

TSK 400–ab7: Creating a Project File to Support the Administrative Record

Effective June 2012

See also: [EM Chapter 400](#)

Start task: As soon as the project starts.

End task: When the project is completed.

1. **Create** a filing system to document major decisions. The system should provide for both electronic and hard copy documents.
2. **Create** a standard naming system for all files.
 - a. Include the name of the project in the subject line for all emails related to the project.
 - b. Use standard fonts for names, text, and signature blocks on all emails related to the project.
 - c. Do not use colored text in email correspondence.
3. **Require** all staff (Region/Modal Project Office, Region Environmental Coordinator, HQ Environmental Staff, and Consultants) to comply with the standard naming system.
 - a. It is recommended that the Project Lead require staff to copy email and electronic documents to the project file on a regular basis to keep the system up to date and minimize the effort required to create the administrative record.
4. **Follow guidance** in Section 400.10(2) and 400.10(2)(c) to determine the type of documents to include in the project file.
 - a. Consult with the Attorney General’s Office to determine if the project will need an administrative record.
 - b. If the AG’s Office recommends that an administrative record be prepared, the project team should coordinate closely with the Assistant Attorney General when preparing the record.