

# the fort ord administrative record

*a complete document repository  
providing access to the environmental cleanup  
documentation for the Former Fort Ord*



## **WHAT IS THE ADMINISTRATIVE RECORD?**

The Fort Ord Administrative Record is a specialized file required by the federal Comprehensive Environmental Restoration, Compensation, and Liability Act (CERCLA), and contains all information considered or relied on to select the cleanup remedy at the former Fort Ord. It also contains key technical reports and administrative guidance for the cleanup of this National Priorities List (NPL) site.

## **WHERE IS THE ADMIN RECORD LOCATED?**

Please make arrangements with the Administrative Record office to view hard copy documents that are either not located at the Information Repositories or not available online.

- **The Army Base Realignment and Closure office (BRAC)**  
4463 Gigling Road, Room 101, Seaside, CA 93955

## **OTHER PUBLIC REPOSITORY LOCATIONS**

An Information Repository contains a sub-set of materials from the Administrative Record file, and is typically more focused on public information needs. Documents available in an Information Repository include major decision documents, site investigation, site cleanup and after-action reports, annual reports, meeting minutes and transcripts, a variety of community outreach information and other materials.

- **Seaside Library**  
550 Harcourt Avenue, Seaside, CA 93955
- **CSUMB Library**  
Divarty Road, CSUMB CAMPUS, Seaside, CA 93955

## **SEARCHING ONLINE**

The Administrative Record Online Search tool queries the Former Fort Ord Administrative Record database, which contains over 8,000 records related to the environmental cleanup activities and associated programs at the former Army base. Visit: [www.fortordcleanup.com/adminrec](http://www.fortordcleanup.com/adminrec)

## **RECORD NUMBERS**

Each item in the Administrative Record has a unique identifier called a Record Number. If you know the Record Number, this is the fastest way to access an item. Records are grouped into categories (see list below) and are assigned an alphanumeric Record Number in one of these categories (example: BW-2107). To view all the records in a particular category, simply type the category into the Record Number box and add the asterisk "\*" wildcard character. For example, to view all the Operable Unit 2 (OU2) records, enter "OU2\*" (without the quotes) in the Record Number box and your results will include all records that have been grouped into the OU2 category.

## **RECORD CATEGORY PREFIXES**

BW	ESCA
FOSET	IAFS
OE	OTH
OU1	OU2
OUCTP	RAB
RI	SITE3



## frequently asked questions

### I'M NEW TO THE ADMIN RECORD AND DON'T KNOW WHERE TO START. IS THERE A PLACE ON YOUR WEBSITE WHERE I CAN SEE A LIST OF IMPORTANT DOCUMENTS?

We recommend starting at the "Reference Documents" section of our website, located at:

[www.fortordcleanup.com/docreview/referencedocs.asp](http://www.fortordcleanup.com/docreview/referencedocs.asp)

This page lists some of the former Fort Ord environmental cleanup documents that are of particular interest to the public. Some of these documents have already been through a formal public review and comment period (if applicable) and/or were released some time ago, but are still frequently requested by the public.

### HOW CAN I KEEP TRACK OF THE NEWEST DOCUMENTS UNDER REVIEW?

The "Reports Under Review" section of our website lists some of the currently released former Fort Ord environmental cleanup documents that are of particular interest to the public. By clicking on the links, you can obtain information on the document review period and how to view the document online. Visit this page at: [www.fortordcleanup.com/docreview/docreview.asp](http://www.fortordcleanup.com/docreview/docreview.asp)

### I NEED ADDITIONAL HELP USING THE ONLINE TOOL - WHO CAN I CALL?

Our Administrative Record Coordinator - Ms. Lindsay Alexander is available to help you with your inquiries. You can reach her at 831-393-9186 or by email at: [adminrecord@fortordcleanup.com](mailto:adminrecord@fortordcleanup.com)

A screenshot of the Admin Record search tool.

A screenshot of the "Reports Under Review" page.