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**SCHEDULED AUDIT OF THE ADMINISTRATIVE
RECORD FILE COPY OF THE UNITED STATES
ENVIRONMENTAL PROTECTION AGENCY
REGION V OFFICE**

05/11/93

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Department of Energy
Fernald Environmental Management Project
P.O. Box 398705
Cincinnati, Ohio 45239-8705
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MAY 11 1993
DOE-1942-93



Mr. James A. Saric, Remedial Project Director
U.S. Environmental Protection Agency
Region V - 5HRE-8J
77 W. Jackson Boulevard
Chicago, Illinois 60604-3590

Dear Mr. Saric:

SCHEDULED AUDIT OF THE ADMINISTRATIVE RECORD FILE COPY AT THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY REGION V OFFICE

Pursuant to our conversation of April 27, 1993, an audit of the Administrative Record (AR) file copy at the United States Environmental Protection Agency (U.S. EPA) Region V Office will be conducted on May 26 & 27, 1993, by the Fernald Site Administrative Record staff. Department of Energy (DOE) Guidance and directives mandate that the U.S. EPA copy be a mirror copy of the one housed at the Public Environmental Information Center (PEIC). Since the most recent audit of U.S. EPA's AR File, a massive re-indexing of the AR was completed. Re-indexing the in-house AR files began December 31, 1992 and ended March 31, 1993 (a three month period of time), and included all three copies housed at the PEIC. The AR staff was preparing to spend one full week in Chicago to re-index the U.S EPA copy of the Administrative Records. Arrangements had been made to take a fourth person from the Environmental Division along to ensure the work could be completed in 5 days. In an effort to reduce travel time and expenses, the proposal was subsequently made that instead of re-indexing the U.S. EPA AR file as was done at the PEIC, one of the re-indexed shelf copies currently housed at the PEIC be used to replace the copy held by U.S. EPA.

Thank you for your assistance in the Administrative Record audit. If you have any questions, please contact Johnny Reising at 513-648-3139.

Sincerely,

Johnny W. Reising
Deputy Assistant Manager
Environmental Restoration

FN:Reising

cc:

G. E. Mitchell, OEPA
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