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Electronic copies are available on the INTERNET at:

[http://erb.nfesc.navy.millerb\\_alsupport/work\\_grplarms/armsguide.pdf](http://erb.nfesc.navy.millerb_alsupport/work_grplarms/armsguide.pdf)



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Department of Navy Installation Restoration Program

# ADMINISTRATIVE RECORDS

COMPREHENSIVE ENVIRONMENTAL RESPONSE, COMPENSATION, AND LIABILITY ACT (CERCLA) ADMINISTRATIVE RECORD MANAGEMENT SYSTEM (ARMS) USER'S GUIDE



A User's Guide to Researching, Organizing, Indexing and Storing a CERCLA Administrative Record in paper and electronic format

November 1999

# MANAGING OUR ADMINISTRATIVE RECORDS

Having trouble putting your Administrative Record together? Not sure what an Administrative Record is, or what you are supposed to do?

The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Section 113K requires the establishment of an Administrative Record (AR) for sites being cleaned up in compliance with this law. The Administrative Record (AR) should contain all the information that supports the cleanup action decision.

## ADMINISTRATIVE RECORD

**Definition** - The combination of records and other material that forms the basis for remedy selection and legal review of the CERCLA response action implemented at an installation restoration site. It serves as a vehicle for public participation in the selection of a response action.

The CERCLA Administrative Record Management System (ARMS) User's Guide is to assist any government agency or private sector on developing and maintaining the AR in paper or electronic format.

## OUTLINE OF ARMS USER'S GUIDE

**Purpose** - To provide the user with a step by step guide for:

- ◆ Ensuring the Administrative Record File (ARF) is complete using the guidance from the Environmental Protection Agency (EPA), the Department of Defense (DOD), and the Department of the Navy (DON)
- ◆ Converting the ARF from paper to electronic format. This format includes fiche, film, CD ROM, magnetic tape, or an optical disk platter.
- ◆ Generic samples of letters (Administrative Record File Fact Sheet, Public Availability Information), surveys and Scopes of Work can be tailored to fit your requirements.
- ◆ **System Standards**
  - Hardware
  - Software
  - Output File Format
- ◆ **Implementing the ARMS Process**
  - ISO Flow Chart illustrating the Six Steps
    - ① Researching and Organizing the Record
      - Guide for ARF Record Collection
      - Listing of Records Typically Included in the ARF Documents that may be Considered for Inclusion in the ARF
    - ② Indexing
    - ③ Surveying the Customers
      - Sample Letter and Survey
    - ④ Developing a Scope of Work
      - Project Record Submittal Distribution
      - Project Milestones
      - Sample Price Schedule
      - Estimated Direct costs
      - Administrative Records Maintenance
      - Responsibility Matrix
    - ⑤ Distribution
    - ⑥ Updating the ARF

◆ Support Contract Qualifications

◆ References and Web Sites

◆ Acronym List

◆ **Appendixes**

Administrative Record File Authority Bibliography  
Explanation of EPA Categories  
Lessons Learned During the Conversion of the ARF to a CD ROM Format  
Administrative Record File Core and Optional Index Fields  
Glossary

## WEB SITE INFORMATION

The following documents are available at:

The CERCLA ARMS User's Guide

[http://erb.nfesc.navy.mil/erb\\_a/support/work\\_grp/armsguide.pdf](http://erb.nfesc.navy.mil/erb_a/support/work_grp/armsguide.pdf)



The OSWER Directive 9833.3A-1, Final Guidance on Administrative Records for selecting CERCLA Response Actions

<http://es.epa.gov/oeca/osre/901203.html>

The Navy and Marine Corps Installation Restoration Manual, February 1997

[http://erb.nfesc.navy.mil/erb\\_a/restoration/guidance.htm](http://erb.nfesc.navy.mil/erb_a/restoration/guidance.htm)

The Department of the Navy, Environmental Restoration Plan

[http://erb.nfesc.navy.mil/erb\\_a/outreach/5yr\\_pln.htm](http://erb.nfesc.navy.mil/erb_a/outreach/5yr_pln.htm)