

U. S. Army Corps of Engineers
Formerly Utilized Sites Remedial Action Program
C. Bliss and Laughlin FUSRAP Site
Administrative Record File Subject Guide



- 01000 Site Management Records
 01010 Correspondence - Incoming
 01015 Correspondence - Outgoing
 01020* ASRs (including factual supporting historical documents)
 01030 Scopes of Work/Contractual Documents
 01040 Site Photographs and Maps
 01050 Site Descriptions and Chronologies
 01060* Reference Documents •
 01070 Federal, State, Local technical records
 01080 Inventory Project Report (INPR)/Risk Assessment Code (RAC) (Include final INPR's that have been reviewed and concurred with by agency counsel and when applicable the Confirmation report for HTRW sites - do not include government cost estimates which may be attached to the INPR)
 01090 Site Inspection Documents
 01100 No Further Action Determinations (NOFA) at the INPR phase since no Administrative Record is compiled for such actions. It should be noted however, no action decisions reflected in the Action Memorandum or ROD will be included.
- 02000 Removal Response
 02010* Correspondence - Incoming
 02015* Correspondence - Outgoing
 02020* Sampling and Analysis Data and Plans
 02030 Scopes of Work/Contractual Documents
 02040* Work Plans/Site Safety and Health Plans and Progress Reports
 02050 Invoices/Contractor Payments/ Cost Reports
 02060 Interagency Agreements/Memoranda
 02070* ARARs determinations
 02080 Interim Deliverables
 02090 Chain of Custody Forms
 02100 Daily Operations Summary/Situation Reports
 02110 Work Register and Logs
 02120 Anomaly Review Board Documents (Management Plan, Correspondence, SOP's, Findings)
 02130 Removal Response Reports (Emergency Evacuation Orders)
 02140 On-Scen Coordinator Reports
 02150 EE/CA Approval Memorandum
 02160 EE/CA
 02170 EE/CA Action Memorandum

RECORD

- 04000 Feasibility Study
- 04010* Correspondence - Incoming
- 04015* Correspondence - Outgoing
- 04020 Sampling and Analysis Data and Plans
- 04030 Scopes of Work/Contractual Documents
- 04040 Work Plans and Progress Reports
- 04050 Invoices/Contractor Payments/Cost Reports
- 04060 Interagency Agreements/Memoranda
- 04070 ARARs determinations
- 04080 Interim Deliverables
- 04090* Feasibility Study Reports
- 04100* Proposed Plans for Remedial Action

- 05000 Record of Decision
- 05010* Correspondence - Incoming
- 05015 Correspondence - Outgoing
- 05020 Sampling and Analysis Data and Plans
- 05030 Scopes of Work/Contractual Documents
- 05040* Work Plans and Progress Reports
- 05050 Invoices/Contractor Payments/Cost Reports
- 05060 Interagency Agreements/Memoranda
- 05070 ARARs determinations
- 05080 All public notices, comments received, and responses to the comments
- 05090* Record of Decision
- 05100 Amendments to the Record of Decision
- 05110 Explanation of Significant Differences

- 08000 Public Affairs/Community Relations
- 08010 Correspondence - Incoming
- 08015 Correspondence - Outgoing
- 08020 Mailing Lists
- 08030 Scopes of Work/Contractual Documents
- 08040 Work Plans and Progress Reports
- 08050 Invoices/Contractor Payments/Cost Reports
- 08060* Community Relations Plan
- 08070 Briefing Papers (briefing papers may be statements of fact presented to the decision makers which form part of the basis for a decision, or they may be privileged deliberative process information which constitute staff analysis or recommendations, or they may have both types of information.)
- 08080* News Clippings and Press Releases
- 08090 Work Logs
- 08100 Public Meeting Minutes/Transcripts, including minutes of Restoration Advisory Board/Technical Review Committee meetings
- 08110* Fact Sheets
- 08115 Newsletters
- 08120 Written Responses to Public Comments/Questions (include all public comments, or information obtained from the public relating to the response action decision, which may include summaries of interviews, correspondence with political subdivisions such as zoning boards, letters from the public, etc.)
- 08130 Public Notices (Availability of Record, Public Comment)

- 09000 Congressional Relations
- 09010 Correspondence - Incoming (To include formal Congressionals)
- 09015* Correspondence - Outgoing (To include formal Congressionals)
- 09020 Briefings
- 09030 Transcripts
- 09040 Testimonies
- 09050 Published Hearings