

EIS ADMINISTRATIVE RECORD

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Project Name:

Responsible Agency:

Cooperating Agency(ies):

A. NEPA Process

Process Step	Type of Document	Document Specifies	+/-
1. Notices	Notice of Intent	Initial – as published	
		Revised – as published	
	Notice of Availability	As published	
	NEPA Project list		
	Notice of Decision		
		Official News Releases	As published
2. Scoping	Public Notice(s)		
	Official News Release(s)		
	Meeting Reports		
	Mailing List(s)		
	Public Input*	Agency Input	
		Organization Input	
	Individual Input		
	Analysis Records		

Process Step	Type of Document	Document Specifies	+/-	
3. IDT	Members	Criteria for Selection – leader, members		
		List, subject matter and qualifications		
		Changes / revisions to list(s)		
	Meetings	Agendas		
		Minutes / reports		
	Correspondence	[Internal IDT, including email]		
	Consultants	List, subject matter and qualifications		
		Scopes of work		
	Approvals	Decision-maker sign-offs		
		Contract approvals		
	4. Internal agency coordination	Formal direction / policy	Requests for direction / policy	
			Responses	
		Headquarters	Meeting agendas	
Meeting minutes / reports				
Correspondence				
Decisions				
Agreements				
Regional Office		Meeting agendas		
		Meeting minutes / reports		
		Correspondence		
		Decisions		
		Agreements		
Adjacent units		Meeting agendas		
		Meeting minutes / reports		
		Correspondence		
		Decisions		
	Agreements			

Process Step	Type of Document	Document Specifics	+/-
5. External Coordination	Proponent (if any)	Meeting agendas	
		Meeting minutes / reports	
		Correspondence	
		Agreements	
	US Fish & Wildlife Service (ESA Section 7)	Meeting agendas	
		Meeting minutes / reports	
		Correspondence	
		Biological Assessment / Evaluation	
		USFWS Biological Opinion	
	State Historic Preservation Officer (NHPA Section 106)	Meeting agendas	
		Meeting minutes / reports	
		Correspondence	
		Agreements	
		Permit applications and Permit(s)	
	US Army Corps of Engineers (Section 404 permit)	Meeting agendas	
		Meeting minutes / reports	
		Correspondence	
		Agreements	
		Permit applications and Permit(s)	
	Bureau of Indian Affairs	Meeting agendas	
		Meeting minutes	
Correspondence			
Agreements			
Governments: Tribes	Meeting agendas		
	Meeting minutes / reports		
	Correspondence		
	Sacred sites consultations		
	Treaty rights consultations		
	Agreements		

Process Step	Type of Document	Document Specifies	+/-
	Governments: State	Meeting agendas	
		Meeting minutes / reports	
		Correspondence	
		Permit application(s)	
		Agreements / Permits	
	Governments: County	Meeting agendas	
		Meeting minutes / reports	
		Correspondence	
		Agreements	
	Governments: Local	Meeting agendas	
		Meeting minutes / reports	
		Correspondence	
		Agreements	
	Other government(s)	Meeting agendas	
		Meeting minutes / reports	
		Correspondence	
		Agreements	
	Other coordination: citizens' groups, NGOs, interagency committee, task force, etc. – specify	Meeting agendas	
		Meeting minutes / reports	
		Correspondence	
		Agreements	
6. DEIS	Draft EIS itself**		
	Transmittal letter		
	Mailing list		

Process Step	Type of Document	Document Specifies	+/-
7. Comments	Notices		
	Meetings	Meeting agendas	
		Meeting minutes / reports	
		List of commenters	
		EPA review	Review letter
			Meeting minutes / report
			Correspondence
		Public comment*	Agency Input
			Organization Input
			Individual Input
		Analysis Records	
		Response to comments	
8. FEIS	FEIS itself**		
	Transmittal letter		
	Mailing list		
9. Record of Decision	ROD itself		
10. Other	Maps, computer runs***		

* Can also be arranged by input type, i.e., letters, telephone, Internet, etc.

** Include any maps, charts, etc. made publicly available.

*** Include any working copies of maps, final computer runs, etc. used in the analysis.

B. Issue Areas*

Issue Area	Type of Document	Document Specifies	+/-	
1.	Research	Background information		
		Field methods / notes		
		Monitoring reports		
		Analysis	Significance indicators / criteria	
	Reports	Work products		

Issue Area	Type of Document	Document Specifies	+/-
2.	Research	Background information	
		Field methods / notes	
		Monitoring reports	
	Analysis	Significance indicators / criteria	
Reports	Work products		
3.	Research	Background information	
		Field methods / notes	
		Monitoring reports	
	Analysis	Significance indicators / criteria	
Reports	Work products		
[etc.]			

* Issues examined in detail should be identified here, along with appropriate work papers, criteria, lists of references, etc. Specific regulatory correspondence (e.g., Section 7 consultations) should be placed with agency coordination materials.

Issues eliminated from detailed consideration should also be listed, along with the background information that led to their elimination. For example, if an issue has been dealt with in a separate NEPA document, provide a reference to (or copy of) that document; if an issue has been eliminated because analysis showed it to be not relevant to the decision, provide evidence in the form of analysis records or meeting minutes / approvals.

C. References Cited

Copies of all references cited in the EIS should be available to the public, and for any potential appeal or litigation process. As a minimum, this section of the record should contain physical copies of all hard-to-get materials (e.g., out-of-print, file copies of internal reports, maps, contractor reports, etc.). For more widely available materials, the record should contain a photocopy of the cover and/or first page, along with ISBN number and publication data. It may also be appropriate to photocopy the relevant portions of the publication that were relied on in the research or analysis for the EIS.

There are two main ways to organize these materials: (1) all together alphabetically, and (2) by issue area or topic. For ease of retrieval, organize them the same way the “references cited” list is organized in the EIS.