

May 17, 2001

MEMORANDUM
 TO: Chairman Meserve
 Commissioner Dicus
 Commissioner Diaz
 Commissioner McGaffigan
 Commissioner Merrifield

FROM: William D. Travers */RA/*
 Executive Director for Operations

SUBJECT: CONTINUATION OF SENDING PAPER COPIES OF A SELECTED SET OF DOCUMENTS TO THE PUBLIC DOCUMENT ROOM

In a supplemental staff requirements memorandum (COMSECY 99-031), dated January 11, 2000, the Commission directed that the staff should continue to provide paper copies of certain publicly available documents to the Public Document Room (PDR) during the ADAMS transition. The Commission also directed that after ADAMS was fully implemented and the documents referenced in the SRM were available to the public via ADAMS, the Acting Chief Information Officer should recommend modification or termination of this transition activity.

Since the transition to ADAMS, paper copies of selected documents have been routinely made available in the PDR. The PDR moved from Washington, DC to One White Flint in September 2000. Now that the PDR has been in operation at One White Flint for six months and ADAMS has been the official agency record management system for about one year, the staff recommends a modification of the policy of having NRC staff send paper copies of documents to the PDR. The staff recommends discontinuing sending paper copies of most documents to the PDR except those documents that come from the Reproduction and Distribution Services Section because these documents are heavily used by the public and staff.

The basis for this modification is that most of the documents currently received by the PDR are already placed in ADAMS and are easily retrieved. Many of the documents are also available on the NRC web site. Those few categories of documents still needed in paper are of significant and lasting reference value to both the public and staff. See attachment for details.

SECY please track.

Attachment: As stated

cc: SECY
 OGC
 OCA
 OPA
 CFO
 OIP
 OIG

[ATTACHMENT](#)

DISCONTINUE PAPER COPIES TO THE PDR:

1. These documents are readily available in ADAMS. Effective Date: June 1, 2001.
 - SECY Papers
 - Commission Vote Sheets
 - Staff Requirements Memoranda (SRMs)
 - Commission Correspondence
 - Final copies of Commission Transcripts
 - NUREGS

2. The responsibility for retaining the record copy these documents will be transferred from the PDR to ADAMS beginning in FY 2002. Effective Date: October 1, 2001
 - FOIA

CONTINUE SENDING PAPER COPIES TO THE PDR:

1. Documents not consistently available in ADAMS.
(This will be reassessed in future to determine if paper copies can be discontinued.)
 - Proposed and Final Rules

2. Documents from Reproduction and Distribution Services used for reference purposes, including:
 - Regulatory Guides
 - Rules and Regulations
 - NUREGS (advance copies)
 - NUREG-0800 (SRP) and Updates including draft chapters for comment
 - Management Directives
 - NRC Inspection Manual

3. Large documents (including CD-ROMs) for which ADAMS is not used as the official agency record but which are publicly available such as:
 - Updated Final Safety Analysis report (UFSARs)
 - Final Safety Analysis Reports (FSARs)