Users Guide**.

2. Other problems or changes are submitted to an ADAMS Point of Contact

Problems are categorized and forwarded to appropriate group for consideration.

Categories are:

- 1. Initial Software Load and Citrix Setup Issues**
 - 2. Commercial Software Upgrades**
 - 3. Custom Software Change**
 - 4. Fix ADAMS Software Bugs**
 - 5. Data Entry Standards & Practices**
 - 6. Changes in Software Settings**
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3. The resources (staff, contractors and/or money) vary depending on the type of change requested.
 4. For changes falling under Categories 2, 3, & 4, a Change Request Form is prepared and sent to the ADAMS Configuration Control Board (CCB)

5. If approved for evaluation by CCB, the request is sent to the contractor for impact analysis and cost estimate
6. Analyzed requests are then prioritized by the CCB for incorporation in future releases
7. Funding level for enhancements uncertain at this time. Right now we are addressing only those with no coding required

Type of Change	Suggested Change	Status of Change Request
Initial Load & Citrix Setup Issues	Maximize the Citrix ICA window to full screen size	Change has been made in new edition of PERR page.
	Improve the screen overlay. Problem: when the user opens ADAMS Find and views documents, the scroll bar disappears, and it is difficult to determine which scroll bars go with which windows. As the result, users frequently close all of ADAMS, rather than the window they are in. It appears that the new windows do not necessarily pop up over the old window but rather under the original window.	Change has been made in new edition of PERR page.
Commercial software upgrade	Add "Date = to" in the date choices.	We will propose the enhancement to the software vendor.
Custom Software Change	Make the treatment of packages consistent. Example: In a simple search, packages are counted separately; in an advanced search, they are combined into a total count of documents. In addition, expand the explanation of packages in the Public Users' Guide.	Suggestion under evaluation.

Type of Change	Suggested Change	Status of Change Request
Custom Software Change, cont.	Improving search time in the Legacy Library.	Performance issues are being evaluated. Recommendations are expected by the end of November.
	Take the public user directly into ADAMS Find, rather than into Document Manager. Users can go to Advanced Search and use the button to find the folders. Currently, users who have gotten into Document Manager become confused and think the folders are the database and nothing else exists.	Suggestion under evaluation. Agree that more information is needed on the initial screens.
Fix Bugs	Packages -- Allow a report to be created, even if one or more packages are included in the search results.	Fix being developed.
	Increase the system sensitivity of clicking in Advanced Search to select a property. Now, a "normal" click reverts to accession number. The user must know to click hard or twice to get the desired field.	Fix requested.

Type of Change	Suggested Change	Status of Change Request
Data Entry Stds & Practices	Include the SECY number in the title. Two users have raised this issue. Do we know the SECY response to your forwarding it?	Suggested practice will be proposed to SECY.
	Increase the number of fields/properties that are required if applicable (i.e., a null value would be used if not applicable), especially the docket field.	Suggestion under evaluation.
	Lengthen the title field in order to enable the user to determine from it whether or not the document is what he/she wants.	New indexing practices, including Title field content, are being developed with the staff. Returning to the more descriptive Title is being considered.
	Use a controlled vocabulary (user input).	Was considered. Resources required are not available.

Type of Change	Suggested Change	Status of Change Request
Changes in software settings	Develop a canned display, such as a skim format, that is either a default or a choice from a list. Currently, the default is a short title and the search properties used, not very helpful.	In Advanced Search, user can setup and save a format for their own reuse.
	Change the database default to PARS (which is what PDR staff had requested at the outset, since new documents are of greater interest to the public as a whole) and stay in the same library until the user chooses to change to the other. Now, on logging into PARS and going to Find and on moving from Simple to Advanced Search, the system always defaults to the Legacy Library.	Suggestion under evaluation. Not expected to be a problem.
	Increasing the number of concurrent users. (PDR has had only one case thus far of a user's being shut out by the present limit of 15. However, as the database grows and becomes more useful, the number of users would be expected to increase.)	Licensing Agreement is being modified. Expected increase to 65 will occur in December.

ENHANCEMENTS COMING IN THE NEXT RELEASE

Ordering Copies of Documents On-line

On-line Help Information

5. PLANS FOR PRE-ADAMS PUBLIC DOCUMENT ROOM COLLECTION AND STATUS OF THE FORMER LOCAL PUBLIC DOCUMENT ROOM COLLECTIONS

Presenter: Elizabeth Yeates, Chief
Public Document Program Section

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Plans for the pre-ADAMS Public Document Room (PDR) Collection and the ADAMS Public Databases

- The ADAMS Public Legacy Library database records (bibliographic description and full-text when it is available) and microfiche will be retained for the same length of time as the ADAMS Internal Legacy Library Database.
- The ADAMS Publicly Available Records System database records will be retained for the same length of time as the records located in the ADAMS Internal Main Library Database.
- PDR reference material will be retained for the same length of time as the corresponding records in the ADAMS Legacy Library databases or until no longer needed.

Plans for the pre-ADAMS Public Document Room (PDR) Collection and the ADAMS Public Databases

- Paper copy PDR documents created before 01/01/2000 will be retained until 01/01/2002.
- They will be stored off-site upon the move of the PDR to White Flint in September, 2000. Between Nov., 1999 and Jan., 2002, detailed records of usage will be kept. Based on an analysis of that data, at appropriate intervals, recommendations will be made on which paper copy documents, both represented and not represented in microfiche, can be destroyed. Factors to be considered will include, but not be limited to, public usage and availability of the documents at another location. The public will be given adequate notice of plans prior to destruction of the collections.

Status of the Former Local Public Document Room (LPDR) Collections

- Of the 86 LPDR host libraries, 66 decided to retain their pre-ADAMS collections following the phase out of the LPDR program at the end of Fiscal Year 1999.
- Of the 73 libraries with 48X microfiche collections of documents released from January, 1981 forward, 19 decided not to retain the collections. The Government Printing Office/Federal Depository Library Program (FDLP) has assumed these 19 collections plus 28 others already held in FDLP libraries. The 19 will be moved to Regional or Selective Depository Libraries. Documents in the FDLP are permanently accessible to the public unless disposition is approved by the FDLP, which is very rare. A list of libraries retaining or about to receive these microfiche collections may be found at <http://www.nrc.gov/NRC/PDR/oldlpdrs.htm>.

6. QUESTIONS AND ANSWER SESSION

Discussion Leader: Betsy Shelburne

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