

From: NRR_INFOREVIEW
To: Anthony Mendiola; James Clifford; Lakshminaras Raghavan; Richard Correia;
 Richard Laufer; Robert Gramm; Stephen Dembek
Date: Thu, Nov 1, 2001 4:13 PM
Subject: Release of SDP Worksheets

NRR is beginning a systematic review of public records accessible through ADAMS to determine if they might contain terrorist-sensitive information. It is likely those worksheets currently in ADAMS will be removed during this process.

A question was raised regarding the last several notebooks that we are preparing to send to licensees. For those transmittals being prepared or that are prepared in the future, please follow this process:

- (1) use the existing standard letter deleting any sentences that state that the notebooks are publicly available through ADAMS or the NRC web site.
- (2) Mark the cover-page of the notebook "NOT FOR PUBLIC DISTRIBUTION"
- (3) revise the cc: list to have them receive a copy of the transmittal letter without the enclosed notebook (i.e., cc w/o encl).
- (4) Dispatch letter and enclosure to licensee; letter only to cc: list. (note - PMs may want to inform licensees that the only written version is going to the addressee on the letter).
- (5) In ADAMS, make the letter publicly available, non-sensitive
- (6) In ADAMS, make the enclosure non-publicly available, sensitive, NRC Users = Viewers.
- (7) In ADAMS, create a package and include the two documents.

CC: Doug Coe; Elinor Adensam; Herbert Berkow; John Zwolinski; Marvin Sykes;
 Satwant Bajwa; Stuart Richards

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