

User Guide

August 2014



What is an Administrative Record?

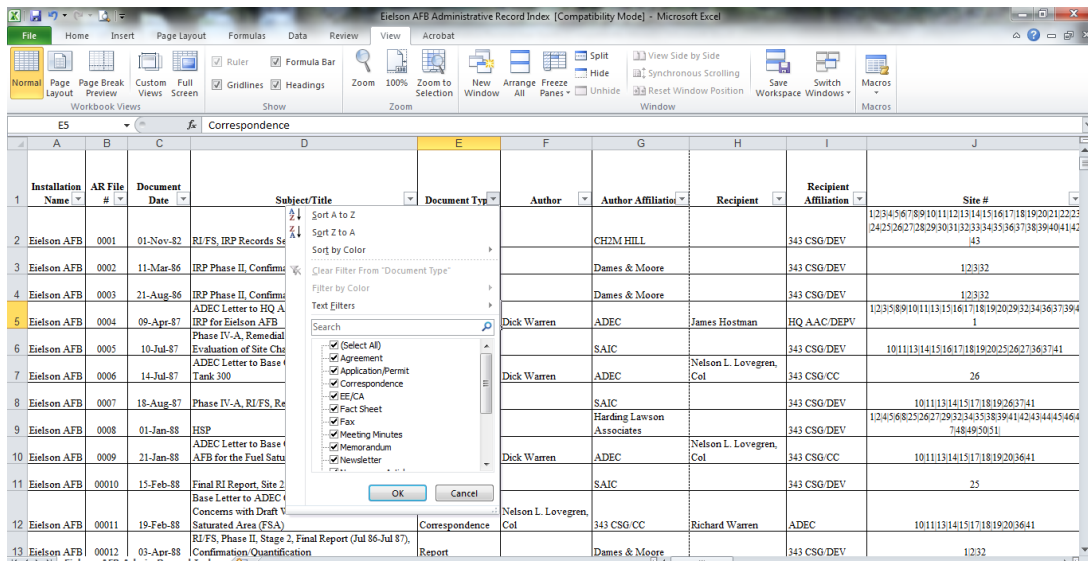
An Administrative Record is a collection of documents considered or relied upon to select cleanup alternatives for each site. It contains volumes of comprehensive technical data and other information. It serves two purposes: to ensure an opportunity for public involvement in the selection of site cleanup methods and to provide a basis for judicial review of the selection of those methods.

Administrative Record CD/DVD Collection

The Eielson Air Force Base (AFB) Administrative Record DVD collection contains three DVDs to date. The accompanying CD provides a searchable index in Microsoft Excel format of the files contained on these DVDs. This index may be found on this CD, labeled as “Eielson AFB Administrative Record Index”. This index may be used to locate specific files related to the Eielson AFB environmental cleanup. Each file contained on the DVD collection is labeled with an Administrative Record number, designated AR#####. The index and files on CD are sorted by AR # and the index may be used to aid the user in identifying the numbered files.

How Do I Search for Documents in the Eielson AFB Administrative Record CD/DVD Collection?

To search for documents contained on the Eielson AFB Administrative Record CD/DVD Collection, simply open the Microsoft Excel file on this CD labeled as “Eielson AFB Administrative Record Index”. At the top of the index, you will see drop-down buttons on each of the column headings. These are used for filtering the search criteria contained in each row. The best way to find a document relevant to a site is to use the filter button under the Document Type column heading (illustrated below).



You can simply select the type of document you are looking for, such as a Report, Plan, Fact Sheet, etc. To narrow your search further, use the accompanying Microsoft Excel file on this CD labeled "Eielson AFB Site Summary and Operable Unit List" to identify the sites of interest and the Operable Unit number associated with each site. Once you know the Operable Unit number associated with a site, the index can be filtered by the Operable Unit and Site # column headings using the filter buttons. Once you find the a document of interest in the index, reference the AR # in the second column and the disc number in the CD Volume column to identify which DVD the file is contained on.

Printing Administrative Record CD/DVD Collection

The public may view and print files contained on these discs using the library computers. Printed copies are made at the requester's expense. Ask a librarian if you need assistance printing documents.

Where Can I Get Additional Information?

For additional information on the Eielson Air Force Base environmental cleanup, please contact:

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