

## STIP Managers Teleconference Wednesday, August 13, 2008

Teleconference Participants: Mimi Legan (CHO), Kevin Schmidt (SRS), Gayla Bratton (HNF), Kim Kindrew (TJLAB), Scott Gibson (ORAU), Marsha Fish (WCH), Leslie Brown, Debbie Caver (SRO), Gail McClusky (HQPR), Dale Clafflin (INL), Charlie Lovejoy (INLICP), Mona Higgins ( ), Janine Ford (NNSASC), Catherine Duerr (FNAL), Kim Johnson (ANL), Jerry Masee (LASO), Nancy Doran (PNNL), Mary Petersen (BNL), Sharon Jordan (OSTI), Kathy Waldrop (OSTI), Judy Gilmore (OSTI), David Bellis (OSTI), Jannean Elliott (OSTI), and Daphne Evans (OSTI)

**Harvesting Process Renamed** (Jannean Elliott) - Tagged Acquisition Protocols (TAP) is the new “umbrella” name for the current harvesting and batch upload processes. Both programs/systems allow submission of tagged metadata to E-Link per Document Type Definitions (DTDs). The difference is that the DTDs governing OSTI’s collection of STI metadata from site servers are customized per site, while the DTD governing site upload to OSTI’s server is generic. Another difference is that OSTI’s TAPPING of site servers is based on the requirement that sites must host their own full-text and allow E-Link to link to it from a citation. The batch upload system still continues to allow site-hosted full-text as well as upload of full text that is not available on the site. This means that STI with access limitations can be submitted via the batch upload method while OSTI’s automated collection of metadata from sites continues to be available only for STI with unlimited access. Jannean oversees both systems which are now the Tagged Acquisition Protocols.

Input of metadata to OSTI via any of the web-based 241 forms (241.1, 241.2, 241.3, and 241.4) is not part of TAP.

**Status on Patent Access Limitations** (Judy Gilmore for Patty Simmons) - A data clean-up effort is focused on the Access Limitation for patents or “PAT”. A number of older documents are marked “PAT”, a marking that is only valid for three years, and General Counsel indicated that this marking should be removed for those older documents. In working with General Counsel, it was determined that we can change the sunset implementation date to five years (rather than three) to allow sites more time and OSTI would be able to implement an automated release process. Sharon issued a memo via email to TIOs and STI Managers on this topic on Friday, July 25, 2008. Specifically, records should be reviewed by each site and the final implementation date is September 30, 2008. Sites may get a listing of records needing review by going to the Reports section in E-Link and choosing the ‘Patent Pending Documents’ under the ‘Reconciliation Reports’. The Reports section of E-Link is continually updated so it is recommended that sites print a copy of the report and check again prior to the September 30 deadline. Several things might cause new records to be added to the reports section such as Site Code cleanup efforts or the sunset date being reached for additional “PAT” records. It has always been the policy that any and all restrictions should be included in the bibliographic records when a document is submitted to OSTI. However, it is recognized that issues since 9/11 have changed the way we mark certain information. Therefore, for the current effort, please review and change the Access Limitation as appropriate on anything that does not already have another Access Limitation along with the “PAT”. For those documents that have another Access Limitation along with “PAT”, the “PAT” will be removed and the other Access Limitation(s) will apply. For those that only have “PAT” and have met the sunset date, they will be changed to “UNL” as soon as possible after September 30, 2008, and documents will be publicly accessible. A number of records do not currently have digitized full-text associated with them. Where digitized full-text is not currently available, a note will be added E-Link (under ‘Distribution/Access Limitation’ in the ‘Other Information’ field) that the document must receive review prior to digitization and public release, and that previously the Access Lim was “PAT”. That way, if a request is received for a document or a document is scanned for another reason that statement will serve

as a flag to initiate a secondary sensitivity review prior to public release of the document. This 'Other Information' field does not display in the bibliographic record in ECD or Information Bridge, but can be used to ensure proper handling. To discuss site specific questions, please contact Patti Simmons at 865-576-1290.

**STI Redaction Policy** (Judy Gilmore) - Much work has occurred during this past year to ensure procedures and processes are in place should an incident of Protected personally identifiable information OR PII occur. We now are updating and finalizing our internal policy and procedures for OSTI personnel to redact sensitive unclassified information from hardcopy and electronic documents. This policy applies to all sensitive unclassified information although a primary area relating to redaction at OSTI involves Protected Personally Identifiable Information (PII). This policy will of course address the various formats of technical reports at OSTI. As you know, documents may reside at OSTI in hardcopy format only (older documents), electronic format only, or both. This policy does not cover documents which are hosted by the originating site. Two overarching goals include: 1) redaction of hardcopy documents will be reflected in any associated electronic copy, and 2) under no circumstances will the master hardcopy document be redacted, but rather a photocopy of the necessary parts of a document will be used for redaction purposes. More details will be coming, but key to this process is communication between OSTI and DOE sites. For example, if we receive a request for an older document here at OSTI that we have in hardcopy format and during a review, it is discovered that an incident of PII information occurs on one page, that fact will be coordinated with the originating site to ensure that the document is properly redacted. In this instance, the site may opt to review the document and re-submit. If staff at a site finds it necessary to redact a document that OSTI maintains in hard-copy, OSTI should be notified so that the redaction can be incorporated into the master folder. This is just one more area that STIP representatives can coordinate together on, to ensure that the information is properly redacted, and that the metadata is updated if necessary.

**2009 STIP Working Meeting** (Kathy Waldrop) - The 2009 STIP Working Meeting has been set for Tuesday, April 21 thru Thursday, April 23, in Atlanta, Georgia at the Doubletree Hotel Atlanta-Buckhead. The website for the hotel is [http://doubletree1.hilton.com/en\\_US/dt/hotel/ATLBHDT-Doubletree-Hotel-Atlanta-Buckhead-Georgia/index.do](http://doubletree1.hilton.com/en_US/dt/hotel/ATLBHDT-Doubletree-Hotel-Atlanta-Buckhead-Georgia/index.do).

Since DOE Site tour participation was down in FY 2008 and travel to these areas can be more costly we decided to hold the meeting in a city where a major airline hub exists to reduce travel costs. Two areas were recommended by attendees during the 2008 STIP Working Meeting and the selection of Atlanta was based on several reasons.

1. More affordable proposals were submitted by Atlanta hotels.
2. The comments from STIP Managers were in support of having the meeting in Atlanta.
3. It has been five years since the meeting was held in the eastern part of the country.

Atlanta has a rapid transit system [MARTA](#) that runs from the Hartsfield Jackson International Airport to the Buckhead Station that is ½ from the Doubletree Hotel Atlanta-Buckhead. The hotel is located in an area where we can easily walk to a variety of restaurants for lunch and dinner. In addition, the hotel offers complimentary van service within a 3 mile radius.

Additional information regarding the meeting will be sent out to STIP Managers well in advance of the meeting, as well as be posted on the STIP Home Page. Please provide recommended topics so that they may be listed there. Questions should be directed to Kathy Waldrop at [waldropk@osti.gov](mailto:waldropk@osti.gov).

**OSTI News** (Sharon Jordan)

**Multi-Media STI** – OSTI is involved in a project to index multi-media types of STI. Microsoft has offered to index audio portion of multi-media types. OSTI needs 150 hours of multi-media to conduct this exercise. Sites are asked to provide multi-media files for use in this project. As a result of this project OSTI is expected to design a new project similar to Information Bridge, but for multi-media STI.

**NFAIS** – OSTI is a member of NFAIS. There is a survey regarding 72 best practices. NFAIS wants member so to comment on these practices. OSTI would like your comments so a list incorporating your practices and suggestions can be provided to NFAIS. Comments should be sent to Sharon by noon on August 26.

**INIS - Microfiche Digitization of STI Documents** – INIS has digitized over 14,000 STI documents for which they had microfiche. These items will be checked with the PII algorithm to check for potential protected PII before making these items available through the Information Bridge. The plan is to send a list of the documents that have been digitized along with information of those that fail the PII algorithm check as well as the reason for the failure.

**STIP Homepage** – Topics and presentations from the CENDI Meeting have been placed on the STIPWorks section of the homepage. Daphne Evans has taken over the responsibility for the STIP Homepage.

### **Miscellaneous**

The next STIP Managers Teleconference will be noon ET on Wednesday, October 8.