UNITED STATES
NUCLEAR REGULATORY COMMISSION
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January 25, 2023

MEMORANDUM TO: File

FROM: Stephanie Blaney, Acting 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, 2022

This memorandum accompanies a summary of the 38th meeting of the Agencywide Documents Access and Management System (ADAMS) User Group. This public meeting took place virtually on Wednesday, 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. ML22286A045

CONTACT: Anne Goel, OCIO/GEMSD/FLICB/LT
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Wednesday, November 16, 2022
2:00 p.m. – 3:00 p.m.
Microsoft Teams Web Meeting

Agenda for Agencywide Documents Access and Management System (ADAMS) User Group Meeting #38

1. Welcome—Bebbie Rhodes

2. Overview of Public Document Room services – Bebbie Rhodes

3. Update on effort to digitize historical NRC documents—Staff, Office of the Chief Information Officer

4. ADAMS instructional videos – Bebbie Rhodes and Anne Goel

5. Member issues and questions

6. Adjournment

Next Meeting: Autumn 2023

U.S. Nuclear Regulatory Commission Public Meeting Summary

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

Meeting Identifier: ADAMS Accession No. ML22286A045

Date of Meeting: Wednesday, November 16, 2022

Location: Microsoft Teams Web Conference

Type of Meeting: Category 3

Purpose of the Meeting(s): To provide updates on ADAMS and answer questions from public ADAMS users.

General Details:
Bebbie Rhodes began the meeting at 2:00 PM by introducing herself and asking the members of the Library Team to introduce themselves, followed by other NRC employees present and any participating members of the public who wished to do so.

Approximately 11 NRC employees and 24 public users were present, who represented a variety of organizations.

Overview of Public Document Room services:

As has been the practice since 2014, the Public Document Room librarians continue to rely on e-mail and telephone access to respond to user requests. During the past three years, when physical access to the agency changed to a hybrid model, this established practice supported the agency's mission of openness and transparency for ADAMS public users. Ms. Rhodes gave the contact information for the Public Document Room (PDR) and emphasized contacting the PDR librarians to set up appointments to use the collection.

Update on effort to digitize historical NRC documents:

Ms. Rhodes then asked NRC Office of the Chief Information Officer (OCIO) staff to provide an update on the digitization of NRC records. Digitization started in July 2019 with NUDOCs (110,000 microfiche, 114,000 aperture cards which totaled 2.4 million documents and 43 million images, both publicly and non-publicly available documents). Approximately 1.6 million digitized publicly available images are now available in ADAMS. They also digitized a large collection of print Atomic Energy Commission records. The digitization progress depends on available funding and resources. Most recently, 85 boxes of SECY (NRC Office of the Secretary) papers containing publicly, and non-publicly available documents were digitized during the past quarter. This project included 1980 case files, other case files, and subject files, etc. The team has just received 75 more boxes of SECY papers to complete. Examples of SECY papers include case files and commissioners' meeting minutes.

ADAMS instructional videos:

Ms. Rhodes described the project to develop short, instructional videos for searching ADAMS now available on the agency's YouTube channel. Anne Goel demonstrated how to find these videos from the NRC Internet home page. She showed the playlist which was created with the help of the Office of Public Affairs. She mentioned several of the topics and focused on the video which explained how to search for Legacy Documents that have been recently digitized.

Ms. Rhodes asked the participants to view the videos and send suggestions for additional videos. Ms. Goel then displayed the PDR page and the "contact the librarians" area from the NRC Library tab.

Member Issues and Questions:

Member Question: How to search for a specific address and the example was a historic building in Manhattan.

NRC Response: NRC PDR librarians demonstrated how to search for this information in ADAMS and also clarified what information is contained within public Web-Based ADAMS (i.e., publicly available documents generated by the NRC as well as those received from licensees). Also demonstrated was a search strategy for finding a Legacy Library document in the Main ADAMS Library.

Member Question: Is there any update on this action item from last year: Member Comment from 2021: I am hoping Docket 50 will get digitized. That would help. Docket 50 is gold for plant histories.

NRC Response: NRC OCIO staff responded that this collection is on the digitization list but funding for it is required. There are many Docket-50 plant documents which were digitized with the NUDOCS collection. The PDR Docket 50 collection also needs to be compared to what is stored at the Federal Records Center before digitization can begin.

Member Question: This situation could arise when a document references an accession number which is part of a package, but when the package number is used as the search term, the package is not found in Web-based ADAMS. Why is the package not listed?

NRC Response: A member of the NRC OCIO ADAMS team explained that there is a specific procedure for releasing packages to public Web-based ADAMS. If, in internal ADAMS, the package contains more than one publicly available document, the entire package will be labeled publicly available. If, however, there is only one publicly available document, the package will not be publicly available and the package will not appear in WBA though the publicly available document will be available.

Member Question: Often users find accession numbers in publicly available documents, but those accession numbers cannot be found in Web-Based ADAMS. It is a problem when non-public documents are cited in a public document. How to determine the availability status of documents other than contacting a librarian at the PDR? Are there any plans to have a listing or index of non-publicly available documents available for users. This listing or index would only show the accession numbers and SUNSI review status, not the full documents.

NRC Response: The suggestion will be taken into consideration, but this question has been raised previously (e.g., displaying non-publicly available bibliographical information in Web-Based ADAMS) and the agency response from NRC OCIO and Office of the General Counsel has been that this is not possible due to security concerns. Public users should continue to contact the PDR staff for assistance in confirming the public availability of documents. PDR staff can contact NRC project managers to ask for review of documents listed as "non-publicly available pending review" in the internal ADAMS database.

OCIO ADAMS staff added that they have suggested to the agency staff that they should not include links or accession numbers of non-publicly available documents in publicly available documents but that we do not know all office processes and we cannot always control what is done.

Members of the public can also use the Freedom of Information Act process to request non-public agency records, which may result in, at least partial, public availability of the document.

Adjournment:

The meeting ended at 3:00 PM. Mrs. Rhodes thanked everyone for their participation and affirmed that we would like the dialogue to continue. She also asked if these annual meetings should be continued and received positive support for continuing them. The next ADAMS User Group meeting will be planned for Autumn 2023. The next meeting date and schedule will be posted to the [ADAMS User Group webpage](#).