

Cannon AFB, New Mexico

**Using the AR/IR File on CD-ROM
(DB/SearchWorks and
CD Image Retrieval Software)**



**CANNON AFB
NEW MEXICO**

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(DB/SearchWorksTM and
CD Image Retrieval Softwares)**

June 1999

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USING THE AR/IR FILE ON CD-ROM

1. WELCOME

Welcome to the Cannon Air Force Base (AFB) Administrative Record (AR) File on CD-ROM (Compact Disk Read Only Memory). This set of three CD-ROMs contains images of all installation restoration program documents in the AR file (through 1997) and the applications needed to search and view the images. With this information, you can perform detailed searches of the AR textbase to identify specific documents, and then view the selected documents page-by-page or print selected document pages. For further information on the AR file, contact the Cannon Environmental Restoration office at (505) 784-6378 or by fax at (505) 784-1093. These instructions have been developed to walk you through the step-by-step approach of retrieving and viewing the selected documents.

2. THE ADMINISTRATIVE RECORD

An initiative to establish AR files at each of the installations was performed by the U.S. Air Force Headquarters Air Combat Command (HQ ACC) during 1992-1994. The initiative was coordinated through the Headquarters Environmental Protection Agency (HQ EPA), EPA regional offices, state regulatory offices, Secretary of the Air Force offices, Air Staff, HQ ACC, and base organizations. This initiative standardized the AR files at each ACC installation, and also created and standardized an information repository (IR) file (a copy provided for public review) for each base. During that time, the HQ ACC Legal office developed ACC guidance detailing specific types of documentation that would be considered and incorporated into the AR file. This guidance parallels the EPA's Office of Solid Waste and Emergency Response (OSWER) Directive 9833.3A-1, "Final Guidance on ARs for Selecting CERCLA Response Actions".

The ACC guidance provides for an AR file that is the collection of all documents used to support the decision for selecting response actions at an ACC installation. Both the AR and IR files are updated as new documentation is made available, until all of the final response decisions have been made for remediating sites on an installation.

To manage the documents, HQ ACC developed an AR textbase consisting of 30 datafields using INMAGIC® DB/TextWorks™ software. This software allows the user to execute detailed searches on the AR datafields to select documents of interest. The runtime version of this software, DB/SearchWorks™, is included with the CD-ROM set (on CD Volume 1).

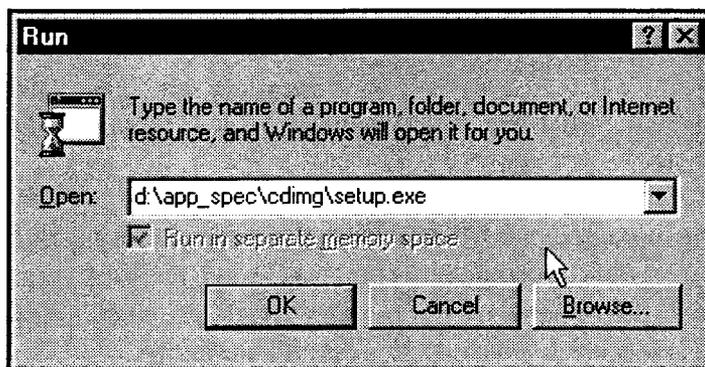
Because of the large quantity of documents comprising the AR/IR files, storage at libraries is becoming an issue for many U.S. Air Force installations. To remedy the storage problem, HQ ACC implemented an initiative to scan ACC installations' AR files onto CD-ROM. HQ EPA approved use of this technology as an alternative to maintaining a hard copy of the IR. Cannon AFB is one of the ACC installations using this technology.

3. BEFORE YOU START

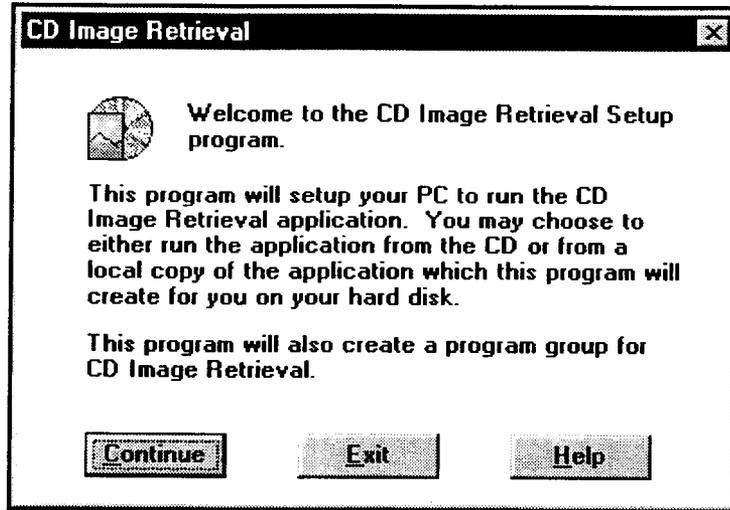
To view and print documents from the AR/IR file on CD-ROM, the computer you are using must have the CD Image Retrieval software installed on the hard drive. If you do not find a program group and icons for the CD Image Retrieval software on the Windows 3.1 desktop or in the Start/Program menu in Windows 95/98/NT, you will first need to install this viewer from Volume 2 of the CD-ROM set.

4. INSTRUCTIONS FOR LOADING THE KODAK CD IMAGE RETRIEVAL SOFTWARE

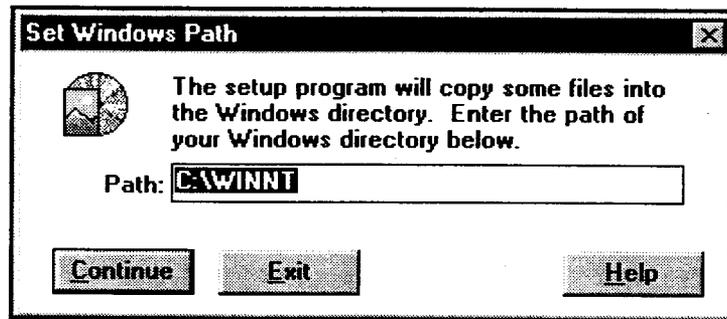
- a. Place CD Volume 2 in the CD-ROM drive of the computer you are using.
- b. In Windows 3.1, choose **Run** from the **Program Manager File** menu. For Windows 95/98/NT, click on the **Start** button and select **Run**.
- c. When the Run window appears, type in *d:\app_spec\cdimg\setup.exe*, where **d** is the drive letter for the CD-ROM drive on your computer, and select **OK**.



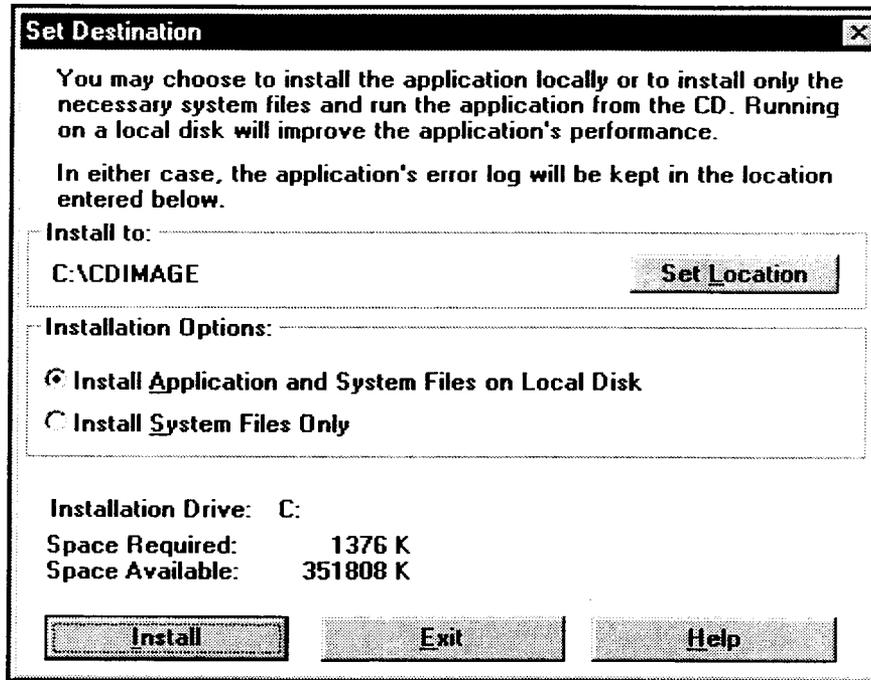
- d. The CD Image Retrieval screen will be displayed. Review the information in the window and then choose **Continue**.



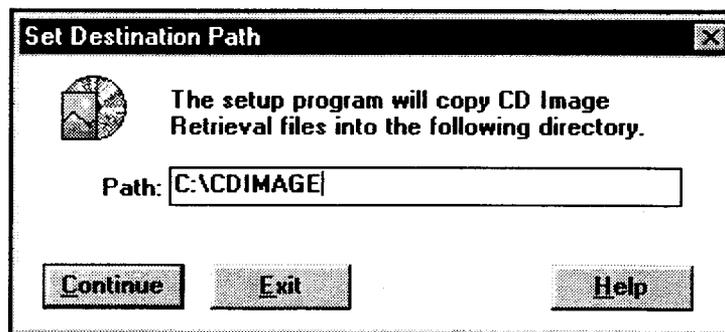
- e. The Set Windows Path screen is displayed. The Path edit field specifies the full path of your Windows directory. Choose **Continue** to use the Windows directory shown.



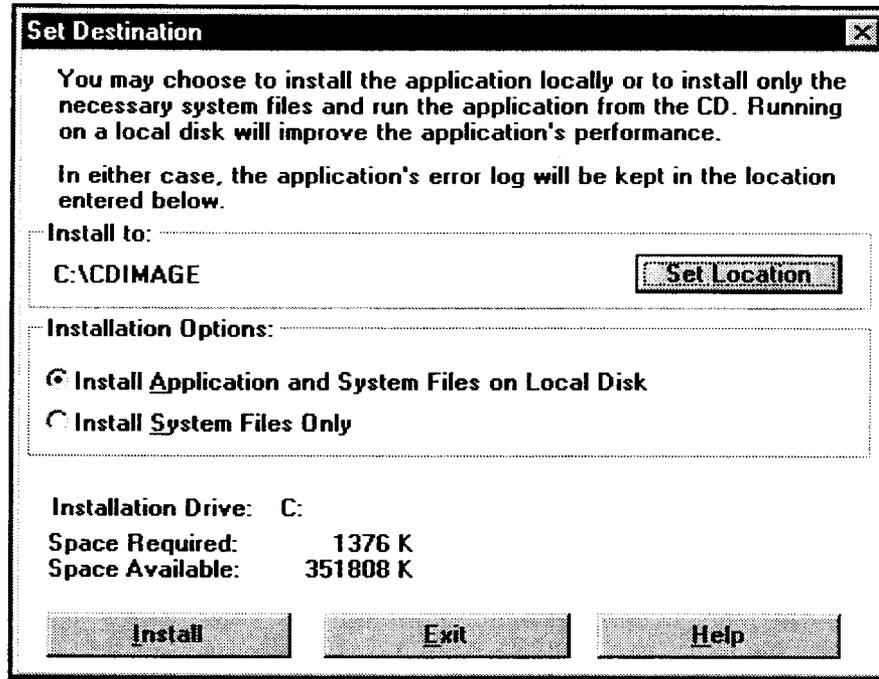
- f. The Set Destination window is displayed. It displays the directory where the application will be installed. Under Installation Options, select the **Install Application and System Files on Local Disk** button.



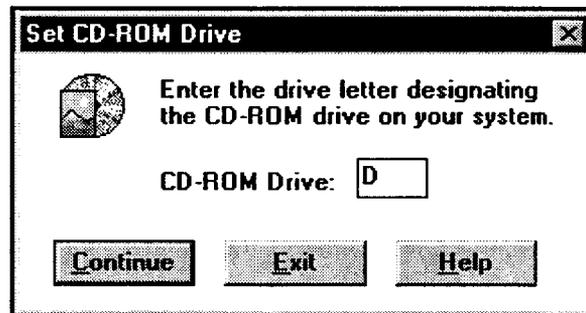
- g. If you want to change the directory where the application will be installed, select **Set Location** (the default path typically is the most appropriate). The Set Destination Path window will appear. Enter the appropriate path and choose **Continue**.



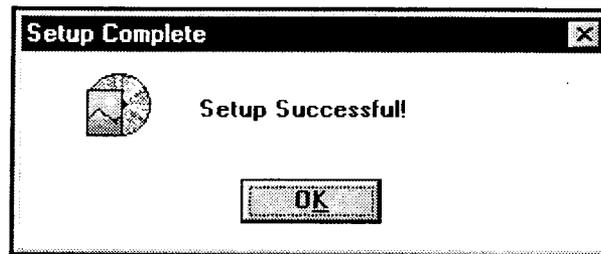
- h. The Set Destination window will be redisplayed. Select **Install** from the Set Destination window.



- i. The Set CD-ROM Drive screen is displayed. Enter the drive letter designating the CD-ROM drive on your computer (for example, **D**), then choose **Continue**.



- j. The next series of screens shows the setup program copying the appropriate application files from the CD-ROM to your hard drive. When the installation is complete, the CD Image Retrieval program group and icons are created and the Setup Complete message window is displayed. Choose **OK** to exit the setup program.



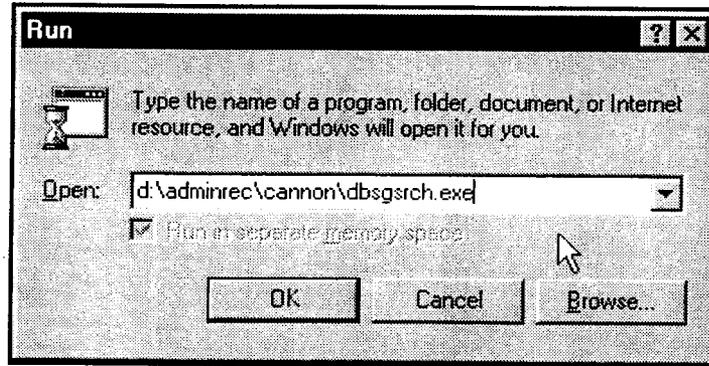
5. SEARCHING THE AR/IR FILE TEXTBASE

Searching is the process of finding information in the textbase. A search is a request to find all of the records that match specific requirements. By using the INMAGIC® DB/SearchWorks™ software, you will be able to search your textbase on any field or combination of fields, sort the results by the field of your choice, and output a report using one of five pre-designed formats that have been provided. You will run the DB/SearchWorks™ software directly from Volume 1 of the CD-ROM set, and must not remove this CD from the CD-ROM drive of your computer until you close the software (see section 5.2 for instructions on closing DB/SearchWorks™).

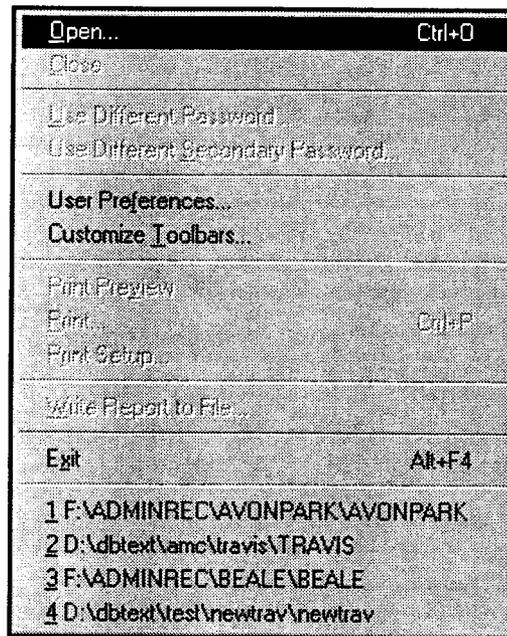
5.1 Starting the DB/SearchWorks™ Software

- a. Place CD Volume 1 in the CD-ROM drive of your computer.
- b. In Windows 3.1, choose **Run** from the **Program Manager File** menu. For Windows 95/98/NT, click on the **Start** button and select **Run**.

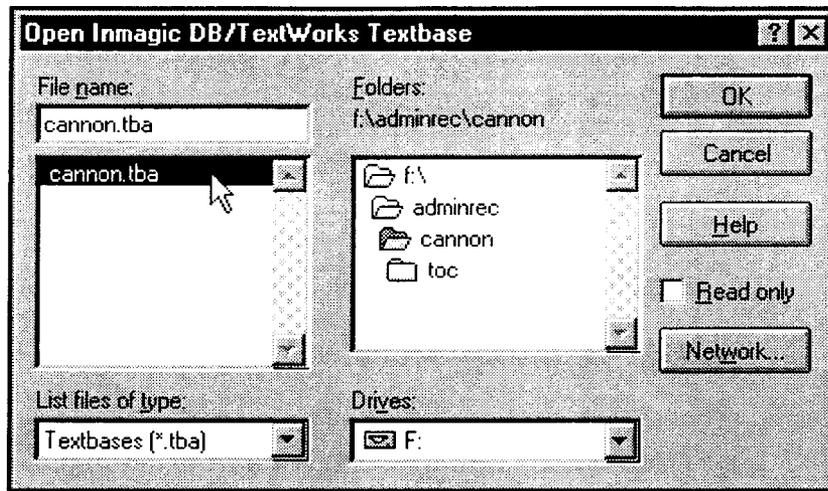
- c. At the Run window, type in *d:\adminrec\cannon\dbsgsrch.exe*, where **d** is the drive letter for the CD-ROM drive on your computer, and select **OK**.



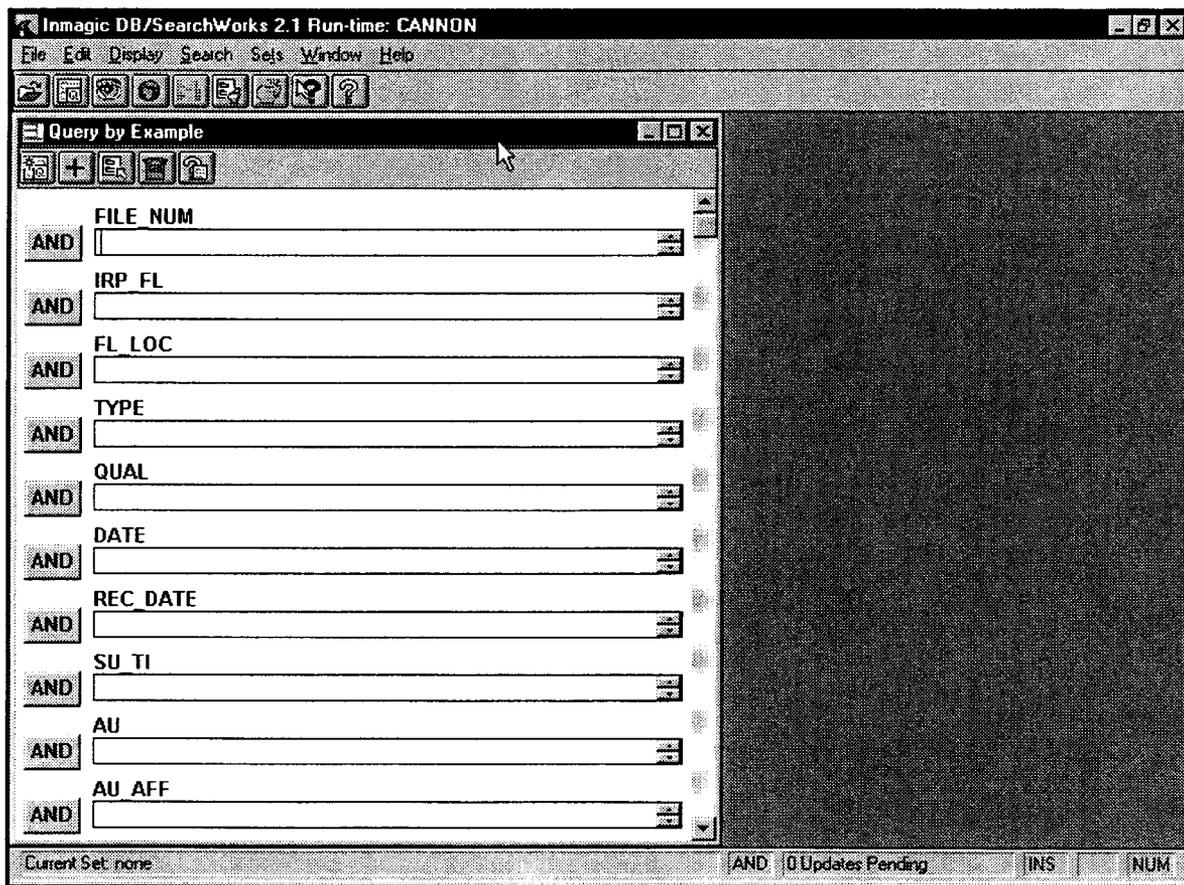
- d. The DB/SearchWorks™ 2.1 Run-time window will be displayed. Choose **Open** from the **File** menu. (If this is the first time DB/SearchWorks™ has been used on this computer, you will get the User File Path window with a default path of *c:\windows* in the selection box. Select **OK**.)



- e. The Open Inmagic DB/TextWorks Textbase window appears. Select **cannon.tba** from the resulting dialog box then select **OK** to open the Cannon AFB AR/IR textbase.



- f. The Query by Example (QBE) window will now be on your screen. Each box on the QBE screen represents a field you can search.



5.2 Closing the DB/SearchWorks™ Software

You can close your DB/SearchWorks™ session at any time by choosing **Exit** from the **File** menu. Be sure to leave CD volume 1 in the CD-ROM drive of your computer while closing, then remove the CD when the software is closed. You must exit the software before using the CD Image Retrieval software to view AR/IR file documents.

5.3 Developing a Search Strategy

The first - and most important - step in any search is to develop a search strategy. To do this, you must identify the objective of your search: What are you looking for, and how do you want the results presented? If you are preparing a report based on the search results, how much data from the index do you want to display?

There are 30 fields in the textbase providing a variety of information about each AR/IR file document. The field labels, field names, and a brief description of each field are provided below, in the order they appear in the QBE window.

- **FILE_NUM** (AR/IR File Number): The unique identifier for each document.
- **IRP_FL** (IRP File Number): The Air Force Record Information Management System (RIMS) generated file code from the installation's file plan.
- **FL_LOC** (File Location): The location of the document.
- **TYPE** (Document Type): Description of the document type, such as plan, correspondence, memorandum, etc.
- **QUAL** (Document Qualifier): Description of document quality or status.
- **DATE** (Document Date): The date of the document.
- **REC_DATE** (Receipt Date): The date the document was received at the environmental office.
- **SU/TI** (Subject/Title): The title or subject of the document.
- **AU** (Author): Name of the individual(s) author.
- **AU_AFF** (Author Affiliation): The organization or agency with whom the author is affiliated.
- **CORP_AU** (Corporate Author): The name of a company or agency author.
- **RECIP** (Recipient): Name of the document recipient.
- **RECIP_AFF** (Recipient Affiliation): The organization or agency with whom the recipient is affiliated.
- **ATTCHMT** (Attachment): Description of the attachments to a document.
- **COPY_TO** (Copy To): Name of person or agency receiving a copy of the document.

- **KEYWORD** (Keyword/Environmental Resource): The environmental resource affected, or other keywords.
- **NOTES** (Notes): Additional information about the document.
- **SITE_NUM** (Site Number/Name): The IRP site number and name.
- **HAZ_CONTAM** (Hazard/Contaminant): The hazard or contaminant discussed in the document.
- **EPA_FILE_NUM** (EPA File Number): File code referencing EPA's file structure.
- **OU** (Operable Unit Name or Number): The name or number of the IRP operable unit.
- **PROJ_NUMBER** (Project Number): The USAF-assigned project number for contracts.
- **ROD_DATE** (Record of Decision Date): The date of a final record of decision.
- **DATE_ENT** (Date Record Entered): The date the record was entered into the AR textbase.
- **DATE_MOD** (Date Record Modified): The date the record was modified in the AR textbase.
- **EPA_REGN** (EPA Region Number): The EPA region where the installation is located.
- **INST_CODE** (Installation Code): The unique three letter identifier for the installation.
- **INST_NAME** (Installation Name): The installation name and state where located.
- **MAJCOM** (Major Command): The major command to which the installation belongs.
- **PR_DA** (Privacy Data): This field references any Privacy Act information in the document.

Use the most logical textbase field for your search. For example, if you are searching for TCE, a contaminant, use the HAZARD_CONTAMINANT field for your search, rather than the SUBJECT_TITLE field. If you are searching for site information, use the SITE_NUM field.

5.4 Using Boolean Operators

Before we go any further in our discussion of searching, let's talk about search "theory." You will use tools called Boolean operators - **AND**, **OR**, **NOT** - to expand and limit searches.

Suppose you are looking for a document that pertains to Site FT-06 and was written by the EPA. The **AND** operator limits the search to those documents that are *both* about Site FT-06 *and* from EPA. Documents that are about Site FT-06 but not from EPA, and documents from EPA that do not pertain to Site FT-06, are excluded from the findings. Only documents that meet *both* criteria will be included. This is probably the most common type of search you will use.

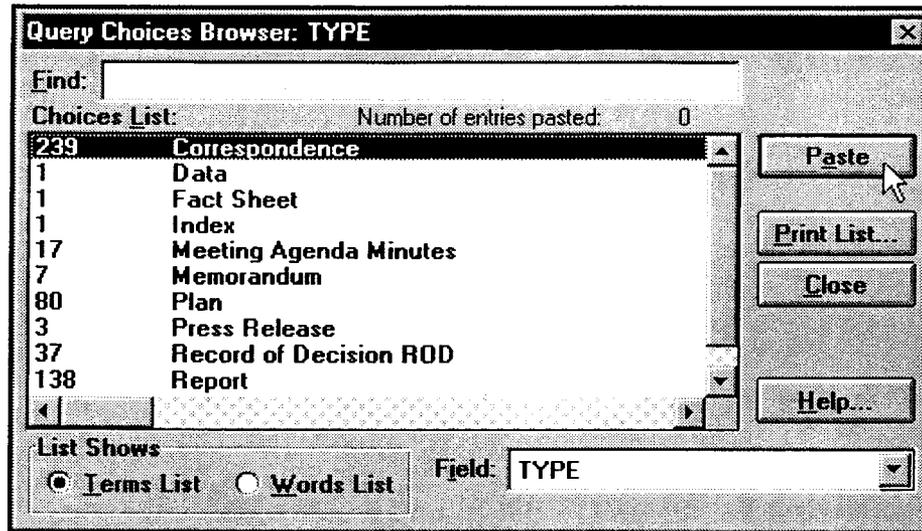
Perhaps you need to find all documents that pertain to Site FT-06, from all sources, as well as all other documents from EPA. The use of the **OR** operator expands the search. Findings will include all documents that meet *either* criterion. As you can see, this will result in a much larger set of search findings.

Perhaps you need to search for all documents pertaining to Site FT-06 except those from EPA. The use of **NOT** limits the search in a different way than the use of **AND**. The findings would include only those Site FT-06 documents that meet *both* criteria - about Site FT-06 but not from EPA. In other words, the FT-06 documents from EPA would be excluded from the search findings.

5.5 Understanding the Browse Feature

The *Browse* function is one of the most useful features of DB/SearchWorks™, allowing you to examine the actual contents of each indexed field during the search process; thus, eliminating the guesswork in searching. You can paste items from the lists into the QBE boxes to search for documents to which these criteria pertain. Pasting is recommended because it is more accurate, and often quicker, than typing. By pasting a word or term, you guarantee that it matches information in the textbase. Otherwise, if your datafield entry is not in the correct format, it may not be recognized by the query.

While in the QBE form, you can browse through the entries in a given field either as terms or words. To browse, place the cursor in the box for the field you wish to browse, and click on the **Browse** icon or press **F3**. Terms appear in the Browser dialog box. For example, the following screen illustrates the query choices available for pasting in the *Type* datafield.



The number at the beginning of each line indicates the number of records that contain the word or term shown. You can paste terms or words into the QBE form by **double-clicking the selection** or clicking **Paste**.

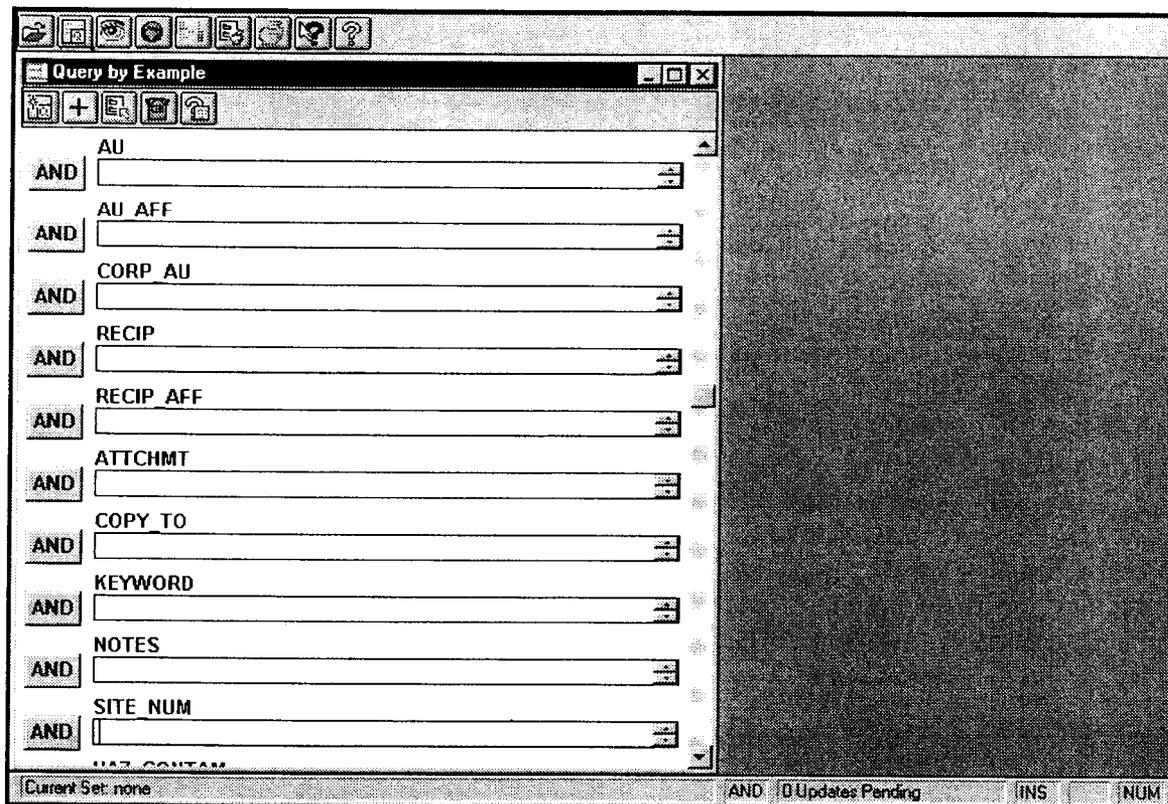
5.6 Finding Records

After determining your search strategy, you are ready to begin searching the textbase. When you open the textbase, you see the QBE window. Each box on the screen represents a field that you can search. There are two basic techniques that you can use to find records:

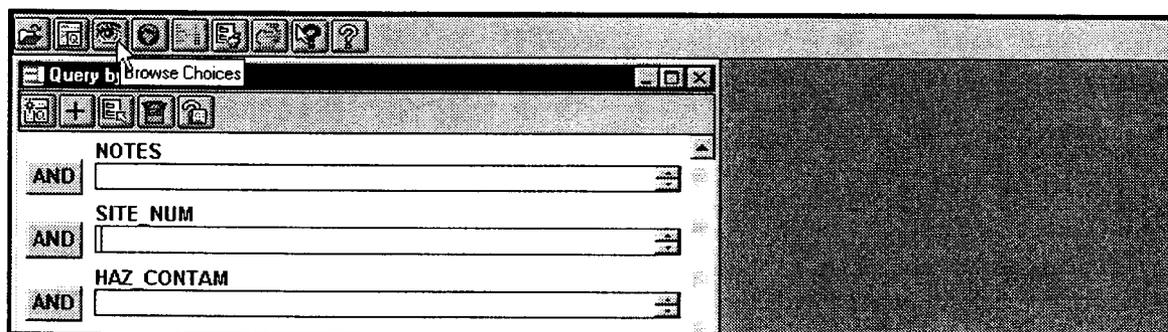
- Typing the information required in one or more field boxes, or
- Using the *Browse* feature (the *Eyeball* button from the toolbar row) to select words or terms.

To find records that satisfy *multiple conditions*, type or paste information in *two or more boxes*, then toggle the Boolean operator button in front of a box (**AND**, **OR**, **NOT**) to determine how the result of the search in that box is combined with boxes already evaluated. To toggle a Boolean operator button, click the button with the mouse or tab to a button and use the spacebar.

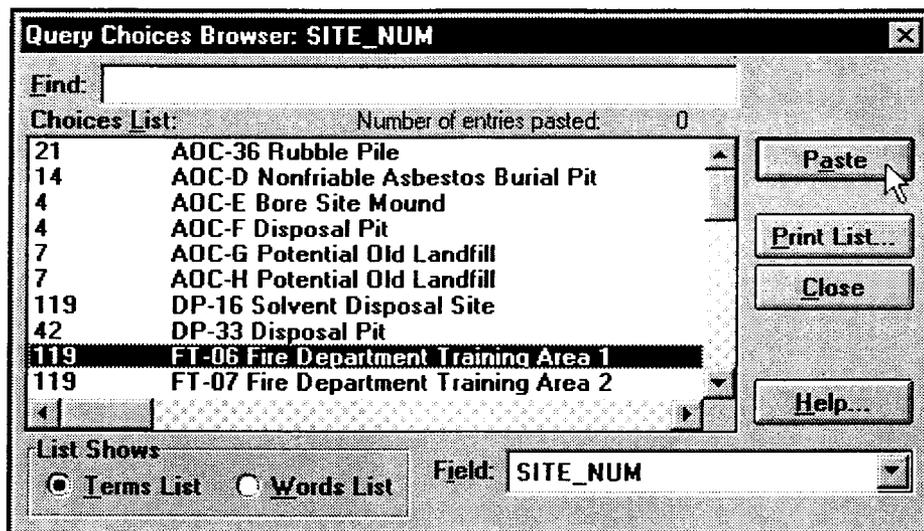
For example, let's find all documents related to FT-06, written after 1997, which are not correspondence. Start the search at the QBE screen.



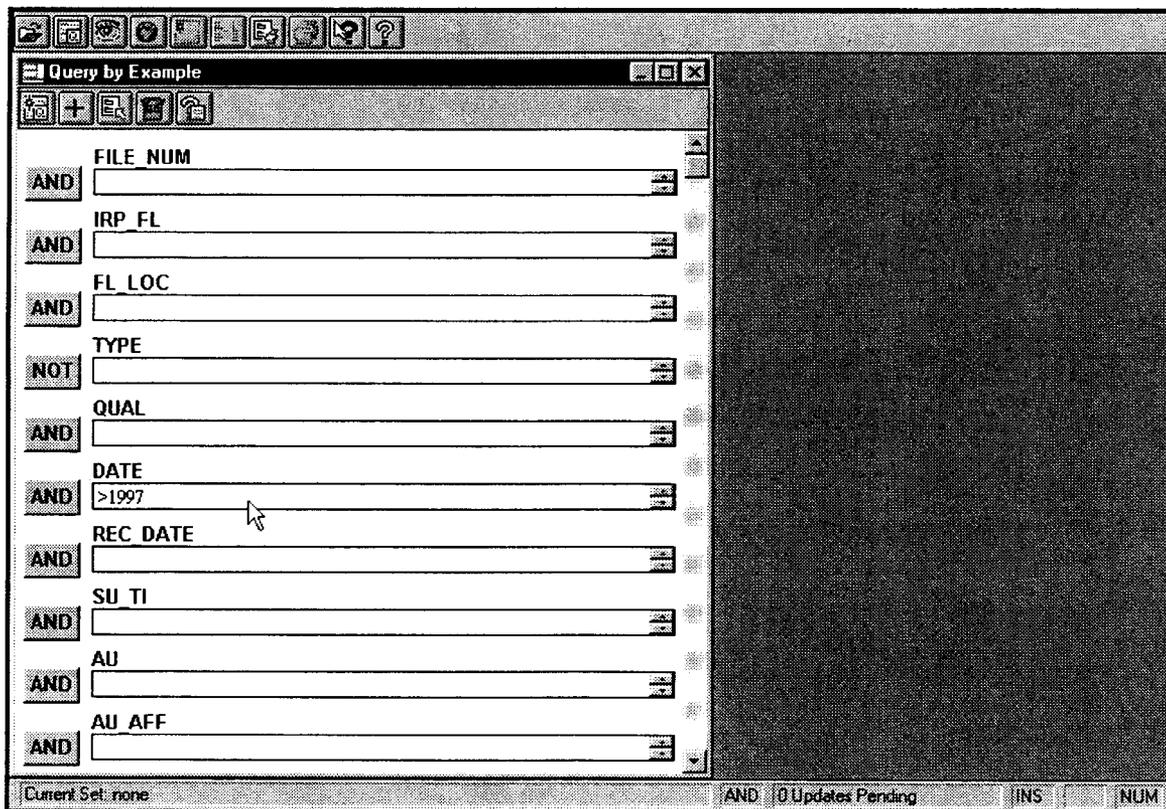
The first criteria (FT-06) can be pasted in the SITE_NUM field box by using the browse function. Place the cursor in the **SITE_NUM** field box and select the **Eyeball** icon on the toolbar or press **F3** to browse.



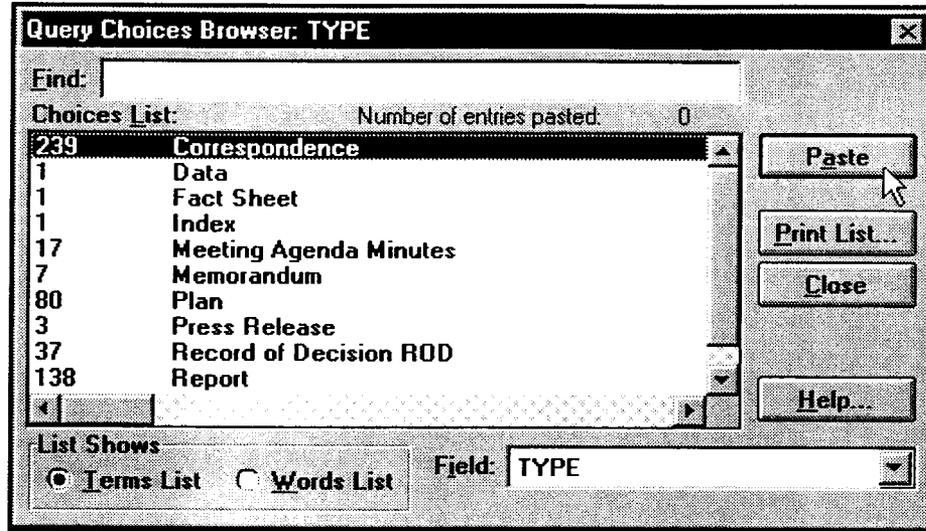
The Query Choices Browser for SITE_NUM will appear. Select **FT-06** from the list and choose **Paste**, then **Close**.



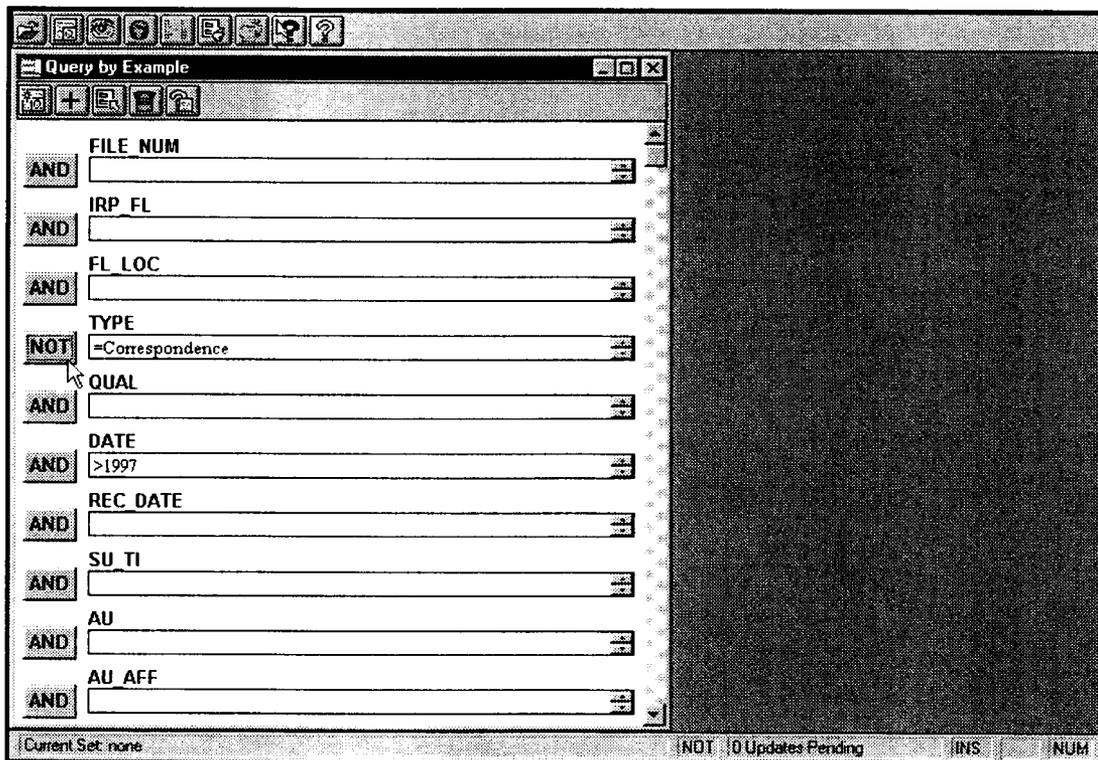
The second criteria (documents after 1997) can be typed in the DATE field box. In this case, documents after 1997 are identified by using the search item >1997. Place the cursor in the DATE field box and type >1997.



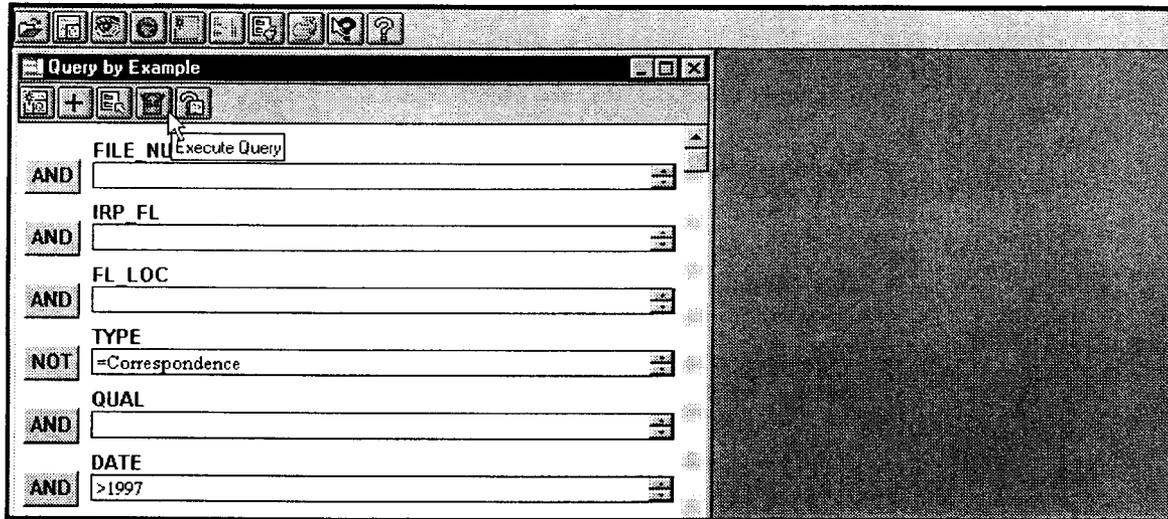
The third criteria (documents that are not correspondence) can be pasted in the TYPE field box using the Browse function. Place the cursor in the **TYPE** field box and select the **Eyeball** icon on the toolbar or press **F3** to browse. The Query Choices Browser for TYPE will appear. Select **Correspondence** from the list and choose **Paste**, then **Close**.



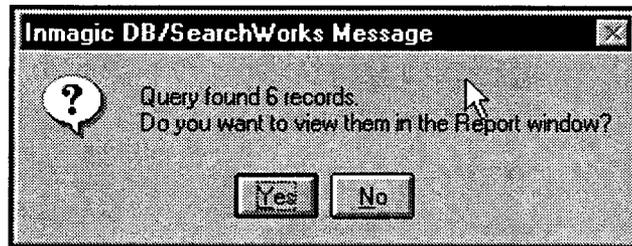
Next, click on the **Boolean operator box** for the **TYPE** field until the operator becomes **NOT** to exclude documents that are correspondence from the search (according to our search criteria).



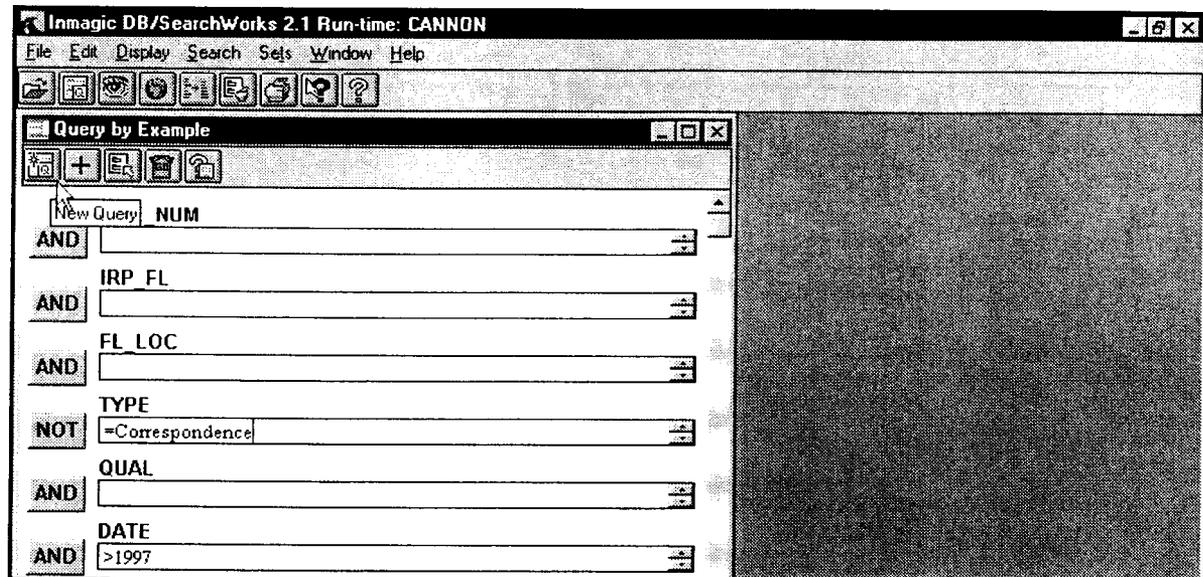
To execute the query, just click the **Go** button on the QBE toolbar or choose **Execute Query** from the **Search** menu.



After executing the query, a DB/SearchWorks™ message window appears reporting how many records met your search criteria. If there is a match, you can view them in the report window by selecting **Yes**.



At any point in the query process, you can clear all the fields and enter new search criteria by clicking the **New Query** button on the QBE toolbar or choosing **New Query** from the **Search** menu.



6. VIEWING AND PRINTING REPORTS

6.1 Formatted Reports

After retrieving a set of records from your query, you can view and print a report of your results in a variety of defined formats. The five available report formats were developed to meet the needs of U.S. Air Force personnel and members of the public interested in viewing AR file documents. These report formats are:

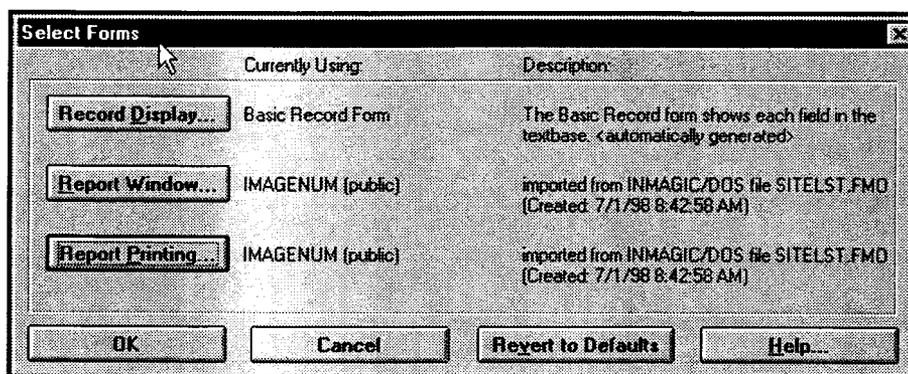
- the *ImageNum* format,
- the *EPAIndex* format,
- the *Longlist* format,
- the *Shortlst* format, and
- the *Sitelst* format.

All the reports provide basic identifying information about each AR file document, including the AR file number, subject/title, author, and document date. For the purpose of selecting AR file documents to view, the *ImageNum* report will be most useful as it also identifies which volume of the CD-ROM set holds the AR file documents you want to view. A sample *ImageNum* report printed for our previous query example is shown below.

Cannon AFB, NM CD Volume and AR/IR File Number Report Date of Report: 6/28/99				
CD Volume	AR/IR File Number	Title or Subject	Author or Corporate Author	Document Date
1	01	Administrative Record File Index	LABAT-ANDERSON INCORPORATED	08 Jun 98
3	229	Management Action Plan	Radian Corp.	Dec 97
4	361	RAB Meeting Minutes, 15 May 97	27 CES/CEVR	29 Jul 97
4	365	RAB Meeting Minutes, 14 Aug 97	27 CES/CEVR	14 Aug 97
4	367	Final Report for Naturally Occurring Concentrations of Inorganic and Background Concentrations of Pesticides	Woodward-Clyde Consultants	Sep 97
5	393	RAB Meeting Minutes, 08 Jan 98	27 CES/CEVR	08 Jan 98

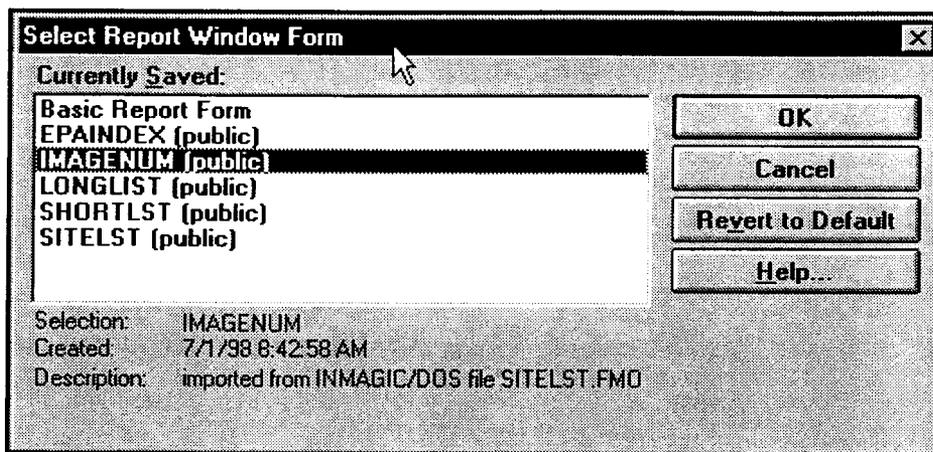
6.2 Selecting Report Forms

- Choose **Select Forms** from the **Display** menu. The following window appears.



- To select a form for a particular operation, click one of the three buttons: **Record Display**, **Report Window**, or **Report Printing**.

- A dialog box displays the forms available for that operation. The basic report form provided by DB/SearchWorks™ is listed first, and then the forms designed specifically for AR file documents are listed alphabetically. The form currently in use is highlighted in the dialog box.



- Select a form or click **Revert to Default** to assign the textbase default form for the operation identified in the title bar of the dialog box (the default form for the **Report Window** and **Report Printing** has been set to *ImageNum*). Then click **OK**.

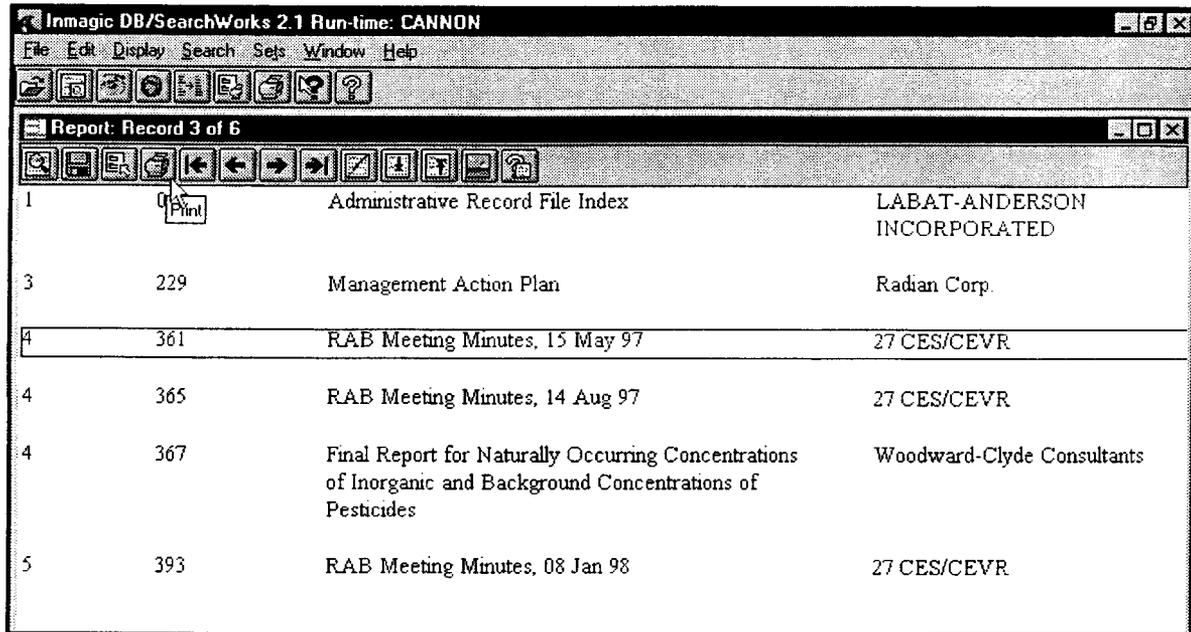
6.3 Printing a Report

When you have selected your preferred forms and executed a query, you are ready to print a report.

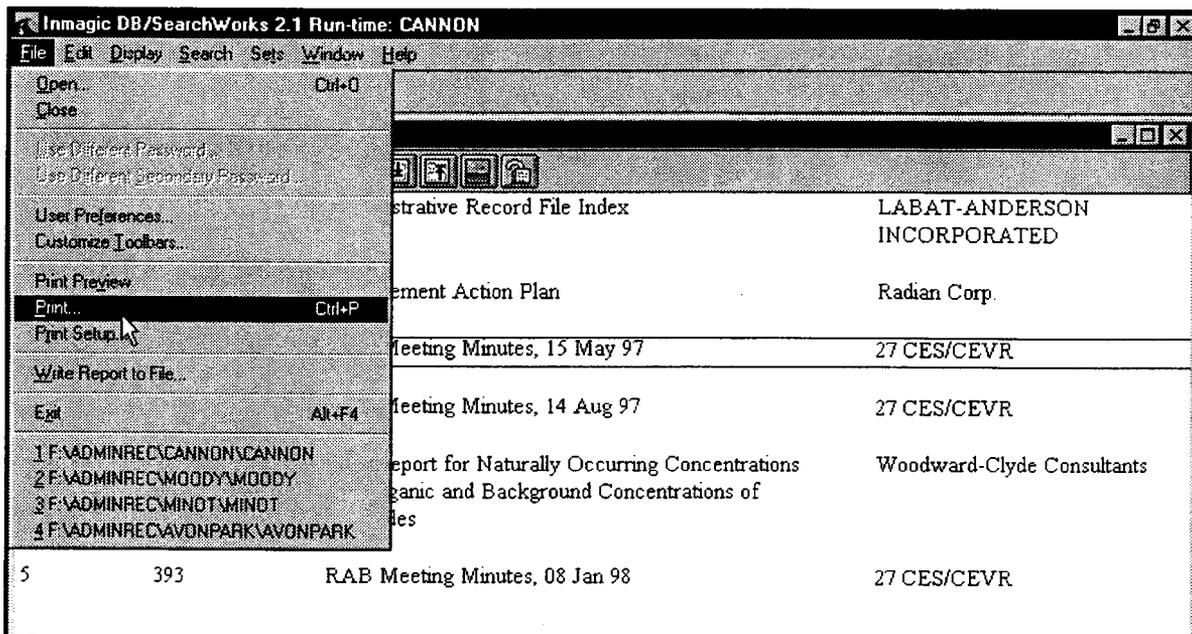
- ☞ Note the default report, *ImageNum*, includes the CD-ROM volume and AR/IR file number for each record in your query. You will need this information to view AR/IR file documents.

There are two ways start a print report.

- Click the **Print** icon on the toolbar, or



- Choose **Print** from the **File** menu.



7. VIEWING DOCUMENTS WITH THE KODAK CD IMAGE RETRIEVAL SOFTWARE

The following instructions will guide you through retrieving, viewing, and printing AR/IR file documents. Detailed instructions for using all the features of the CD Image Retrieval software are available in the application's on-line help menu.

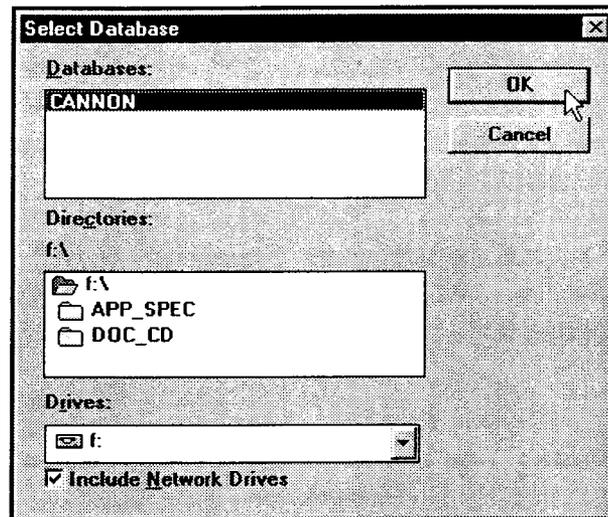
You must exit the DB/SearchWorks™ software before using the CD Image Retrieval software to view AR/IR file documents. If DB/SearchWorks™ is not closed, choose **Exit** from its **File** menu. Be sure to leave CD volume 1 in the CD-ROM drive of your computer while closing, then remove the CD when the software is closed.

- a. Place the CD volume containing the document you wish to view into the CD-ROM drive. (Reference the *ImageNum* report you created in DB/SearchWorks™ for the CD volume and AR/IR file number information you will need to view documents.)

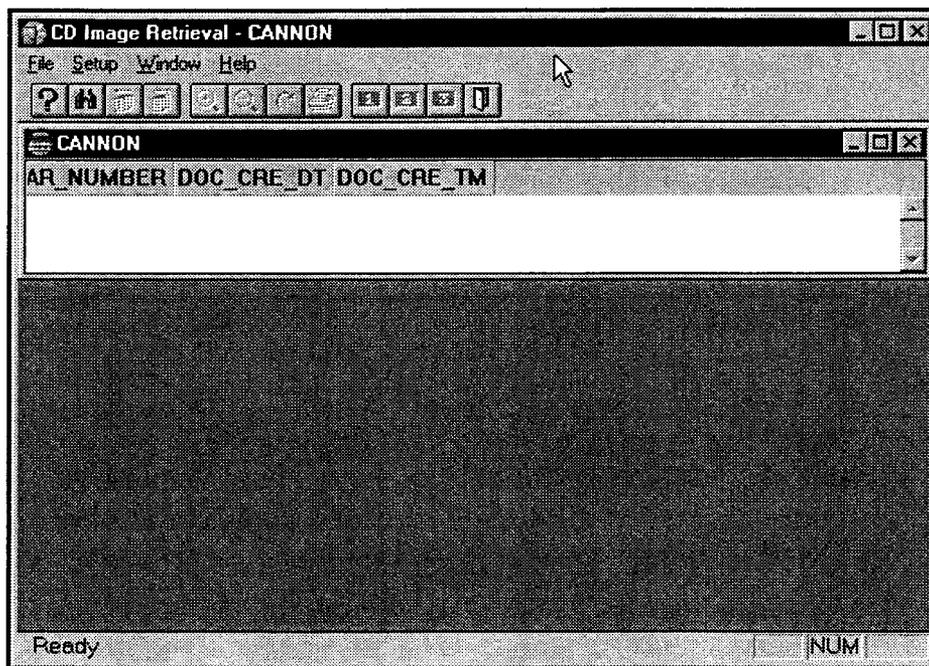
Cannon AFB, NM CD Volume and AR/IR File Number Report Date of Report: 6/28/99				
CD Volume	AR/IR File Number	Title or Subject	Author or Corporate Author	Document Date
1	01	Administrative Record File Index	LABAT-ANDERSON INCORPORATED	08 Jun 98
3	229	Management Action Plan	Radian Corp.	Dec 97
4	361	RAB Meeting Minutes, 15 May 97	27 CES/CEVR	29 Jul 97
4	365	RAB Meeting Minutes, 14 Aug 97	27 CES/CEVR	14 Aug 97
4	367	Final Report for Naturally Occurring Concentrations of Inorganic and Background Concentrations of Pesticides	Woodward-Clyde Consultants	Sep 97
5	393	RAB Meeting Minutes, 08 Jan 98	27 CES/CEVR	08 Jan 98

-  Note AR/IR file number 1 is an index of the entire textbase for Cannon AFB, therefore the information in this document can be accessed by selecting all documents during your DB/SearchWorks™ query. You will not be able to view AR/IR file number 1 with the CD Image Retrieval software, and will not use CD Volume 1 for document viewing.

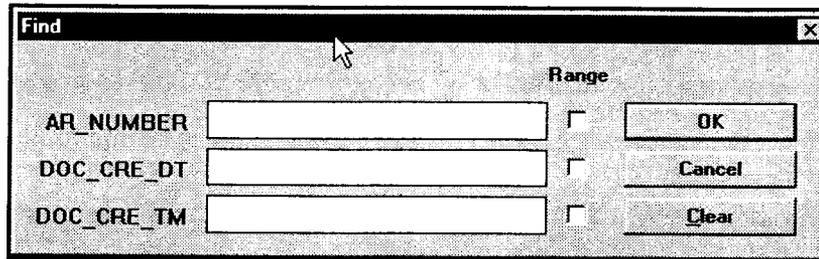
- b. From the **CD Image Retrieval Program Group** on your Windows 3.1 desktop or the **Start/Programs/CD Image Retrieval** menu on Windows 95/98/NT, select **CD Image Retrieval - Local**. The CD Image Retrieval software starts, the CD Image Retrieval window appears, and the Select Database dialog box is displayed. The Cannon AFB database (CANNON) will be highlighted by default.



- c. With the **CANNON** database highlighted, choose **OK**. An empty **CANNON** window is displayed at the top of the CD Image Retrieval window.

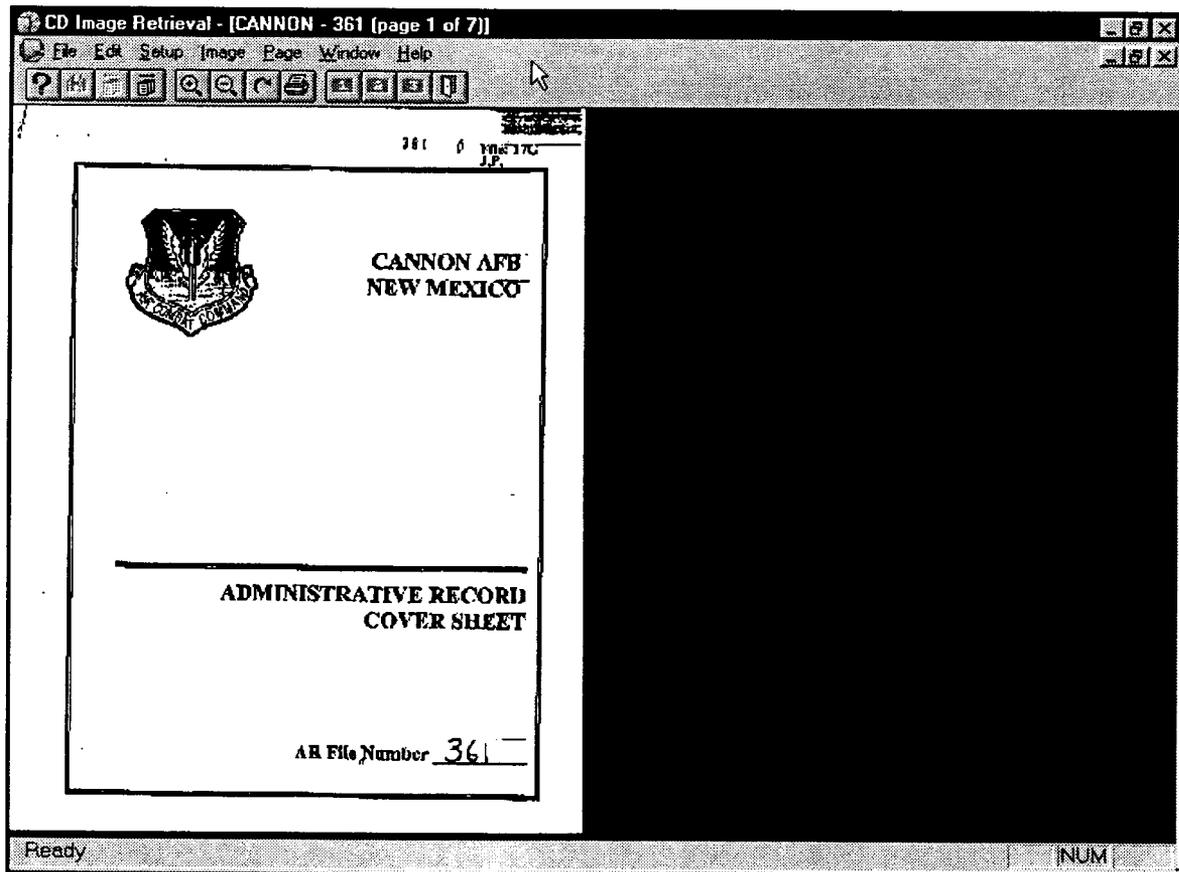


- d. Choose **Find** from the **File** menu, or click on the **Binoculars**  icon in the application toolbar. The Find dialog box is displayed with a blinking cursor placed in the field box titled AR_NUMBER. This is the only field you will use to view images.

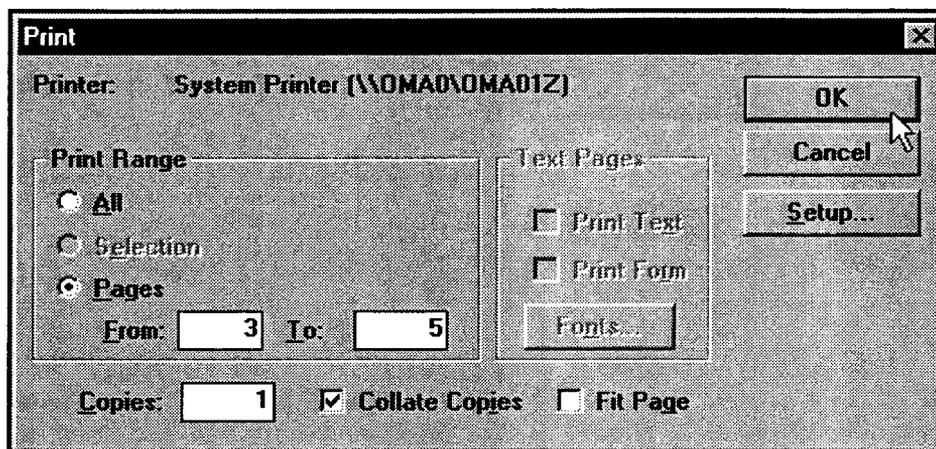


The Find dialog box is titled "Find" and has a close button (X) in the top right corner. It contains three input fields: "AR_NUMBER", "DOC_CRE_DT", and "DOC_CRE_TM". To the right of these fields is a "Range" section with three checkboxes, each followed by a small square icon. Below the input fields are three buttons: "OK", "Cancel", and "Clear". A mouse cursor is pointing at the top of the dialog box.

- e. At the blinking cursor, enter the **AR/IR file number** for the document you want to view. Then select **OK**. (This example will use AR/IR file **361**.)
- f. The document you selected is automatically opened in an image window. The document page count is shown in the image window title bar. Maximize the windows on your desktop for the best image quality.



- g. Adjust the view as needed by **Magnifying** or **Rotating** the image using the options under the **Image** menu or by selecting the appropriate **Magnify**  or **Rotate**  icons on the toolbar. Selecting **Reset** from the **Image** menu will fit a full image to your viewing window.
- h. Navigate through the document by using the options under the **Page** menu or by selecting the **Previous Page/Next Page**   icons on the toolbar.
- i. To view a new document, make sure the correct CD volume is in the CD-ROM drive for the next document you wish to view and repeat the retrieval process from **step d** (choose **Find** from the **File** menu, or click on the **Binoculars** icon in the application toolbar).
-  Note the AR/IR file number from your last search is displayed in the Find dialog box. You can clear this entry by choosing **Clear**.
- j. To print one or more pages of the document, choose **Print** from the **File** menu. Select the pages for printing, then choose **OK**.



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