

GMP Dynamic Sourcebook - Appendix K: Project Completion

K.3 Administrative Record Contents - K.3.a Project Information Files (PIFS) Should Receive

PIFS Should Receive:

Advanced Acquisition Plan – Copy, <i>Original in Contracts</i>	Memorandum to Files Documenting 106 Compliance Covered by Previous Project	Solicitation Amendments
Advisory Council Correspondence	Memorandum to Files Documenting No Cause of Effect to Historic Properties	Spending Plan
Agency Correspondence	Memorandum to Files Documenting no Undertaking	Task Directive
Agreement Documents	Modifications	Team Meeting Minutes
All incoming and outgoing project related correspondence, including e-mails	National Register Nomination Forms	Technical Analysis Comments
Approval Memorandum	National Register Nominations	Telephone Log
Assessment of Effect Form	Newsletter Mailing List	Tribal Correspondence
Briefing Sheets	News Release	Trip Reports
Capital Asset Plan and Quarterly Updates	Notice of Availability – <i>Published in FR</i>	Vegetation
Capital Asset Plan Approval	Notice of Intent – <i>Published in (FR)</i>	WASO Comments or Round Table Minutes
Categorical Exclusion (Compliance)	Notification of Adverse Effect – <i>Published in FR</i>	Weekly Field Reports
Certified Mail Receipt (Green Card)	Notification to Public of Adverse Effect	Wetlands
Choosing by Advantages Analysis	Operational Preview Meeting Minutes, Comments	Workloads
Constructability Checklist	Operational Review	Work Session Books or Briefings
Construction Management Task Order	Original Public Comments and Summaries	Workshop Document
Construction Progress Meeting Minutes	Original Signed Project Program Summary	
Cost Estimates	Outcome of DAB Presentation	
DAB Approval memo for Projects over \$500,000	Permits	
DAB Project Package	PMIS Project Report	
Decisional Correspondence	PMIS Project Statement – C Version	
Design Development Documentation	Pre Design Documentation	
Determination of No Adverse Effect	Presentation Materials – Oversize Flip Charts Transcribed onto Standard	
Director's Approval - Original	Press Release	
Draft Environmental Assessment	Press Release for Environmental Assessment	
Draft Environmental Impact Statement and Review Comments	Program Review Including Periodic Budget Snapshots	
Endangered Species Information	Project Agreement also Drafts	
Federal Highway Contract Documentation	Project Analysis	
Federal Register Notice	Project Program Plan	
Final Inspection - <i>Copy</i>	Project Program Template	
Final Specifications/Project Manual	Project Review	
Fund Availability Form - Copy	Project Status	
Funding Advices [<i>from WASO or Park to obligate funds FHWA & GMP</i>]	Public Meeting Minutes	
Funding Authorization [<i>email</i>]	Punch List Completion - <i>Copy</i>	
Funding Requests to WASO	Quantity Takeoffs	
Inspection Report	Record of Approval to Print	
Interdisciplinary Review Checklist	Regional Fund Clearance Form	
Internal Review Comments	Request for Proposal – Copy	
Internal Review Comments	Research Data	
Letter of Substantial Completion - <i>Copy</i>	Review Comments from parks, regions & team members	
Memorandum Documenting Steps Taken to Avoid Adverse Effects	Roundtable minutes	
Memorandum Identifying Consulting Parties	Scope of Services	
Memorandum of Concurrence with Determination of No Adverse Effect	Secretary of the Interior Approval - Copy	
Memorandum of Notification of Understanding with Potential to Cause Effects to Historic Properties	SHPO Correspondence	
Memorandum to File – NEPA Compliance	Signed Constructability Checklist	
	Size Paper	