

---

## Chapter 6 How to Review, Organize and Process Documents for NIRIS

---

This Chapter discusses how to conduct document and file searches to ensure that all suitable Environmental Restoration documents are located, identified, reviewed, organized and evaluated for inclusion in the Administrative Record, Post Decision or Site Files. Quality Assurance/Quality Control measures are discussed. See Appendix L for information about documents that may require special handling.

### 1.1 Identify Documents

Contact appropriate Navy Project Managers or other personnel to offer assistance with identifying, locating, reviewing, organizing, and evaluating Environmental Restoration documents listed in Appendix B. Conduct an initial review to identify documents.

Potential locations where documents may be found include information repositories, commercial storage, FRC storage, onsite installation storage, contractor offices, employee work spaces, etc. Look for historic paper documents, other media, and perform file searches.

### 1.2 Review and Organize Documents

- Organize documents by year and month
- Identify documents and files which are potentially suitable for inclusion in the ARF, PF or SF using the lists of typical documents shown in Appendix B.
- Set aside documents and files identified as Compliance, Environmental Planning (NEPA) and Natural/Cultural Resources. Notify the installation Environmental Compliance, NEPA and/or Natural/Cultural Resources Program Manager(s) and transfer the documents to the appropriate point of contact if installation personnel do not have records management responsibilities for these types of documents.
- Set aside non-environmental documents which are not suitable for inclusion in the ARF, PF or SF. Return documents to the owner.

**NOTE:** If the installation is closed and the property has been or will be conveyed, record ownership may have transferred to the BRAC PMO.

- Associate raw analytical data with the related documents. If no related documents can be located, contact the appropriate Project Manager for assistance.

### **1.3 Organize and Evaluate Identified Documents**

- Separate document by installation name if reviewing documents for multiple installations.
- Organize paper documents by date (year, month, day) to identify document versions (draft, draft final, and final versions) to eliminate duplicates
- Place undated documents in a separate pile for additional research to identify approximate document date
- Retain original 'wet' signature documents or best copy available
- Evaluate documents to determine inclusion and group into the appropriate ARF, PF and SF.
- Cross-check and verify whether documents are already included in the installation database found in NIRIS

### **1.4 Quality Assurance and Quality Control**

Before document metadata is added to NIRIS, review the paper or electronic document to ensure its completeness and accuracy

- Verify that the paper or electronic version of a document contains all pages, tables, figures, map and drawings, photos, enclosures, attachments, appendices, logs, analytical or sampling data, etc.
  - Ensure that all pages are in the correct order. If not, place in the correct order
  - Make every effort to locate any missing pages, sections, appendices, tables, figures, attachments, enclosures, etc.
- Verify that a document's table of contents accurately reflects the actual content of the document and the page numbers identified correspond to the appropriate pages
- It may be difficult if not impossible to determine the correct page order for analytical data. When in doubt, consult the Project Manager.
- Review the contractor CONTRACT closeout package to ensure appropriate documents have been submitted for inclusion in the ARF, SF and PDF.

- Request, through NAVFAC contract specialists, documents which were not sent by the issuing contractor to the Records Manager or their designated representative
- Verify that documents which require dates and signatures are dated and signed
  - Documents without signatures should be researched to obtain signed originals if possible
  - If the original 'wet' signature is not available, an unsigned copy can be substituted
  - If an original document is found at a later date, replace the copy
- Blind copies are generally unacceptable
  - Ensure that all documents are provided on official Command letterhead
  - If a blind copy is the only available version, use the blind copy