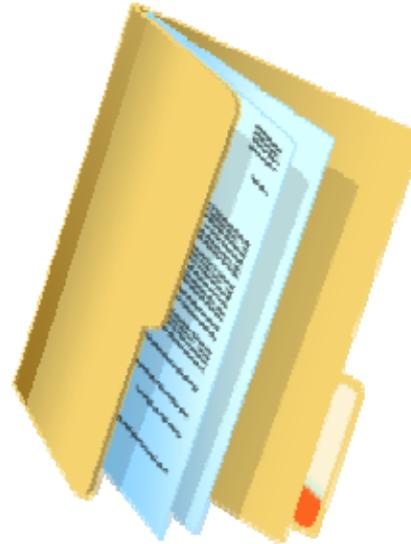


# Administrative Record



# Objectives

- Describe the importance of an Administrative Record.
- Create and maintain a complete Administrative Record.



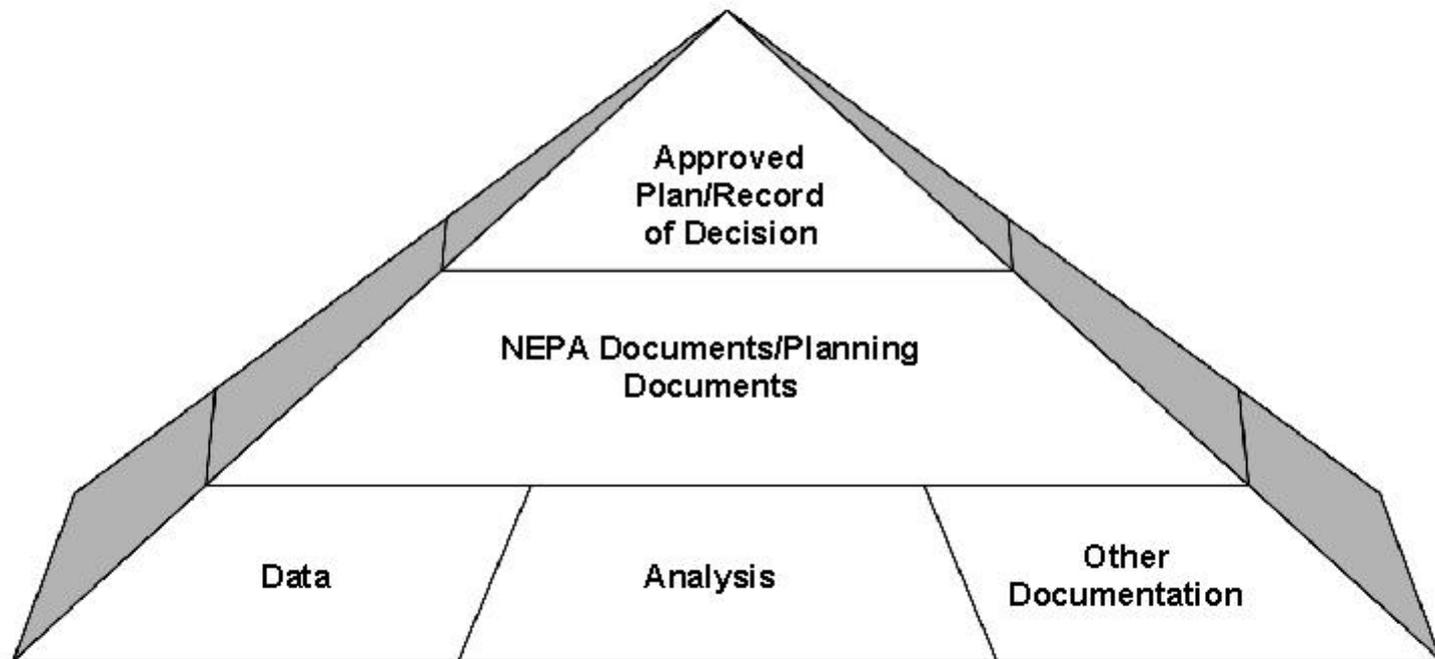
# Why Is the Administrative Record Important?

- Demonstrates the agency considered all the evidence before it made a decision.
- Demonstrates the agency understood the laws it was applying.
- Provides support for the agency's interim and final decisions.
- It is the body of evidence used in legal proceedings.
- Demonstrates the agency acted reasonably.
- Decision made without support in the administrative record will be considered arbitrary and capricious.

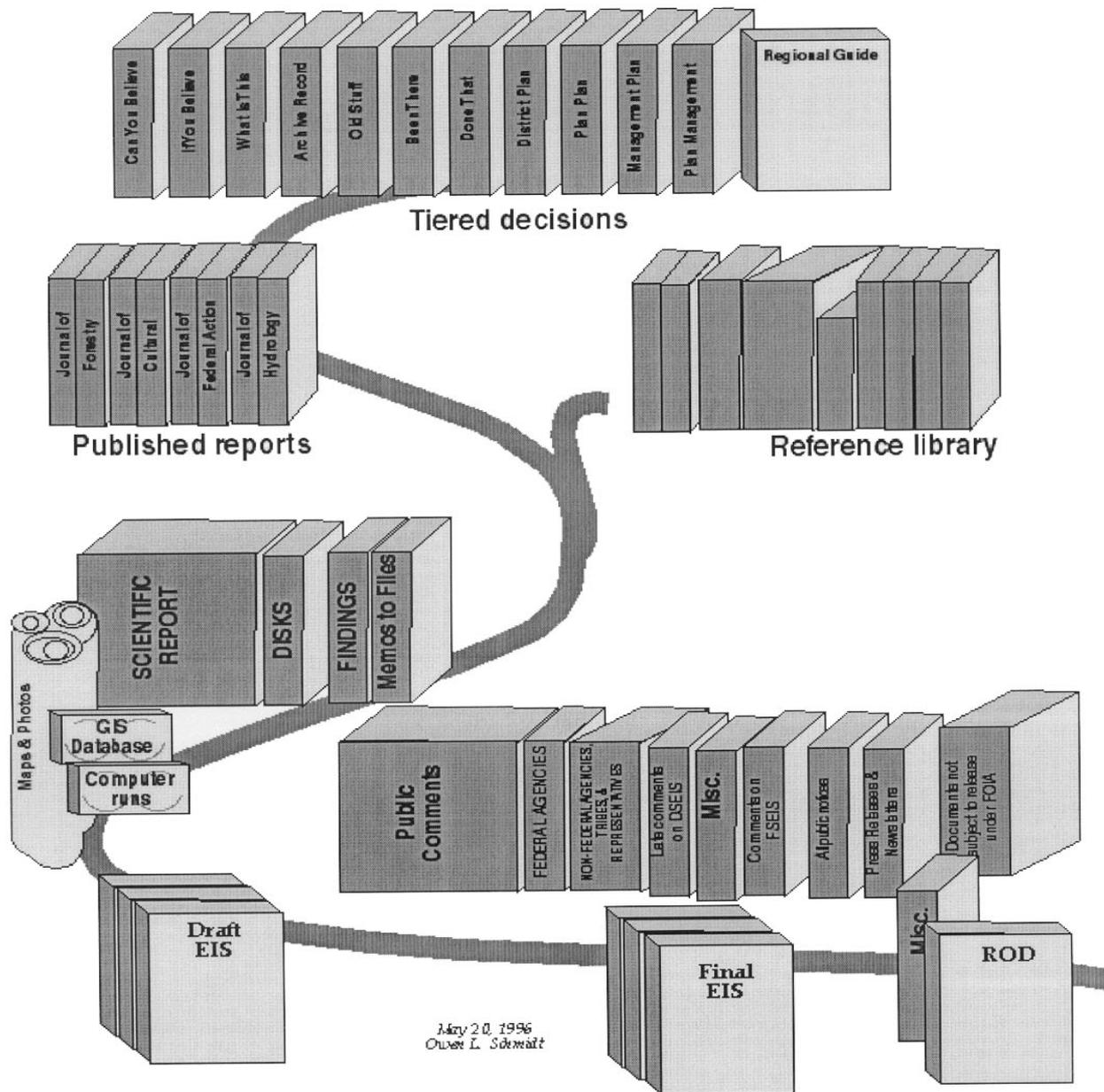
# The Decision-Making Pyramid

- Relationship between the decision and the record:
  - The Record of Decision (ROD) is the agency's decision.
  - The RMP/EIS provides conclusions and reasoning for the decision.
  - Data, analyses, reports, surveys, etc., provide documentation supporting the decision.
- Without a foundation of evidence, the decision would not be supported and could ultimately fail.

# Decision-Making Pyramid



# Administrative Record



May 20, 1996  
Owen L. Schwartz

# Organizing and Maintaining the Administrative Record

- Have a complete and organized record (for legal review).
- Identify lines of responsibility.
  - BLM staff
  - Collaborators
- Review agency policies and guidelines.
- Consider options for storing the administrative record, physically and electronically.



# What Can Go Wrong with an Administrative Record?

- Missing information
- Incomplete and unorganized
- Failure to collect as you go (staff departures)
- Failure to include collaborator administrative record material
- Data in the record indicates one thing, but public documents and/or decisions say another.
- Consequences: without a complete administrative record, the agency may not be able to justify its decision in court.