

Agencywide Documents Access and Management System (ADAMS) Program Overview

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Briefing Topics

- Definition of ADAMS
- Reason for Change
- Functionality
- Projected Benefits
- Status of Program
- What Will ADAMS Change?
- Wrap-up

Definition of ADAMS

Policies, processes, and software tools to manage most NRC official program and administrative records of lasting business value in an electronic rather than a paper-based environment.

Reason for Change

- Primary agency document management systems antiquated, costly, not Y2K compliant
- Stakeholder expectations
- Compliance with laws
- NRC staff's needs

Functionality

- A powerful suite of commercially available software products, augmented with custom code, that will allow the NRC to:
 - ▶ Receive and send documents in electronic form to NRC stakeholders (Electronic information exchange -EIE)
 - ▶ Enter and store newly received and created agency records in an electronic repository
 - ▶ Perform easy but powerful searches across large collections of documents
 - ▶ Permit workstation access to the full-text and images of documents
 - ▶ Place documents in an electronic workflow for electronic routing, concurrence, and distribution
 - ▶ Provide electronic public access to NRC documents
 - ▶ Automate most records management functions

Projected Benefits

- Faster, broader communication with NRC Stakeholders
- Improved ability to collaborate on document generation; track work-in-progress
- Faster, broader access to documents at every employee's desktop
- Improved integrity of information
- Reduced staff effort to file, destroy, retire NRC Records

Status of Program

- Document management and workflow software installed
- Staff training complete
- Public access module operational
- EIE pilot in place
- Records management module will be installed early CY 2000
- Offices working on deployment readiness activities

What Will ADAMS Change?

Current agency process for receiving incoming mail and distributing documents

Near-Term

- Multiple entry points as specified in NRC's rules
- Primary recipient of paper copy document will ensure it is:
 - Converted to an image (Tagged Image File Format - TIFF) for record purposes
 - Converted to ASCII using OCR (Optical character recognitions) for full text searching
 - Entered into ADAMS
- Electronic distribution of incoming documents

Current agency process for receiving incoming mail and distributing documents (continued)

When Rule Changes and EIE Program are in Effect

- Paper copy documents sent to single addressee/location
- Voluntary electronic submission in lieu of paper to single entry point (NRC Web) or location
- Electronic distribution of incoming documents
- Either electronic or paper copy distribution of outgoing documents, depending on recipient

Fees for services (Part 170 fees) will not be impacted by the manner in which documents are received.

Storage Medium of NRC's Official Records

- ADAMS will be NRC's official recordkeeping system in lieu of paper beginning January 1, 2000
- System has functionality that allows user to "declare a document an official record" and for records staff to file the document electronically in each office's file plan and control its retention and disposition
- Current processes for maintaining records of transactions will remain exactly the same except the record copy will be electronic rather than paper
- NRC records (both those that external stakeholders transmit to the NRC and NRC-generated documents) will be under the control of the NRC's records management staff to ensure their fidelity.

Maintaining “Living Documents”

- Documents that are kept up to date today by replacing segments at a time - traditionally, by pen and ink and replacement pages
- Base document voluntarily submitted by the utility in electronic form will become the record copy of the NRC
- OCIO is working with NRR to develop one approach to handling “living documents”; interacting with NIRMA Living Documents Working Group
- NRC will work through NEI and sponsor workshop with industry to develop a cost-effective approach

Searching Through Reams of Paper

- Regardless of their location (regional, HQ, resident inspector office, mobile), NRC staff will be able to retrieve full text and images of documents for which they have access rights from the electronic repository.

NRC's Public Information Dissemination Program

Will be covered in "Public Access to ADAMS" segment of today's meeting.

Wrap-Up

- NRC is in a steep learning curve
- Offices are only beginning to address ADAMS impact to their work processes
- Change and refinements to ADAMS program will occur over time
- We welcome industry's input and participation in aspects of the ADAMS program