

## Alaska Roadless -- Project Record Checklist

**All documents must include a title, date, page numbers, and be in Times New Roman font.**

Project record is here: <https://usfs.app.box.com/folder/49675629483>

Everything must be in PDF format for the administrative record. Only keep something in WORD if the Project Leader or the Writer/Editor may cut and paste from it (such as Specialist Reports) or if the document is going to be changed (draft documents).

Finalize all documents. Generally speaking there should be no draft documents in the record unless you sent a draft document outside the agency for review or it is part of the DEIS. In that case you must document that review and the comments received.

### **File-Naming – All Project Record Materials except Literature:**

- Date in this format (yyyymmdd): 20121129\_
- Date is always first in the file name.
- Include a short descriptor of what the document is so a judge will not have to open the document to know what it is.
- Try for no more than 50 characters total in a document name. (No more than 218 characters are allowed for the entire path name)
- No weird characters (%\$#&, etc.)
- Avoid spaces because they count as three characters and are frequently translated in a web environment to be read as “%20.” Use dashes and underscores for clarity if needed.
- Examples:
  - 20130614\_FWS-ConcurrenceLetter.doc
  - 20130220\_RevisedIssues.docx
  - 20140515\_WildlifeBA.doc
  -

### **File-Naming – Literature:**

- Author(s)-Year-abbreviated title

Examples:

- Agee-2005\_WoodseyOwlSong.pdf
- Odion-and-Hanson\_2006-SwampyTrailsBugs.pdf
- Safford-et-al-2007\_WildfiresMoon.pdf
- USDAFS-2003\_TreeToppingManual.pdf

### **Placeholders**

If a document can't physically or electronically be included in the project record, create a placeholder such as a letter describing the item and where it is stored for easy retrieval when

needed. In the case of sensitive information, cite the authority that allows it to be withheld from the project record.

## Data

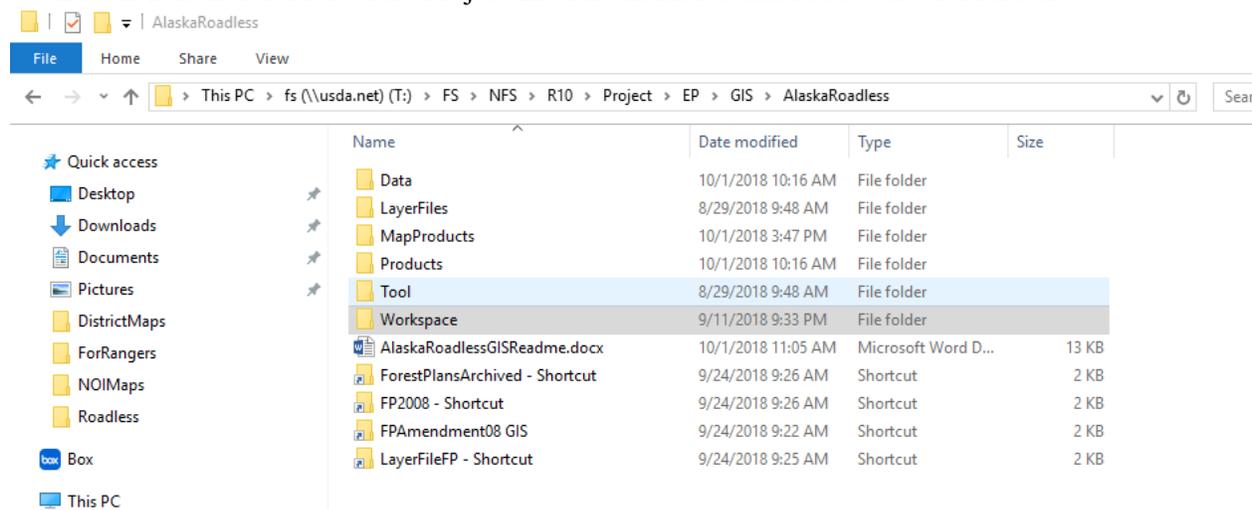
Some data is dynamic – be sure to submit the data you use, with the date.

## Emails

- Emails and attachments that have substantive information/direction should be in the PR.
- Emails between agencies (and attachments) regardless of content should be in the PR.

## GIS – frozen data, source, metadata, methodology, products

- Data is held in T:\FS\NFS\R10\Project\EP\GIS\AlaskaRoadless See below for folders



- All data used for analysis and all library information is filed under data.
- Layer files are visual representations of Tongass GIS library data
- Map products are completed maps (both MXDs, map packages, and pdf maps.) pdf maps used in analysis or for meetings should conform to the naming convention above.
- Products folder is for tabular output and model runs
- Tool folder is for filing any scripts or toolboxes generated for this project
- User-created data and scratch workspaces should be filed in a user-created workspace in T:\FS\NFS\R10\Project\EP\GIS\AlaskaRoadless\Workspace

## Information from Websites

URL, digital object identifier (DOI, date accessed, **and the information you used** should be submitted for the record

## Submit GIS files, Access Databases, Models

- For Access Databases: Print off all pertinent reports and save as PDF and also save the Access DB as is in the PR.
- For GIS files: You can zip the files and put the zip file in the PR but when you print off a hard copy of the record it won't print out the zip files.
- For models, check with IDTL.

### **Submit Maps (large) and/or flip chart pages in the project record**

- If it's a plotted map or file with no handwritten mark-ups, submit the electronic file for the record, need to make sure you include shape files, meta-data etc
- If the map has handwritten mark-ups, you can take a high resolution photo for the record, OR
- Use a photo as a placeholder and supply placeholder information.

### **Document Personal Communications**

- Use a personal communication log to document the date, participants, discussion topics, and any direction, decisions, or information shared that's pertinent to the analysis. You can use a communication log format, or type up a new WORD document with the information, or put it in an email to yourself, for filing in the project record. Convert to PDF.
- For formal letters or memos, submit them as PDFs to the project record.

### **FOIA**

The project record is subject to FOIA except for privileged documents. The goal here is not only to make record keeping easier but to avoid having to go through numerous documents, many of which are duplicates or old drafts, when responding to a FOIA. Decide early on in a project:

1. Does this document need to be in the project record?
2. Am I finished with this document? If yes, remove all "drafts" from the document and convert to a PDF
3. File in the P Drive immediately - do not wait until the end of a project to submit numerous documents.
4. Remove all draft copies and duplicates from the P drive.

### How To

#### **Convert Hardcopy document or portion of a book to a PDF**

- Use OCR (optical character recognition) on your scanner so the PDF is searchable.

#### **Convert Electronic document (report, article, map, letter, publication) to a PDF**

- Open document
- Open Acrobat tab on toolbar
- Click on "Create PDF" OR
- Select PRINT and choose "Adobe PDF" as your printer name.

#### **Convert Email to PDF**

- Use the Adobe PDF tool in Outlook, OR
- Select PRINT and choose “Adobe PDF” as your printer name.

### Project Record Materials -- What to Submit in what Format?

<b>Project Record Category</b>	<b>Item</b>	<b>FORMAT</b>
Specialists Reports		WORD
Literature Cited and Reference Materials	Articles (internet, electronic, hardcopy)	PDF
	Webpage	PDF of info accessed with URL and date accessed.
	Books	PDF of cover, author, publication information, pages used.
	Secondary References (must be provided if cited)	NOT recommended, but if used, format as applicable for articles, webpage, or books.
Maps	Electronic or Hardcopy	PDF or JPEG
GIS/Access DB/Models	GIS Files/Access DB	Zipped
	Models	URL link/ digital object identifier (DOI) with date accessed, or whatever format is acceptable or standard.
	Methodology, Inputs, Outputs	PDF
Data/Calculations	Spreadsheets	PDF
Personal Communication and Correspondence	Email/Letter	PDF
	Verbal	Document in email or Personal Communication Log: PDF
	Emails from counterparts	PDF

<b>Project Record Category</b>	<b>Item</b>	<b>FORMAT</b>
Resource Direction, Law, Regulation, Policy	Publications/Resource Manuals	PDF
	FSH/FSM	PDF
Resource Correspondence	Consultations	PDF
Survey Data and Reports		PDF
Field Notes		Scan to PDF if legible; otherwise transcribe and submit in PDF.
Photos		PDF or JPEG