

ADMINISTRATIVE RECORD CHECK LIST

Oregon/Washington Bureau of Land Management (OR/WA BLM) Litigation Team

February 2010

- Identify district Project Record Coordinator.
 - Contact OSO Litigation Specialist early on regarding potential litigation and Administrative Record development.
 - Review Solicitor Administrative Record guidance memos and power points.
 - Develop record organization schema.
 - Establish project record protocols with interdisciplinary team (ID team).
 - Develop acronym list.
 - As you build the project record, label & date documents appropriately.
 - Give OSO Litigation Specialist a heads-up regarding when project record will be sent to the OSO to be translated into the Administrative Record (scanned, redacted, bates numbered, hyperlinked etc. by contractor).
- Identify potential contractor work distinct from district work. Identify how you will develop your:
- Administrative Record Index
 - Privilege Index
- Develop general timeline with check in points.
- Has the agency reviewed the record for privileges (e.g. privacy act, deliberative, and attorney client privileges)?
- Seek guidance and clarification from Solicitors as needed through the OSO Litigation Specialist.
- Separate attorney client privilege documents appropriately from other documents.
- Items that will expedite the Administrative Record production with the contractors:
 - Single-sided documents without staples
 - Include all attachments with emails
 - Remove duplicates