

Sample Planning Record File Plan

For Draft Environmental Impact Statements (DEIS), Final EISs (FEIS), and Records of Decision (ROD)

1. General Information
 - a. Federal Register Notices
 - b. Issues, Concerns, Opportunities
 - c. Planning Criteria
 - d. ID Team (IDT) Membership
 - e. Project Schedules
 - f. Preparation Plan

2. Public Information and Involvement
 - a. Public Involvement Plans
 - b. Public Information Documents, Letters, Notices
 - c. Mailing Lists
 - d. News Reports and Clippings
 - e. General Correspondence
 - f. Meetings / Workshops
 - g. Public Comments - Scoping
 - h. Public Comments - prior to DEIS
 - i. Public Comments - DEIS
 - j. Protests and FEIS Comment Letters Received
 - k. Protest Responses
 - l. Governor's Consistency Review Comments/Response (if any)

3. External Communications
 - a. Other Federal Agencies
 - b. Cooperating Agencies
 - c. Tribes
 - d. State Agencies
 - e. Local Agencies
 - f. Elected Officials
 - g. Organizations
 - h. Individuals
 - i. Freedom of Information Act (FOIA) Requests and Responses (FOIA officer is responsible for maintaining these files)

4. Internal Communications
 - a. Project Management Correspondence
 - b. IDT - Correspondence
 - c. IDT Meeting Agendas and Notes
 - d. FOIA Exempt Documents
 - e. Quality Assurance Determination

5. Materials (background/supporting) used to develop planning documents (DEIS, FEIS, ROD)
 - a. Introduction
 - b. Alternatives
 - c. Affected Environment
 - d. Environmental Consequences
 - e. Appendices

6. Data used in support of planning decisions
 - a. Planning Data
 - b. Data Standards
 - c. Metadata

7. References

8. Planning Documents
 - a. Scoping Report
 - b. AMS
 - c. DEIS
 - d. FEIS
 - e. ROD/Approved RMP