

# HISTORICAL RESEARCH AND RECORDS MANAGEMENT

Analyzing the Past to Solve Today's Environmental  
Challenges

HGL's historical research and records management teams develop successful and cost-effective solutions tailored to meet client needs. Offering a full suite of environmental litigation support services, HGL's multidisciplinary team includes historians, GIS specialists, aerial photograph analysts, process engineers, litigation support specialists, and scientists.

HGL's environmental records management experts have over 25 years of experience working with clients to create and maintain records management programs. HGL understands the complexities, challenges, and nuances of collecting information from a wide range of sources and managing it through the application of databases and automation technologies.

Our staff of litigation support specialists, paralegals, and technical experts including scientists and engineers have more than 20 years of experience managing discovery, and e-discovery document production, deposition preparation, and trial support. Whether supporting a transactional, due diligence investigation, conducting historical research or completing a potentially responsible party (PRP) investigation, HGL delivers well documented evidence to support litigation efforts.

## Historical Research

- Potentially Responsible Party Searches
- Preliminary Assessments
- Historical Records Reviews
- Historical Site Assessments
- Industrial Surveys
- Aerial Photograph Interpretation
- Literature and Primary Source Research
- Interviews
- Ownership and Chain-of-Title Research
- Expert Witness
- Corporate Research
- Financial Viability Research
- Contract Analyses

## Records Management

- Document Management System Development
- Web-Based Document Repository Setup
- Document Imaging and Numbering
- OCR Processing for Document Searchability
- Document Coding and Indexing
- Privilege and Privacy Act Review and Redaction
- Administrative Record and Permanent Record Development
- Project File Auditing
- Public Information Repository Setup
- Records Archiving
- Freedom of Information Act and Subpoena Response Support
- Litigation Databases and Information System Training
- On-Site Staff Supplementation



## HGL DISTINCTIONS

Ranked among *Engineering News-Record's* top 200 environmental firms since 2006

Maintains staff who have successfully executed over 250 projects in this service area

Focuses on public-sector work, which leads to a low risk of conflict of interest issues and high sensitivity to matters of privilege and confidentiality

Provides clients with cost-effective information management tools that can be customized to specific needs

# HISTORICAL RESEARCH AND RECORDS MANAGEMENT

Over the past 25 years, HGL's historical research team has collected information through meticulous on-site, online, and archival research as well as through interviews and aerial photograph analysis to produce defensible work products that



support PRP investigations, CERCLA Preliminary Assessments, and historical site assessments. HGL's research findings have helped clients achieve equitable settlements in PRP investigations and other litigation matters. HGL's site operational histories, regulatory histories, and chemical usage reports benefit clients by providing data to guide technical investigations and sampling programs.



HGL recognizes that well-conceived information and records management systems are crucial to maintaining institutional knowledge and ensuring that important project documents and site data are readily available. Leveraging its extensive programming and records management experience, HGL provides its clients with comprehensive information management strategies that deliver practical, cost-effective, compliant solutions. HGL staff not only assist clients with reviewing, collecting, organizing, developing, and processing information, but also provide day-to-day support, on-site when necessary, to free clients to focus on other critical tasks.

## CASE STUDIES

**Formerly Utilized Sites Remedial Action Plan (FUSRAP) Records Management, Nationwide** - HGL is executing records management for active FUSRAP projects nationwide. Through the development of a program-wide records management protocol, HGL is working with the U.S. Army Corps of Engineers to streamline the records management program to ensure a quick and easy transfer of files to the DOE-Legacy Management Office. HGL's records managers apply their knowledge of CERCLA and Multi-Agency Radiation Survey and Site Investigation Manual (MARSSIM) guidance to facilitate correct classification of project documents within databases that house FUSRAP project files. HGL collects, reviews, digitizes, and indexes project files to produce organized electronic and hard copy administrative record and permanent record files.

**Virtual Library for Hanford Nuclear Reservation, Richland, WA** - HGL designed and built a virtual library for DOE's Hanford Nuclear Reservation site data. The virtual library provided a solution to the disparate nature of the data storage, which presented a serious barrier to environmental scientists conducting analyses to support site cleanup tasks. The virtual library acts as a single data portal for Hanford site users, allowing data viewing and retrieval from multiple databases (chemical, groundwater, liquid effluent, and particle size information data). Standardized queries, reports, and exports assist users in quickly searching through millions of environmental records and meeting project reporting requirements. Each data source is secured so that only authorized users can access the library.

**Water Quality Assurance Revolving Fund (WQARF) PRP and Litigation Support, AZ** - HGL has provided PRP and litigation support services to the Arizona Department of Environmental Quality (ADEQ) for over 20 WQARF sites in Arizona. HGL has conducted site history, chain-of-title, and regulatory records research; performed interviews; and prepared and analyzed information request letters to identify owner, operator, arranger, and transporter PRPs. HGL has processed thousands of documents into Concordance® databases that allow information to be found quickly and efficiently. HGL prepares PRP reports and case summaries that examine the ownership and operational histories of contaminated properties and provide the factual basis for establishing parties as PRPs for a site. Information included in the PRP reports and case summaries is used to develop cost allocations for cost recovery efforts and to support settlement negotiations.

**Santa Susana Field Laboratory (SSFL) Historical Site Assessment (HSA), Ventura County, CA** - HGL completed an HSA for a portion of SSFL for the U.S. Environmental Protection Agency, and with cooperation from DOE and the State of California. The objective of the HSA was to evaluate historical information relevant to radiological operations and provide preliminary MARSSIM classifications to guide gamma scanning and multimedia sampling efforts. HGL evaluated over 1.4 million historical documents provided by DOE, the U.S. Nuclear Regulatory Commission, and the State of California, among others. These documents included incident reports, plant operating reports, as-built construction drawings, decontamination and decommissioning reports, radiological and environmental investigation reports, and aerial photographs. Additionally, HGL partnered with the contractor operating SSFL to conduct former employee interviews and gather additional information on site operations. Results of the HSA were presented at stakeholder meetings to allow for transparency and encourage feedback and fine tuning of future work at the site.

## CREDENTIALS

- Certified Project Management Professionals
- Records Managers
- Litigation Support Specialists
- Expert Witnesses
- Cost Allocators
- Aerial Photograph Analysts
- Professional Engineers
- Process Engineers
- Professional Geologists
- Environmental Scientists
- Subject Matter Experts
- Financial Analysts

## CLIENTS

- U.S. Air Force
- U.S. Army Corps of Engineers
- U.S. Department of Energy
- U.S. Department of Interior, Bureau of Land Management
- U.S. Environmental Protection Agency
- National Aeronautics and Space Administration
- Arizona Department of Environmental Quality