

# REMOVAL ADMINISTRATIVE RECORD SHOULD INCLUDE

## □ Documents showing public involvement

- Community involvement plan
- Newspaper & other public notices
- Documents sent to persons on the community involvement mailing list
- Community involvement mailing list
- Documentation of public meetings
- Public comments
- Responses to significant comments

## □ Relevant decision documents

- Action memorandum
- Amended action memorandum
- Closure memorandum
- ESD 300.810(a)(4)

## □ Factual information that forms the basis for the selection of a response action. \*300.810(a)(1)

- PA/SI report (sampling data, chain of custody forms, inspection reports, data summary sheets)
- EE/CA & approval memorandum
- SAP

- Technical studies
- Risk evaluation/endorsement assessments
- Data submitted by the public, including PRPs

## □ Policy & Guidance Documents 300.810(a)(2)

- Special coordination needs
- ARARs
- Cost effectiveness

## □ Enforcement Documents

- Information in administrative orders or consent decrees that are relevant to the selection of the response action

- Affidavits containing relevant factual information
- Notice letters to PRPs
- Information request letters & subpoenas
- Responses or relevant portions of responses to information request letters

## □ Index of documents included in the record

