



## Department of Energy

Ohio Field Office  
 Fernald Area Office  
 P. O. Box 538705  
 Cincinnati, Ohio 45253-8705  
 (513) 648-3155



JAN 20 1998  
 DOE-0304-98

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

Dear Mr. Saric:

### AUDIT FINDINGS OF THE ADMINISTRATIVE RECORD FILE COPY AT THE U.S. ENVIRONMENTAL PROTECTION AGENCY REGION 5 OFFICE

The following is an account of the audit that was performed of the Fernald Environmental Management Project (FEMP) Administrative Record on December 8-10, 1997, at the U.S. Environmental Protection Agency (U.S. EPA) Region 5 office.

None of the boxes comprising the submittals shipped from the FEMP after the November 1996 audit had been opened. Therefore, there were four submittals totaling approximately 500 documents for the FEMP Administrative Record (AR) staff to merge into the U.S. EPA Region 5 copy of the AR file. During this merging process, two documents were found to be missing. The binders which need to contain these two documents were brought back to the FEMP by the staff. The missing documents will be replaced and the binders shipped back to the U.S. EPA Records Center Manager.

Overall, the U.S. EPA Region 5 Administrative Record copy was found to be in good order. Thank you for your assistance in this Administrative Record audit appraisal. If you have any questions, please contact me at (513) 648-3153.

Sincerely,

Gary D. Stegrier  
 Public Affairs Specialist

FEMP:Reising