

---

## **Appendix I    Records Manager and Project Manager Records Responsibilities**

---

Every NAVFAC Environmental Business Line office has a Records Manager who handles Administrative Record Files, Post Decision Files, and Site Files.

See Section 113 of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), as amended by the Superfund Amendments and Reauthorization Act of 1986 (SARA) for the requirements and authority to establish the Files.

### **Records Manager Responsibilities**

- Ensure that official paper Administrative Record Files are compiled and maintained according to the *CERCLA Environmental Restoration Recordkeeping Manual* requirements and references identified in Appendix A
- Organize, review, evaluate, and determine if documents should be included in the Administrative Record File, Post Decision File and Site File
- Coordinate with Project Managers and environmental counsel when questions arise as to the relevance and appropriateness of including a document in the AR.
- Oversee and manage document metadata entry in NIRIS EDMS
- Review Document Data Sheet information
- Identify and maintain documents with sensitive information
- Maintain the official paper records for all files on-site at a NAVFAC Environmental office and/or authorizing the paper files shipment for storage at the appropriate Federal Records Center (FRC).
- Ensure that the AR, PF and SF are accurate and complete
- Coordinate with PMs to research, identify, and locate missing documents or missing portions of documents.
- Ensure that the AR, PF and SF are available for reproduction
- Ensure that a copy of the AR or an up to date AR Index is publicly available at or near the installation or via the NAVFAC installation-specific public web pages.
- Provide, if applicable, assistance updating a copy of the AR at installations

- Ensure that Information Repositories are established, maintained, and updated.
- Coordinate, as requested, with Environmental Counsel or the Department of Justice (DOJ), etc., Administrative Record File requirements related to litigation
- Arrange for production and presentation of the AR to the court when judicial review is part of litigation
- Prepare an affidavit or testify about AR policies and procedures if the manner in which the AR was compiled and maintained is questioned during litigation.
- Coordinate, as appropriate, Freedom of Information Act (FOIA) requests for AR, PF or SF documents with the Command FOIA coordinator.
- Monitor the U.S. EPA website for the latest guidance
- Monitor, maintain, and implement records management policies and procedures in support of the overall DON Records Management Program requirements
- Create and maintain records appropriately and oversee basic records management training
- Create metadata and maintain Command file documents in NIRIS
- Monitor recordkeeping activities
- Create and maintain Command and installation-specific file plans in accordance with NAVFAC standards
- When Contract Task Orders (CTO) close, review contract document deliverables to ensure that all documents were delivered to Records Management in the approved paper and .PDF formats

## **Project Manager Responsibilities**

### DON ERP Project Manager Responsibilities

- Ensure that contractors are aware of and have a copy of the specific contractor guidelines and requirements for document creation and submittal
- Provide contractors and subcontractors with records management document requirements in this Recordkeeping Manual, the standard operating procedures to submit documents, and the Document Data Sheet and instructions
- Review and approve the Document Data Sheet before submission to Records Management
- Ensure that the approved Document Data Sheet accompanies all document submittals for NIRIS
- Provide Records Management the appropriate document and correspondence distribution lists
- Ensure that scopes of work recognize records management requirements in overall contract documents.
- Ensure that all documents relevant to AR, PF and SF are provided to the Records Manager
- Ensure that all updates to documents are provided to Records Management and to everyone on the distribution list
- Coordinate with Records Managers to research, identify, and locate missing documents or missing portions of documents
- Coordinate with Records Management and Environmental Counsel when a Freedom of Information Act request is received.
- Add Records Management to partnering or team email lists; many decisions and formal comments on draft and draft final documents are made using email
- Ensure that public notices are published in accordance with OWSER Directive 9833.3A-1
- Ensure that Records Management receives copies of public notices (with complete citation), public meeting notices, transcripts, public meeting minutes, and restoration advisory board letters of invitation with attachments if applicable,

agendas, meeting minutes, presentations, and other community involvement related documents.

- Provide Records Management with historic environmental restoration paper or electronic documents as they are discovered
- Complete and submit the records Check-Out form before departing NAVFAC
  - NAVFAC employee Check-Out procedures require departing personnel and their supervisor to certify that all official Command records in his/her possession or control have been filed in the appropriate official Command record file(s) or transferred to his/her immediate supervisor prior to departure date.
  - Contact Records Management if you have documents in your possession and are unsure if the documents are official Command records