

History is found in the record of SLAC's activities

Records can be:

Correspondence & other communications

Research files

Reports

Committee minutes and supporting documents

Teaching materials, lecture notes, presentations

Biographical materials

Audio-visual materials, including photographs (prints, negatives), slides, videos, films, DVDs, recordings

Oral history tapes and transcripts

Posters and other promotional items

Electronic records on floppy disks, magnetic tapes, etc.

Etc.



Check out

<http://www.slac.stanford.edu/history>

The site is comprised of sections about the Archives program at SLAC, the services provided by the Archives, the resources available, and historical features about SLAC, including links to

- Nobel Prize acceptance speeches of Burton Richter, Richard Taylor, and Martin Perl
- First US web site exhibit
- The Blue Book, a SLAC classic written to document for posterity the design and building of SLAC's two-mile accelerator

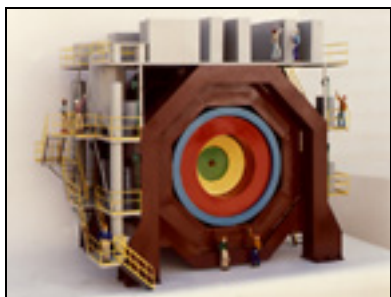
The site includes interfaces to some of the Archives' databases including the SLACspeak glossary database, which the Archives maintains and updates, historical photos, and the SLAC Popular Periodicals Index.



SLAC Archives & History Office
MS 82
x3091

10/2007

What can I do to help preserve SLAC's history?

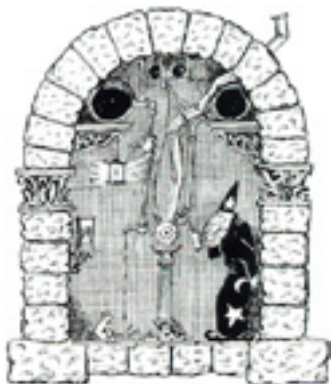


When I'm creating and using records

The format of a record (whether it is on paper, film, magnetic media, etc.) does not affect its appraisal and retention.

1. Separate routine administrative records (non-archival) from permanent (archival) records.
 - Store them separately
 - Label them clearly

See definitions of archival and non-archival material in the Services section of <http://www.slac.stanford.edu/history>



2. Use appropriate storage and handling techniques for permanent records.
 - Paper: Use papers that adhere to ANSI (American National Standards Institute) Standard Z39.48-1992.
 - Electronic and magnetic media: Backup on a regular basis. Migrate valuable files when system equipment and/or software are upgraded. Store in protective enclosures (dust-free, static-free, inert)
 - Photographs: Store in protective paper enclosures. Do not allow emulsion (print) side to come in direct contact with plastics or with emulsion sides of other photos. Label the protective enclosure with the date and subject of the photograph.



When I no longer need records for current business

1. Temporary records
 - If your office does not yet have a records schedule for your office records, contact the Archives (x3091) or the Records Manager (x4342).
 - If you have a routine transfer of records in accordance with an established records schedule, contact the Records Manager (x4342).
2. Permanent/archival records
 - When transferring from file to box, be careful to retain the original file order. Standard archival records storage boxes are available from the Archives. Boxes should be labeled, giving the office of origin, the record series, and inclusive dates. (e.g. Associate Director, Research Division : Subject files, 1965-1975.) If more than one box is transferred, the boxes should be numbered consecutively reflecting the file's original alphabetical or numerical order.
 - A folder listing of the contents of each box should be made before transfer. A template is available from the Archives. Keep a copy of the list for your future reference.

Consult the storage and transfer guidelines in the Services section of <http://www.slac.stanford.edu/history>