

## Table Topics

**Legacy Scanning:** Mary White (BNL) asked what sites are doing about legacy scanning. YMP is scanning as time permits. ORNL and LLNL are scanning. Asked about what they do with large reports, they noted that they send those to printing to get the spine cut off before they scan. SLAC used to scan on demand but now prioritizes collections and scans accordingly. One site noted they use Adobe Capture and keep the PDF and TIFF. LLNL archives on DVD.

**Report Numbering:** Teresa Garbaccio (BN) asked about adding "VG" to the end of report numbers of power point presentations. LLNL noted they review those but don't keep them. YMP has a catalog of working papers which are less formal than technical reports. Since the report number field is no longer a field standardized by OSTI, the numbering scheme is the choice of the originating site.

**ADA Compliance:** Bettie Moore (YMP) asked about 508 compliance. Pam Novak (PNNL) thinks documents are included in that requirement. Some labs don't think that they have to be 508 compliant; others suggest that it be built in the new sites and correct the old sites as time permits. Several are using Bobbie compliance. PNNL noted that Bobbie doesn't cover all the requirements. Pam noted that PNNL has documented their Section 508 policies and guidance for their STI Program and agreed to share it with the group. ([Click here to access the PNNL Section 508 guidance document.](#)) **Action:** Bettie has guidance from her web publisher on how to make tables and graphs 508 compliant and will share that with the STIP group; others should share similar information.

**Software License:** Sharon (OSTI) noted that the Department of Commerce has deemed that all software managed by RSICC is nuclear related and as such requires export control license agreements accordingly. OSTI is reviewing the language to determine if the ESTSC software license should be modified as well.

**Declassified STI:** Sharon asked about procedures or "change notices" for declassified documents. Several responded that they thought the OpenNet system had superceded the former procedure of paper forms for change notices. **Action:** Janine Ford will have the NSO representative raise this at the Classification Officers meeting, to be held the week following STIP meeting.

**Emergency/Contingencies for STI Archives:** Jackie Stack (LANL) said they give us links to STI, so they are the record keeper. She wanted to know what everyone's offsite archive plans were. At LANL, tapes are taken 10 miles away weekly. Mary Petersen noted that BNL has a vital records plan but STI is not included in that. They keep their record copy on paper. NREL also keeps paper as their record copy.