

**Swift & Staley Team/DOE Paducah Site
Classification Office (CO)/Technical Information Office (TIO)
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To Be Completed by Person Requesting Release
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 Mailing Address 761 Veterans Avenue, Kevil, KY 42053
 Organization Paducah Remediation Services, LLC, SPCI
 Document Number _____ Number of Pages 305 pages
 Accession Number (DMC only) _____
 Document Title/Date PRS-DOC-1009, Records Management, Administrative Record, and Document Control, 03/31/2009

Author _____ Corporate Author _____

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Project Subcontract/Task Order _____

Requestor/Purpose of Release Public

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Classified Yes No **UCNI** Yes No
ECI Yes No **OUO** Yes No

Type of Release (Check One)

Public Release Internal Release Only Limited Release

Reason (Check all that apply)

Circumvention of Statute Statutory Exemption Commercial/Proprietary
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Reviewing Official _____ Date _____

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OWNER: Quality Assurance		PRS-DOC-1009	REV. NO. 2
SUBJECT MATTER AREA: Documents		PREPARER: Donna Perry	Page 1 of 17
DOC TYPE: <input checked="" type="checkbox"/> PROCEDURE <input type="checkbox"/> POLICY		APPROVED BY/DATE: Ricky Keeling 3/31/2009 signature on file in DCC	
PROC TYPE: <input checked="" type="checkbox"/> OPERATING PROCEDURE <input type="checkbox"/> FACILITY SPECIFIC PROCEDURE FACILITY: _____			
TITLE: RECORDS MANAGEMENT, ADMINISTRATIVE RECORD, AND DOCUMENT CONTROL			
USQD <input checked="" type="checkbox"/>	UCD <input checked="" type="checkbox"/>	CAT EX <input type="checkbox"/>	EFFECTIVE DATE 3/31/2009
USQD/UCD No: PSW-PH-SITE-0159			REQUIRED REVIEW DATE: 3/31/2012
Mandatory Subcontractor Pro Forma Procedure? <input checked="" type="checkbox"/>			If an interim Procedure, Expiration Date:

REVISION LOG		
Revision Number	Description of Changes	Pages Affected
0	Initial Release. Intent Change. This document replaces PRS blue-sheeted procedures BJC-OS-1003, BJC-LE-1002, and BJC-OS-1001.	All
1	Incorporate changes for Section 4.3 for Administrative Record Activities	1, 2, 5-16
AC1	Add notes, clarifications, and definitions for conduct of operations associated with record keeping and developing quality records. Update TSR references.	3, 4,7-10
2	Revise procedure to clarify submittal of electronic and hard copy records to the Document Management Center. Include actions for identifying vital records.	All

CAUTION

This procedure describes specific safety basis requirements for safety significant items used by the Paducah Project. Any proposed revisions/changes must be processed in accordance with the procedure change control process defined in PRS-DOC-1107 and all changes shall be reviewed by the USQD process and approved by PRS Nuclear/Facility Safety. Specific safety basis requirements are noted in this document in the following format: Specific TSR requirements are noted in the document as <TSR, Section Number, and Title (if applicable)>. TSR 5.0 Administrative Controls, 5.10 Record Retention.

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1.0 PURPOSE

This procedure establishes consistent administrative controls and assigns responsibility and defines protocols for the identification, control, and management of documents and records. This procedure also establishes the requirements for transmitting records to the Kevil Document Management Center (DMC).

2.0 SCOPE

This procedure applies to all PRS personnel and subcontractor employees who create, process, or use records for the U. S. Department of Energy (DOE). This applies to all types of record media.

PRS performance documents govern the scope of the PRS Document Program. PRS issues approved performance documents for the performance of work.

3.0 TRAINING

This procedure is required reading for all PRS personnel and PRS subcontractor personnel who request or submit records to the DMC.

4.0 PREREQUISITES AND LIMITATIONS

None

5.0 REFERENCES

5.1 USE REFERENCES

- PRS-DOC-1004, *Document Numbering and Issuance*

5.2 SOURCE REFERENCES

- Office of Solid Waste and Emergency Response (OSWER), Directive 9833.3A-1, U.S. Environmental Protection Agency, Washington, D.C. *Final Guidance on Administrative Records for Selecting CERCLA Response Actions*
- *Department of Energy Administrative Record Schedule and DOE Programmatic Record Schedules*
- 44 USC, *Public Printing and Documents*
- Title 36 *Code of Federal Regulations (CFR), Parks, Forest, and Public Property*
- Title 10 *CFR Chapter III, Part 830.120, Nuclear Safety Management, "Scope"*

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- Title 41 *CFR* Chapter 201, *Public Contracts and Property Management*
- DOE Directive, O 243.1, *Records Management Program*
- DOE Directive, O 243.2, *Vital Records*
- DOE O 200.1, *Information Management Program Order*
- DOE O 5400.5, *Radiation Protection of the Public and the Environment*

6.0 PROCEDURE

NOTE: Typical quality documents and records include records documenting the design basis, review, and revision, project procedures, plans, manuals; field operating records (FORs); project test results; accident reports; audit reports, checklists, and schedules; training records; document control records; certification, inspection and test records; and drawings. Records/Quality Records are books, papers, photographs, machine readable materials, maps, or other documentary materials, regardless of physical form or characteristics, which have documentary or evidential value. Such materials, created or received in connection with the transaction of official business, are preserved because of the informational value as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities

6.1 Creating and Identifying Records/Quality Records

Preparer/
Generator

6.1.1 Submit records to the DMC for retention periods specified by the Records Inventory and Disposition Schedule according to the Quality Assurance Program, **<Facility Specific BJC/PAD-498, Technical Safety Requirements TSR, 5 Administrative Controls, 5.10 Record Retention>**.

Preparer/
Generator

6.1.2 Obtain document numbers from Document Control according to PRS-DOC-1004, "Document Numbering and Issuance."

6.1.3 For correspondence numbers only, go the PRS Correspondence Log housed at S:\Everyone\PRS Correspondence Log.

6.1.4 Create a document/record that adequately and properly documents the work performed, including the following:

- Accurate, legible, reproducible, and complete;
- Developed according to appropriate guidelines; and
- Validated by appropriate personnel.

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6.1.5 Correct records properly by using a single line through the incorrect entry or information, then initial and date the correction.

NOTE: Documents/records must be reviewed for classification before conversion from the native software to a searchable electronic format such as pdf or before dissemination for external distribution.

6.1.6 Submit documents for classification review after internal approval and before external distribution.

6.1.7 When the classification review is complete and approved, the document/record can be converted to a searchable electronic format.

6.1.8 Convert approved hard copy documents and records that have been properly rotated, clearly and legibly marked to an electronic format using the following requirements:

- Black and white, scan to 300 (dots per inch) dpi
- Grayscale, scan to 400 dpi
- Color, scan to 150 dpi
- Convert to PDF ASCII file (OCR process)
- Page sizes 8.5 X 11, 11 X 14, 11X 17

6.1.9 Assign a file name to the electronic records reflecting the document number/title and save to S:\PRS Submittal to DMC-- Electronic Records.

Preparer/
Generator

6.1.10 Distribute the document/record to File-DMC/RC (Record Copy) as a hard copy and electronic copy with a completed MTF. See Section 6.4 for further instructions.

6.2 Administrative Records (AR)

NOTE: Contents of the Administrative Record include a variety of written material, such as pieces of correspondence, data reports, assessments, plans, newspaper articles, notices, and fact sheets. Also included, but not limited to, are archive search reports, site photographs and maps, site descriptions and chronologies, reference documents, sampling and analysis data and plans, work plans, site safety and health plans, applicable or relevant and appropriate requirements, engineering evaluation/cost analyses, remedial investigation/feasibility studies, health and endangerment assessments, proposed plans for remedial action, records of decision, community relations plans, public meeting minutes/transcripts, environmental baseline studies, and findings of suitability to transfer/lease documents. Additional information can be found in Attachment C, Administrative Record Background Information.

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- AR Coordinator **6.2.1** Approve initiation of an AR File for each Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) response action at commencement of a decision-making process.
- 6.2.2** **COORDINATE** with the Manager of Strategic Planning, Integration, and Communications (SIC) or their designee the creation of a “Notice of Availability” for the AR File upon approval of the initial primary document for a particular response action or documentation of approval to proceed. **THEN** submit copies of the document, cover letter, Classification and Review Form, and MTF to the DMC/EIC/AR.
- SIC **6.2.3** Publish the “Notice of Availability” for the AR File in local newspaper(s) of record.
- Preparer/
Generator **6.2.4** Assign the DMC as the record copy holder for new or updated fact sheets, information briefs, and public notices.
- 6.2.5** Include the DMC-RC on distribution as the record copy holder to receive copies of all Primary and Secondary Documents.
- AR Coordinator **6.2.6** Review record to determine the appropriate Administrative Record File for inclusion. Mark the appropriate notation on the MTF (AR File, Post Decision File, Index designation, etc.) and return record to DMC.
- 6.2.7** Forward the AR documents to the DMC for processing and entry into the on-site AR and the off-site AR Environmental Information Center.
- 6.2.8** **When** the AR document contains references to environmental data, coordinate with the PRS Data Manager to develop a memorandum to file for a reference to the appropriate location of the chain-of-custody forms, laboratory data packages, and other relevant information important to data quality. This memorandum will be included in the AR File.
- 6.2.9** Request an AR File Index from the DMC and transmit to the appropriate project manager for review and submittal to DOE during the D0 decision review.
- 6.2.10** Receive and review monthly and quarterly AR File and Post Decision Indices from DMC.
- 6.2.11** Submit the updated AR File Index monthly to the McCracken County Public Library.

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6.2.12 Attend Administrative Record Content Completeness Meetings which are held prior to the public comment period to ensure completeness of the AR File up to that point.

6.2.13 Request an AR File Index from the DMC and transmit to the appropriate project manager for review and submittal to DOE during the D0 decision review.

ER Director (or designee)

6.2.14 Perform quarterly management assessments of the AR File to ensure AR Coordinator is maintaining AR File accurately and is maintaining files at the EIC.

6.2.15 Annually – include the quarterly AR management assessment schedule in the PRS Master Assessment Schedule.

Preparer/Generator

6.2.16 Transmit the Proposed AR File Index to DOE with the D0 decision document for semiannual submittal to DOE.

6.3 Storage of Records/Quality Records

NOTE: Due to the nature of FORs, an exception is granted to maintain the RC at the work location. All records not residing in the DMC are considered FORs and must adhere to one of the following criteria.

NOTE: Storage of records is to be in an approved storage vault such as the DMC, or

- One-hour, fire-rated cabinet, with reasonable safeguards against theft, water damage, and insect or rodent infiltration; or
- Maintain duplicate records in identified duplicate storage areas in separate locations. These locations should be sufficiently remote from each other to eliminate the chance of exposure to a single hazard; or
- Duplicate information in another record media and store in a separate location.

DCC

6.3.1 Establish access control to prevent unauthorized use, disclosure, theft, or destruction of proprietary records or (FORs).

6.3.2 Maintain a list of satellite areas for record storage.

6.3.3 Identify vital records and preserve them to ensure they are maintained, kept current and where appropriate, available in the event of a continuity of operations or catastrophic event. See Attachment A for definition of vital records.

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NOTE: FORs may be copied for individuals with the need to know and must be marked appropriately.

6.3.4 DCC Manager approves the removal of records from the satellite records area.

6.4 Submittal of Documents/Records

NOTE: Records/documents submitted to the DMC must be in both hard copy and in a searchable electronic format. Hard copy records/documents must be reviewed for classification before scanning or conversion. Additional guidance on converting documents and records to a searchable electronic format can be found in Attachment B.

Preparer/
Generator

6.4.1 Obtain the current SSTF-011 (or equivalent form), Material Transfer Form (MTF) from the infrastructure contractor to submit records/documents individually or boxed to the DMC.

NOTE: Page counts are required for individual submittals, but not for boxes of records/documents.

6.4.2 Complete top portion of SSTF-011.

NOTE: The contractor must sign the SSTF-011 for all submittals made by subcontractor personnel.

6.4.3 Prepare documents/records for submittal to the DMC by removing staples and/or binding.

6.4.4 Before scanning or converting records or documents, request a classification review of the hard copy.

6.4.5 **When** the classification review is complete, attach a copy of the classification review documentation to the MTF or have the MTF section for classification review completed by the derivative classifier.

6.4.6 Convert approved hard copy documents and records that have been properly rotated, clearly and legibly marked to an electronic format using the following requirements:

- Black and white, scan to 300 dpi
- Grayscale, scan to 400 dpi
- Color, scan to 150 dpi
- Convert to PDF ASCII file (OCR process)
- Page sizes 8.5 X 11, 11 X 14, 11X 17

6.4.7 Assign a file name to the electronic records reflecting the document number and save to S:\PRS Submittal to DMC-- Electronic Records.

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6.4.8 Record the electronic file name on the MTF in the appropriate space.

NOTE: The MTF must have the electronic file identified for each hard copy record scanned or converted to the electronic format.

6.4.9 When submitting boxes of records to the DMC obtain white records storage boxes of a standard size, 10"X12"X15" with flaps to fold down, unattached lids are unacceptable.

NOTE: Any supporting documentation must be a record to be included in the submittal.

6.4.10 Pack boxes according to the following:

- Pack boxes fully with records only,
- Do not exceed 30 pounds,
- Leave 2" of space at one end,
- Do not overstuff as lids must close flat,
- Box only record material of the same type in each box,
- Do not box hanging files or binders, folders may be used to replace hanging files or binders,
- Do not write in the "agency box number" or "accession number" spaces on each box,
- Complete MTF SSTF-011 and Records Transmittal List, SSTF-012 for each box,
- Type or electronically generate forms, cannot be handwritten,
- Place the two forms inside in the front of each box,
- Contact Radcon to survey and release records from potentially contaminated areas,
- Contact DCC to schedule box submittals to DMC, and
- Send boxes to DMC.

6.4.11 Contact DCC to schedule box submittals to the DMC.

6.4.12 Submit to DMC individual record/documents or boxes with the completed MTF and any supporting documentation for processing and proper storage.

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6.5 Requesting Records from the DMC

- Requester **6.5.1** Send your record request to the DMC. Include a date by which you need the record.
- Give the title of the record requested
 - **IF** title is not known, **THEN** list as many keywords that may help to identify the document
 - Date of the record, if known
 - Any other pertinent information that may benefit the DMC in locating the record
- 6.5.2** Complete the Records Request form with all the pertinent information and send to the DMC for completion.
- 6.5.3** Request that the record be sent directly to the requester.

6.6 Requesting Controlled Copies from the DCC

- Requestor **6.6.1** Contact the DCC with the request to make a document(s) a controlled copy.
- DCC **6.6.2** Assign a PRS Controlled Copy number to the document.
- 6.6.3** Print controlled copy and cover page and follow instructions contained on the cover page.
- NOTE:** Revisions/changes to controlled documents must receive the same level of review and approval as the original.
- 6.6.4** Prepare a Historical File and maintain a list of all copies issued on controlled distribution.

7.0 RECORDS

None

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Attachment A
DEFINITIONS/ACRONYMS
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DEFINITIONS

ADMINISTRATIVE RECORD - The Administrative Record serves two primary purposes. First, the record contains documents which form the basis for selection of a response action. Section 113 (j)(1) of CERCLA and general principles of administrative law, limits the courts to the use of the Administrative Record to support judicial review when the adequacy of a response action is being challenged. Second, the record acts as a vehicle for public participation, thus ensuring that the government has considered the concerns of the public during the response selection process.

ADMINISTRATIVE RECORD FILE - The file containing the documents collected throughout the investigative and decision-making process (including public and classified information) for an operable unit. The documents collected are based on established criteria and are expected to constitute the AR upon selection of a response action.

CONTROLLED COPY – A plan, procedure, program description, or any part thereof, that is prepared, reviewed, issued, revised, and approved in accordance with established protocol and subject to controlled distribution and to defined change process. Controlled documents and forms are controlled to ensure that correct and current documents are used and referenced.

DOTS PER INCH – Measurement of the resolution of display and printing systems.

ENVIRONMENTAL DATA – Any measurement or information that describes environmental processes or conditions or the performance of environmental technology [American National Standards Institute (ANSI)/American Society for Quality Control (ASQC) E4-1994]. Environmental data consist of quality-assured and nonquality-assured project data. This definition encompasses all measurement, monitoring, and analytical data that is generated by or for the Environmental Restoration Program and includes supporting information, such as all associated geospatial information, monitoring locations, sample dates, depths, units, standardized parameter names and codes, and data quality assessment flags.

FIELD OPERATING RECORDS – Records that are compiled, revised, or made complete over time or are required by permit or procedure to be located at a designated work area.

OWNER - The owner is the senior manager in the owning organization. Owners are the final approval authority for all procedures developed by a specific project, or project support, organization.

POST DECISION FILE (PD FILE) - The file that contains documents generated or received after the signing of the decision document.

PREPARER/GENERATOR – The individual, assigned by the Facility Manager/Paducah Remediation Manager of Projects or designee, who is responsible for the creation, identification, storage, and submittal of records.

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QUALITY RECORD – is a document or media that provides objective evidence of an item, service or process and is retained for its expected future value.

RECORD COPY – The official copy of a record that is submitted to the DMC and retained by the DMC for legal, operational, or historical purposes.

REQUESTER – Individual who is requesting the document or record, number, etc., from the DCC.

VITAL RECORDS – Those that are essential to the continued functioning or reconstitution of an organization during and after an emergency including those records essential to protecting the rights and interests of that organization and of the individuals directly affected by its activities. Vital records are sometimes called essential records. Vital records considerations are part of DOE's continuation of operations program.

ACRONYMS

AR – Administrative Record

AR Coordinator – The individual who approves the initiation of an AR file.

CERCLA – Comprehensive Environmental Response, Compensation, and Liability Act of 1980

DCC – Document Control Center that is controlled by PRS

DMC – Document Management Center that is controlled by Swift & Staley

DPI – Dots per inch

DOE – United States Department of Energy

FOIA – Freedom of Information Act of 1966

FOR – Field Operating Records

MTF – Material Transfer Form

PRS – Paducah Remediation Services, LLC

RC – Record Copy

RCRA – Resource Conservation and Recovery Act of 1976

SIC – Strategic Planning, Integration, and Communications

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Attachment B GUIDELINES FOR THE CREATION OF A PDF FILE

1. A pdf file can be created two ways: converted or scanned.
 - Converting a file to a pdf is done by using Adobe Acrobat or similar software.
 - Scanning to a pdf file is done by running the hard copy through a copier.
 - Converting files is the preferred method. Scanning is NOT preferred.
 - The preferred method of converting a file is to utilize the Adobe icon on the button bar, rather than going to File and Print. (This will allow comments made by DOE on the document, in the future, to be exported electronically into Word.)
 - If you do not have software to convert to a pdf, please contact IT.
2. A typical pdf file must contain the PRS letter preceding the deliverable, submittal, or document and must be complete and accurate.
3. If a letter contains two pages, it may be scanned; however, if more than two pages in length, it is suggested the letter be converted using Adobe Acrobat or similar software, with pages replaced, as needed. See #7 below for examples of acceptable replacement pages.
4. Any file utilized to create a deliverable, submittal, or document must be converted from its original source, such as Microsoft Word, Excel, Access, PowerPoint, etc. This creates a smaller file resulting in utilization of less space on the network and, if the file is smaller, it likely will be small enough to send via e-mail.
5. Scanning an entire document is not acceptable. This creates an extremely large file, making it harder to manage. In addition, DOE is unable to utilize Adobe's search feature (which makes it easier to find key words) and comment feature (which is their preferred method of providing electronic comments to PRS). There are few exceptions to this rule. See #7 below with examples of acceptable replacement pages.
6. If portions of a document need to be scanned, replace only those pages in the converted file (created as indicated in #3 and #4) with the scanned pages.
7. Portions of letters or documents that are acceptable to scan are as follows:
 - Cover page in a PRS letter (i.e., the PRS logo must appear on the pdf file);
 - Page in a PRS letter containing the site manager's signature (or his designee);
 - Cover page in a document containing the DC-TIO reviewer's signature as well as the reviewer's signed DC-TIO form;
 - Preparation/Review/Certification Checklist signed by all reviewers;
 - Any other portion of a document where signatures may be embedded within the document;
 - Any other page with handwritten items on it;
 - An original source document, if no electronic file is available; or
 - Emails from individuals with approval.
8. If portion of a pdf file is created by converting and scanning, once the complete file is together, it is suggested that the Adobe option "Reduce File Size" is chosen in order to reduce the size of the file created.
9. Prior to disseminating copies according to the PRS Standard Distribution List, ensure the hard copy and pdf file are identical in content. The hard copy, which is hand delivered to DOE, must match the electronic pdf file sent to DOE via e-mail or posted on the ftp site. It is a good practice to print the hard copy from the electronic pdf file to ensure these copies match.

Once the pdf file has been "put together" or "built," name the pdf file appropriately according to its contents. It must be labeled with the letter number, for ease of finding the letter, as well as an accurate description of the document included with the letter. For example, ENM-L-0800 - FY2009 EMP, Rev. 0, January 2009.

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Attachment C
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Under Section 113 of CERCLA, the AR serves two primary purposes. First, under Section 113(j), judicial review concerning the adequacy of a response selection is limited to the contents of the AR. Judicial review procedures are applied to the case wherein the “arbitrary and capricious” standard of review will be used. However, the extent to which the Lead Agency attains the benefits of judicial review depends on the quality and completeness of the record. Second, Section 113(k) requires that an AR serve as a vehicle for public participation in selecting a response action and documenting that process. If the Lead Agency does not provide an opportunity for involvement of interested parties in the development of the AR, persons challenging a response action may argue that judicial review should not be limited to the record.

The Environmental Protection Agency (EPA), Office of Solid Waste and Emergency Response (OSWER), Directive No. 9833.3A-1, establishes *Final Guidance on Administrative Records for Selecting CERCLA Response Actions*. The AR File is compiled as documents relating to the selection of the response action are generated or received by the Lead Agency and includes documents that form the basis for the response action decision, whether or not they support the response selection. The AR File should be a contemporaneous explanation for the basis for the selection of a response action. When the decision document is signed for a particular response action, the AR File becomes the AR and is maintained in a controlled environment for potential judicial review.

Every decision document must be supported by an AR that documents the decision making process. AR File criteria have been established to aid in the identification of types of documentation that are typically included in the AR and also outline the responsible organization for ensuring particular items are identified for inclusion in the AR. The period between the time an AR File is initiated and a decision document is signed typically ranges from 6 months to over 5 years. It should be noted, therefore, that during any given period of time, many AR Files are opened and being compiled simultaneously.

Types of documentation for inclusion in the AR include primary and secondary documents, materials that show regulator involvement, such as written comments between DOE, EPA, and the State, and public involvement information. This type of documentation is considered Inclusion Code 1 and is automatically included in the AR File by the AR Coordinator.

Supporting documentation used in the creation/generation of primary and secondary documents are considered Inclusion Code 2. This type of documentation is included in the AR File, after identification by project staff. Supporting documentation usually consists of sampling and analysis plans, technical studies, validated sampling and analysis data, data summary reports, and historical documentation.

Materials that document a variance in the decision-making process or impact that process, but are not captured elsewhere in the AR File (i.e., documented phone conversations, meeting minutes, and emails), are included in the AR File upon identification by the DOE project staff.

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This type of documentation is considered Inclusion Code 3.

CERCLA requires that each AR File and subsequent AR be maintained at two locations: the federal facility and an off-site location designated to provide public access. The DMC staff maintains the official AR Files/AR and transmits copies of the public documents and pertinent information to the off-site location, which is responsible for maintaining and presenting the information to the public.

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Attachment D
ADMINISTRATIVE RECORD FILE CRITERIA
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Document Type	Inclusion Code*	Comments
FFA Primary Documents	1	Released to Regulators (D1+)
FFA Secondary Documents	1	Released to Regulators (D1+)
EPA Signature Correspondence	1	
KDEP Signature Correspondence	1	
DOE Signature Correspondence	1	
Federal Facility Agreement	1	DOE/OR/07-1707
Tri-party Agreements	1	DOE/EPA/KDEP
Community Relations Plan	1	DOE/OR/07-1233&D3
Land Use Control Assurance Plan	1	
Public Information Fact Sheets/Public Notices/Newspaper Announcements	1	Site-specific
Transcript from Proposed Plan Public Meeting	1	Site-specific
Public Comments/DOE Response to Comments	1	Site-specific
Site Background Documents	2	
Data Summary Sheets	2	
Validated Sampling Data	2	Pointer/Referenced
Chain-of-Custody Forms	2	Pointer/Referenced
DOE/Regulator Meeting Minutes	3	If applicable
DOE/Regulator Telephone Conversations/E-Mail/Facsimiles	3	If applicable

***INCLUSION CODE KEY**

- 1 – Automatic inclusion
- 2 – Automatic inclusion after identification by site project staff
- 3 – Inclusion by exception only and must be identified by project staff

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**Attachment E
POST DECISION FILE CRITERIA
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Document Type	Inclusion Code*	Comments
Primary Documents/Secondary Documents	1	Released to Regulators
DOE Signature Correspondence	1	
Regulator Signature Correspondence	1	
Community Relations Information	1	
Public Information Fact Sheets	1	
Land Use Notice(s)	1	
Land Use Control Implementation Plan	1	
Public Notices/Newspaper Announcements	1	If applicable
Public Comments/Late Public Comments/ Response to Comments	1	If applicable
Site-Specific Background Documents	2	If applicable
DOE/Regulator Meeting Minutes, Phone Conversations, & Emails	3	If applicable

***INCLUSION CODE KEY**

1-Automatic inclusion

2-Automatic inclusion after identification by site project staff

3-Inclusion by exception only and must be identified by project staff