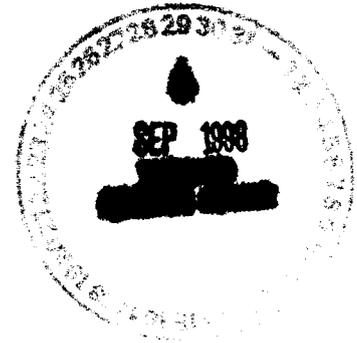


98-RF- 04838



DIST	LTR	ENC
ENSUSSEN, S.		
RAILSFORD, M		
ORMOLINI, A.		
ARD, R. G.		
ILL, J		
ULTON, J.		
MARTINEZ L		

September 25, 1998

98-RF-04838

ORTH K		
ARKER A		
ILLER R		
UOR N		
DOORHEIS G		
OLSTON S		
HELTON D		
ORTH K		
ARR M		

Norma I. Castaneda
 Environmental Restoration/Waste Management
 Closure Projects
 DOE, RFFO

ANNUAL UPDATE OF THE ADMINISTRATIVE RECORD – LMB-003-98

Roberts A	X	X
Crawford C	X	X
Whee L.	X	X
Brooks L	X	X

The Kaiser-Hill Team is required to create and maintain separate administrative record files for each project initiated in fiscal year 1998 and to deliver the administrative record files to the public repositories. All work associated with the administrative record for FY98 has been completed. The attached form verifies that each of the public repositories has received the annual update to the administrative record.

PEOA File	X	X
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Please contact me at extension 6130 if you have any questions concerning this matter.

Laura Mikolowsky Brooks

Laura Mikolowsky Brooks
 Environmental Management & Compliance
 Kaiser-Hill Company, L.L.C.

CORRES. CTRL	X	
TRAFFIC		
ADMIN REC		
ATS		

Attachment:
 As stated

CLASSIFICATION:		
CNI		
UNCLASSIFIED	X	X
CONFIDENTIAL		
SECRET		

LMB:mrd

Orig. and 1 cc – N. I. Castaneda

AUTHORIZED CLASSIFIER
 SIGNATURE

Exempt from Class
 Per CEX-266-95

IN REPLY TO RF CC NO.:

ACTION ITEM STATUS

___ PARTIAL/OPEN
 ___ CLOSED

LTR APPROVALS:

ORIG & TYPIST INITIALS

SMO
 RF-46469 (REV. 7/95)

Kaiser-Hill Company, L.L.C.

Priority Address: Rocky Flats Environmental Technology Site, State Hwy. 93 and Cactus, Rocky Flats, CO 80007 • 303.966.7000
 Mailing Address: P.O. Box 464, Golden, Colorado 80402-0464

**A CHECKLIST FOR
MAINTENANCE OF THE ADMINISTRATIVE RECORD (AR)
REPOSITORIES
AND DELIVERY OF QUARTERLY INDEX TO REPOSITORIES**

DATE: 17 SEPTEMBER 98

Introduction

The AR Staff combines the quarterly repository visit with the delivery of the AR quarterly index. The following procedures encompass preparation for both of these tasks since the two tasks are generally done simultaneously.

Preparation Before Public Repository Visit:

- X 1. Call the four public repositories approximately 3-5 days prior to delivery to verify delivery date and that someone will be available to accept index, etc.

Rocky Flats Citizens Advisory Board
9035 N. Wadsworth, Suite 2250
Westminster, CO 80021 420-7855

Name of Person talked to Bob Thompson

Rocky Flats Reading Room, Front Range Community College
3645 W. 112th Avenue
Westminster, CO 80030 469-4435

Name of Person talked to Ann Campbell

Colorado Department of Public Health & Environment (CDPH&E)
4300 Cherry Creek Drive South
Denver, CO 80222 692-3312

Name of Person talked to Therese Bostler

U.S. Environmental Protection Agency (EPA)
Superfund Records Center
999 18th Street, 8th Floor, Suite 815, North Tower
Denver, CO 80202 294-7691

Name of Person talked to Linda Reardon