

Exercise 3 – Administrative Record

Purpose:

The purpose of this exercise is to initiate the administrative record for each team member and for the RMP.

At the end of this exercise: (1) everyone on the RMP team, whether a BLM employee, contractor, or partner/stakeholder should have a clear understanding of the process and the expectations regarding the administrative record for your land use planning process; and (2) BLM planning team members and contractors should have a written process describing how the administrative record will be created, updated, and tracked/indexed.

Instructions:

Individually...

1. Review the guidance for creating an administrative record.
 - Office of the Solicitor Standardized Guidance on Compiling a Decision File and Administrative Record (<http://www.fws.gov/policy/e1282fw5.pdf>)
 - BLM Planning Handbook, Appendix F-6
 - BLM NEPA Handbook, section 13.4.1 and Appendix 10
2. Determine the process you'll follow to keep your own files, documents, references for the master administrative record (for example, what types of documents will you keep, where you'll keep them, how you'll keep track of them, etc.).
3. Document your process! You'll need to it later as a reminder.

As an interdisciplinary team...

1. Discuss how your team will keep the administrative record for your land use plan. Talk about your process, who will be the administrative record lead, how often will that person gather each team member's individual records, how to index or track the administrative record, how your contractor fits into the process, etc.
2. Document the process you've agreed to, post it on your shared files for all to reference, and update it as necessary. Don't forget to include your contractor(s), if you have any. Include your process for FOIA requests.

Approximate Time:

Individual tasks – 30 minutes

ID Team tasks – 1 hour