**Project Administrative Record**

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The Project Administrative Record is the paper trail that documents the agency’s decision-making process and the basis for the agency’s decision. The Administrative

Record consists of all documents and materials directly or indirectly considered by the agency decision-maker in making the decision. It is not limited to documents

and materials relevant only to the merits of the agency’s decision. It includes documents and materials relevant to the process of making the agency’s decision.

Include the following:

 Documents and materials, whether or not they support the final agency decision.

 Documents and materials that were available to the decision-making office at the time the decision was made.

 Documents and materials considered, or relied upon, by the agency.

 Documents and materials that were consulted by the agency at the time of the decision, even if the final agency decision-maker did not specifically consider them.

 Documents and materials that are privileged and/or non-privileged.

 All documents and materials prepared, reviewed, or received by agency personnel and used by or available to the decision-maker even though the final decision-maker did not review or know about the documents and materials.

 Policies, guidelines, directives, and manuals.

 Articles and books.

 Information or data, results, survey information, engineering reports, or studies.

 Decision documents.

 Meeting summaries and telephone records.

 Communications the agency received from other agencies and from the public and any responses to those communications.

 Documents and materials that contain information that supports or opposes the agency decision.

 Generally, include all draft documents that were circulated for comment either outside the agency or outside the author’s immediate office if changes in these documents reflect significant input into the decision-making process.

Exclude the following:

 Documents and materials that were not in existence at the time of the agency decision.

 Internal “working” drafts of documents, whether or not they were superseded by a complete, edited version of the same document.