
From: Souki, Jesse K.
To: VanWyk, Christopher (FTA); Marler, Renee (FTA)
CC: Woo, Donna M
Sent: 2/9/2010 5:18:39 PM
Subject: TRNS Administrative Record Protocol for Honolulu Transit Project
Attachments: Administrative Record - index 020910.doc; HHCTCP AR Protocol 020210.doc

Aloha, Renee and Chris,

Attached is a draft protocol for gathering the administrative record.

Our consultant based the protocol on similar protocols from past projects. I commented on the attached version using track changes. Since we will ultimately be working together on preparing the record, please let me know if you have any comments.

In particular, please note that the protocol left the positions of Administrative Record Administrator & Gatekeeper and Administrative Record Oversight roles open. I understand that whoever certifies the record, can be called as a witness. I am not sure that our consultant should be the one who certifies the record; instead, it should be someone from the City (e.g., an RTD planner). I would recommend that someone from RTD work with our consultant to compile the record so that someone from RTD can ultimately certify the record. Do you have any comment or recommendation on that approach?

I would like to finalize the attached protocol so that the project team can start collecting documents, in particular, email correspondence from various team members. Thank you for your help.

Sincerely,
Jesse K. Souki
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