

Education Co-chair for Society
of California Archivists

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Program Review Committee</h1>
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<p>The SLAC Archives and History Office Advisory Committee is a standing
committee charged with advising SLAC management on the goals, policies,
and activities of the SLAC Archives and History program. While the
Advisory Committee's emphasis may change over time, its initial effort
will include the following areas: </p>
<ul>
<li>Review the current archives and history program and assess
how well it is fulfilling its mission and meeting DOE requirements.</li>
<li>Evaluate SLAC's near-term (1-2 year) archival needs and
recommend needed changes.</li>
<li>Evaluate SLAC's longer-term (8-10 year) needs and strategy.</li>
<li>Review and comment on the Office's mission, goals, policies, and
activities.</li>
<li>Prepare a report on these points and any other subject which may
arise during the Committee's deliberations.</li>
</ul>
<p>The current <a href="members.html">membership</a> represents the
Lab and the Archives and History Office's major external constituencies.
</p>
<p>The committee will meet annually in 1999 - 2000, and bi-annually
thereafter. The 1999 meeting will be held at SLAC on April 23-24. Working
documents and reports of the Committee will be
available <a
href="docs99.html"> online</a> as they are created. </p>
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<small>Updated: April 2, 1999<br>
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</tr>
<tr>
<td nowrap>R. Joseph Anderson</td>
<td>AIP, Center for the History of Physics</td>
<td><a
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<td nowrap><b>Richard Blankenbeller, Chair</b></td>
<td><a href="http://www.slac.stanford.edu/contact/rzbth"><b>Professor
Richard Blankenbeller, Chair</b></a></td>
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David Hitlin</a></td>
<td><a href="mailto:hitlin@slac.stanford.edu">hitlin@slac.stanford.edu</a></td>
<td><a href="http://www.slac.stanford.edu/contact/jlj">Jerry Jobe</a></td>
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<td nowrap>David Gaynon</td>
<td>Lawrence Livermore National Lab (LLNL), Records and Archives Management</td>
<td>gaynon1@llnl.gov</td>
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<tr>
<td nowrap>Margaret Kimball</td>
<td>Stanford University, Archives</td>
<td>mkimball@slmail.stanford.edu</td>
</tr>
<td nowrap>Professor Jessica Wang</td>
<td>UCLA, History</td>
<td>jwang@history.ucla.edu</td>
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<small>Updated: April 2, 1999

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

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<P>Policies and Procedures

Access

Rules of Use

Records Liaisons

<P>Resources

Collections

Photographs

Newsletters 1966-1991

SLACpeak glossary

More resources

<P>SLAC home page

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

Questions: slacarc@slac.stanford.edu

Updated: November 23, 1998

Owner: L. O'Hara</TD>
<CENTER>SLAC HISTORY</CENTER>
<P>An overview of SLAC history

<P>SLAC history section P>

srsl.slac.stanford.edu/research_highlights.html">Research at the Stanford Synchrotron Radiation Laboratory P>

<P>What have we learned at SLAC? High-Energy Physics Highlights P>

<P>SLAC Nobel prizes P>

Burton Richter <A> (SLAC) and Samuel C. C. Ting (MIT) shared the 1976 Nobel Prize in Physics "for their pioneering work in the discovery of a heavy elementary particle of a new kind."

Richard E. Taylor <A> (SLAC), Jerome E. Friedman (MIT), and Henry W. Kendall (MIT) shared the 1990 Nobel Prize in Physics "for their pioneering investigations concerning deep inelastic scattering of electrons on protons and bound neutrons, which have been of essential importance for the development of the quark model in particle physics."

Martin L. Perl won the 1995 Nobel Prize "for the discovery of the tau lepton."

The SPEAR Storage Ring was the site of the discoveries which led to the awards of the 1976 and 1995 prizes.

Did you know... P>

...SLAC is the home of the first U.S. website.

...on February 10, 1966, a ceremony was held at SLAC to place the last bolt -- the "golden bolt" -- in the two-mile-long accelerator, making the underground device one physical unit for the first time.

 P>

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    <H2>The Last Link in the Linac</H2>
    <P>Thirty-two years ago this week, on February 10, 1966, a ceremony was held at SLAC to place the last bolt -- a gold-plated one -- in the two-mile-long accelerator, making the underground device one physical unit for the first time. </P>
    <P>Photographs of the event were recently discovered in the SLAC Archives, along with a draft press release that reads, in part:
    <BLOCKQUOTE>
      <P>Accompanied by Stanford Linear Accelerator Center Director W. K. H. Panofsky, Mr. L. A. Mohr, Manager of the Palo Alto Area Office of the U.S. Atomic Energy Commission (supporting the project) wielded the wrench for the final securing.</P>
    <CENTER>
      <P><IMG SRC="linacpeople2.jpg" WIDTH="340" HEIGHT="432" ALT="L. A. Mohr putting in the final bolt."></P>
    </BLOCKQUOTE>
    </CENTER>
    <P>Immediately after the bolt was secured, the group that had gathered for the ceremony posed for this photo. They are, (left to right) Fred Pindar, Matt Sands, Cliff Rasmussen, Larry Mohr, Bob Nicholson, Pief Panofsky, David Chambers, Bob Moulton, Richard Fuendeling, Arnold Eldredge, and two as yet unidentified devotees of particle physics.</P>
    <CENTER>
      <P><IMG SRC="linacpeople.jpg" WIDTH="432" HEIGHT="341" ALT="Photo of Golden Bolt ceremony attendees in linac."></P>
    </CENTER>
    <P>(If you know the name of -- or are yourself -- one of the two unidentified persons in the first photograph, please contact the <A HREF="mailto:jmdeken@slac.stanford.edu">SLAC Archives</A> (jmdeken@slac.stanford.edu).) </P>
    <P>Even though construction was completed in February, sectional testing of the linac continued through May of 1966, when the first beam successfully traveled the entire length of the linac. </P>
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<BR><A HREF="rules.html">Rules of Use</A>&nbsp;
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<B>For SLAC staff:</B>&nbsp;
<BR>Staff who create, keep, or are in any way responsible for records should
familiarize themselves with the procedures of the SLAC Archives and History
Office.&nbsp;
<UL><A HREF="http://www-it.hr.doe.gov/records/doers/doers.html">DOE Record
Schedule</A>&nbsp;
<BR><A HREF="transfer.html">Record storage and transfer guidelines</A>&nbsp;
<BR><A HREF="archmat.html">Definitions of archival material</A>&nbsp;
<BR><A HREF="nonarch.html">Definitions of non-archival material</A>
<BR>SLAC Records Schedules:
<UL><A HREF="http://www.slac.stanford.edu/history/rs/babar.html">BaBar</A>
<BR><A HREF="http://www.slac.stanford.edu/history/rs/pep2.html">PEPII</A></UL>
</UL>
Call the SLAC <A HREF="/contact/karenk">Records Manager</A> (x2211) or
the <A HREF="mailto:slacarc@slac.stanford.edu">Archives Office</A> (x3091)
if you have questions or need help appraising the historical value of the
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<P>The historical records of the Stanford Linear Accelerator Center are available on equal terms of access to all users who abide by the SLAC Archives & History Office rules and procedures, as outlined in Rules

of Use. Due to limited staff resources and facilities, the Archives and History Office is open for research by appointment only. Catalog records, finding aids, and inventories are available to direct researchers to records significant to their area of study. Please note that unprocessed records are open only to the records creators. Reproduction services are available upon request.</TD>

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    <TD>
      <CENTER><FONT COLOR="#1365C8"><FONT SIZE=+3>RULES GOVERNING USE OF
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<P>The purpose of the Stanford Linear Accelerator Archives and History
Office is to preserve and maintain the historic, permanent, non-current
records of the Laboratory and to make these materials available for research.

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In an attempt to achieve these purposes the following rules govern the use of material.

<CENTER>Use of Materials</CENTER>

1. Researchers must fill out and sign an application form per research topic and must provide acceptable identification (valid driver's license or i.d. card with photograph).

2. All briefcases, purses, coats, and other personal articles are to be deposited with the Archivist. Only paper and pencils may be used in the research area (<I>the use of ink is prohibited</I>). The Archives reserves the right to inspect all research materials and personal articles before a patron leaves the Department.

3. Laptop computers, tape recorders, film/video equipment may be used in the research area; however use must be approved in advance. Any cases for such equipment must be deposited with the Archivist.

4. All materials must be consulted in the Research Area <I>only </I>and may not be taken from the Archives. Patrons will receive one box at a time.

5. No food or beverages are allowed in the Archives, and smoking is prohibited.

6. The researcher is responsible for the careful handling of all materials made available. Records are to be maintained in the order in which they are received by the researcher. <I>Do not rearrange papers. </I>Archival materials may not be leaned on, written on, traced over, or handled in any way that may damage them.

<CENTER>Duplication, Publication, and Citation</CENTER>

7. Duplication information is provided in the "Request for Photoduplication" form available from the Archivist.

8. For publication/citation follow guidelines provided in Publication and Citation Policy.

9. In the event that your research becomes a source for publication, film, or video, the Stanford Linear Accelerator Center Archives and History Office requests a copy of the final product (SLAC Archives and History Office, P.O. Box 4349, MS 82, Stanford, CA 94309).

<CENTER>Restrictions on Use</CENTER>

10. The Freedom of Information Act (5 U.S.C. 552), as amended, provides for making information in executive branch records available to the public unless it comes within specific categories of matter that may be exempted from public disclosure (see Archivist for exemptions). In addition, for the protection of the collections, the Archives reserves the right to restrict access to fragile materials. In these cases, copies may be substituted for originals.

11. Unprocessed records are open only to the records creators.</TD>

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  POLICY</FONT></FONT></CENTER>

  <P>Permission to cite SLAC archival material must be sought, in writing,
  on a case by case basis. In the event that material from the SLAC Archives

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becomes a source for publication or a public use film or video, the Archives & History Office requests a copy of the final form.

<P>For citations in published or in unpublished papers or visual works, this repository should be listed as the Stanford Linear Accelerator Center, Archives & History Office, Stanford, CA. Preferred formats are:

- Office of the Director; W.K.H. Panofsky Records. Series III (Project M), Subseries A (Administrative Files). Stanford Linear Accelerator Center, Archives & History Office, Stanford, CA.

<P>SSRL Division, Office of the Associate Director; Arthur Bienenstock Records. Stanford Linear Accelerator Center, Archives & History Office, Stanford, CA.

<P>Research Division, Group A; Richard Taylor Records. Stanford Linear Accelerator Center, Archives & History Office, Stanford, CA.

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<P>SLAC staff who create, keep, or are in any way responsible for records
should familiarize themselves with the procedures of the SLAC Archives
and History Office.&nbsp;
<UL><A HREF="http://www-it.hr.doe.gov/records/doers/doers.html">DOE Records
Schedules</A>&nbsp;
<BR><A HREF="http://www.slac.stanford.edu/history/transfer.html">Record
storage and transfer guidelines</A>&nbsp;
<BR><A HREF="http://www.slac.stanford.edu/history/archmat.html">Definitions
of archival material</A>&nbsp;
<BR><A HREF="http://www.slac.stanford.edu/history/nonarch.html">Definitions
of non-archival material</A>&nbsp;
<BR>SLAC Records Schedules:
<UL><A HREF="http://www.slac.stanford.edu/history/rs/babar.html">BaBar</A>
<BR><A HREF="http://www.slac.stanford.edu/history/rs/pep2.html">PEPII</A></UL>
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<CENTER>Transferring to Archives or the Federal Records Center</CENTER>

1. Before weeding your files: If your office does not yet have a records schedule for your office records, contact the Archives (x3091). If you have a routine transfer of records in accordance with an established records schedule, contact the Records Manager (x2211).

2. When transferring from drawer to box, be careful to retain the original file order. The Archives recommends that records be stored in standard records storage cartons (1 cubic foot) and not in the larger, two cubic foot bank "transfiles." The latter are difficult to carry and do not stack well. Standard archival records storage boxes are available from the Archives. At this time the files should be removed from hanging folders and identifying information from the hanging folder tabs transferred to upturned sheets of bond paper. <I>Do not send hanging files to storage, as they almost double the space used by the files.</I>

3. 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.

4. A folder listing of the contents of each box should be made before transferal. Keep one copy of the list for your future reference.

5. On receiving the records, the Archives Office will enter a record into the SLACARC database (a standard, public database) when assigning it a unique accession number. The file is easily searchable by group, names, and other index terms. If you need information on how to search SLACARC, call the Archives or the SLAC Library.

6. Records will be stored in the SLAC Archives storage facility (if they are of continued use for laboratory or scholarly purposes) or temporarily housed in the Federal Records Center, San Bruno if so required by DOE records schedules.

7. Access: Archival records are housed in a secured area in the Central Lab Annex. If you need access to boxes or have a specific folder you would like to retrieve, contact the Archives (x3091). You will need to provide the accession number (from SLACARC), box label information, and file folder name, if known. Since the storage site is not readily convenient, at least 24 hours notice is advised. Records housed at the Federal Records Center in San Bruno also can be accessed by authorized staff; we are fortunate the record center is only 30 minute drive on the Freeway (280). For directions to the Center and how to get access to files at the Center, please call the Archives (x3091) or the Records Manager (x2211).

<CENTER>Temporary relocation of current files</CENTER>

With space at a premium at SLAC, many offices are forced to use storage areas to house current records that can no longer be confined to file cabinets. These files may end up in anything from a hallway closet to a storage room in a basement to the warehouse. Whatever the situation, office managers must assure that the records are housed for the required period, that they are accessible and manageable according to SLAC and DOE records management procedures, and that records of permanent value will not be lost. Too often, records are merely dumped in a convenient area until the area becomes inundated with other boxes or slowly collapsing transfer files, and needed records are buried under a mass of obsolete material. To prevent this from happening,

the following guidelines should be followed when records are transferred to a temporary location not in the office of origin.

1. Inform the Archives of the action to be taken, including the specific location.

2. The temporary site should be secure, clean and dry, not subject to high temperature or excessive fluctuation of temperature.

3. Be sure that boxes are clearly labeled, and that boxes are stored with labels showing.

4. The office of origin must create a contents list of the records.

5. The office of origin shall have full responsibility for maintaining the records and providing access to the records until a final transfer to the Archives or the Federal Records Center is made.

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      <P>The following materials and formats are of interest to the SLAC
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Correspondence and memoranda generated in the course of conducting research and business

Correspondence relating to facets of a career in high energy physics (e.g. with colleagues, professional societies)

Research files, notebooks

Reports (Formal reports, technical reports)

Group and Department communications

Committee minutes and supporting documents

Teaching materials, lecture notes, Institute, colloquium materials

Biographical materials

Journals, serials runs, monographs, and monographic series published by SLAC

Ephemeral descriptive materials, such as brochures, pamphlets, maps, and directories

Architectural drawings and plans

Audio-visual materials, including photographs (prints, negatives), slides, video, film, recordings

Scrapbooks, news clippings

Oral history tapes and transcripts

Posters and other promotional items

Microforms

Artifacts


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Please contact the <A HREF="mailto:slacarc@slac.stanford.edu">Archives</A>
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      <P>The following materials are not required for SLAC Archives documentation

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and may be discarded at your discretion.

<P>Publications:

Copies of SLAC Scientific & Technical Publications (numbered)

Copies of DOE Publications and reports

Scientific Periodicals or Journals

Preprints or Reprints (unless extensively annotated)

Financial Records (originals in Business Division):

Purchase Requisitions

Work Orders

Personnel Records (originals in Business Division):

Duplicates of materials maintained by Personnel Office (however, personnel files that contain non-duplicate material should not be discarded)

Please contact the Archives (x3091) or the Records Manager (x2211) if you have any questions.</TD>

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STANFORD LINEAR ACCELERATOR CENTER

B-FACTORY DETECTOR (BABAR) COLLABORATION

RECORDS CONTROL SCHEDULE</P>

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<P><I>

Schedule 1 Research and Development Records</I></P>

<P>

1.A.

R&D Project Case Files (not used)</P>

<P>

1.B.1. R&D Record Series. Administrative Records that include
correspondence relating

to project justification, staffing, initiation, or execution; project management
plans,

records management plans; and periodic status reports</P>

<P>

RETAIN. Review 10 years after cut-off for possible permanent retention.</P>

<P>

1.B.2.

Financial Documents which include: budgets, cost runs, work
breakdown structure and travel expenditures </P>

<P>

Destroy when 10 years old.</P>

<P>

1.B.3. Contractual and procurement documents which include: funded
proposals,

sponsor contracts, sub-contracts, contract specifications, statements of work,
letter

of instruction, related service agreements and accompanying instructions and

technical procedures and study protocols; procurement specifications and
purchase

orders and any subsequent revisions.</P>

<P>

Destroy when 10 years old</P>

<P>

1.B.4. Quality assurance documents including, but not limited to: quality assurance plans
and related reports of QA audits, project assessments, nonconformance and
corrective action reports, and certificates of conformance.</P>

<P>

RETAIN. Review 10 years after cut-off for possible permanent retention</P>

<P>

1.B.5. Reports of inventions, disclosures/patents and copyrights.</P>

<P>

RETAIN. Review 10 years after cut-off for possible permanent retention.</P>

<P>

1.B.6. Design documentation including experimental setup, schematics, flow charts and
logs, test controls and instructions, test records and certifications, measuring and
test equipment control listings, and calibration records.</P>

<P>

RETAIN. Review 10 years after cut-off for possible permanent retention</P>

<P>

1.B.7. Basic data sheets and data logs. (See also items 1.B.13. and 1.B.14.)</P>

<P>

Destroy when 5 years old.</P>

<P>

1.B.8. Computer code documentation and software/hardware requirements, including

bench-marking test/data results </P>

<P>

Destroy when 10 years old.</P>

<P>

1.B.9. Technical documents which include: technical papers, significant technical
correspondence, engineering plans and drawings, final reports, photographs and
negatives related to the project; references or indexes to related electronic records
and data, test schedules, specifications, final approved standards, final research
data, statistical analyses, tables, charts, graphs, computer printouts or analyses of
scientific or engineering data, and other records accumulated documenting the

progress and completion of the project.</P>

<P>

RETAIN. Review 10 years after cut-off for possible permanent retention.</P>

<P>

1.B.10. Supporting technical information which includes preliminary reports, notes and
 working papers, computer printouts, draft copies of papers used by technical
 writers and any other preliminary or draft copies.</P>

<P>

Destroy when 5 years old.</P>

<P>

1.B.11. Preliminary sketches, drawings, specifications and photographs.</P>

<P>

Destroy when 5 years old.</P>

<P>

1.B.12. Raw data in various media (punch cards, computer printouts, magnetic tapes,
 videotapes, photographs, or comparable media) used to collect and assemble data of
 a preliminary or intermediate character generated from such processes as
 experiments or observations used for reference in arriving at determinations in the
 conduct of research projects or determined to have probable value for secondary
 evaluations of future experiments.</P>

<P>

Destroy when 5 years old. Earlier disposal is authorized when approved after
 review.</P>

<P>

1.B.13. Evaluated or summarized data resulting from study of raw data including
 memoranda, graphs, tabulations, reports, log books, and related papers. (See also
 1.B.7. and 1.B.14)</P>

<P>

RETAIN. Review 10 years after cut-off for possible permanent retention.</P>

<P>

1.B.14. Controlled notebooks issued to researchers specifically to document research
 results. These notebooks contain technical and scientific data accumulated from the
 conduct of research and are often not duplicated in technical reports or project case
 files. These notebooks frequently contain data essential in establishing patent or

invention rights. (See also 1.B.7. and 1.B.13.)</P>

<P>

RETAIN. Review 10 years after cut-off for possible permanent retention</P>

<P>

1.B.15. Technical Progress Reports submitted by laboratories or other project offices to
 show the initiation and degree of completion of projects, and consolidated reports
 prepared therefrom.</P>

<P>

RETAIN. Review 10 years after cut-off for possible permanent retention</P>

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<P><I>

Schedule 2 Research & Development Program Management Records</I></P>

<P>

2.A. R&D Program Planning Records relating to the BaBar Project. Records of Boards
 and Committees studying research and development problems associated with the
 project, including requirements for and the authorization of the BaBar detector, the
 scheduling and phasing of the project, and the control and coordination of the
 project phases. Records covered by this item consist of agenda, directives, minutes
 of meetings, papers relating to the establishment, revision or termination of the
 BaBar project, and other papers reflecting the boards or committees' actions,
 recommendations, and accomplishments.</P>

<P>

2.A.1. Records maintained by Department of Energy Headquarters program Manager.</P>

<P>

PERMANENT.</P>

<P>

2.A.2. Records Maintained by SLAC Director</P>

<P>

PERMANENT. Cut off after completion or termination of program, or in 5-year
 blocks.</P>

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<small>Updated: April 2, 1999

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

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STANFORD LINEAR ACCELERATOR CENTER

PEPII

RECORDS CONTROL SCHEDULE</P>

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<P><I>
Schedule 1 Research and Development Records</I></P>

<P>
1.A.

R&D Project Case Files (not used)</P>

<P>
1.B.1. R&D Record Series. Administrative Records that include
correspondence relating

to project justification, staffing, initiation, or execution; project management
plans,

records management plans; and periodic status reports</P>

<P>
RETAIN. Review 10 years after cut-off for possible permanent retention.</P>

<P>
1.B.2.
Financial Documents which include: budgets, cost runs, work
breakdown structure and travel expenditures </P>

<P>
Destroy when 10 years old.</P>

<P>
1.B.3. Contractual and procurement documents which include: funded
proposals,

sponsor contracts, sub-contracts, contract specifications, statements of work,
letter

of instruction, related service agreements and accompanying instructions and

technical procedures and study protocols; procurement specifications and
purchase

orders and any subsequent revisions.</P>

<P>

Destroy when 10 years old</P>

<P>

1.B.4. Quality assurance documents including, but not limited to: quality assurance plans
and related reports of QA audits, project assessments, nonconformance and
corrective action reports, and certificates of conformance.</P>

<P>

RETAIN. Review 10 years after cut-off for possible permanent retention</P>

<P>

1.B.5. Reports of inventions, disclosures/patents and copyrights.</P>

<P>

RETAIN. Review 10 years after cut-off for possible permanent retention.</P>

<P>

1.B.6. Design documentation including experimental setup, schematics, flow charts and
logs, test controls and instructions, test records and certifications, measuring and
test equipment control listings, and calibration records.</P>

<P>

RETAIN. Review 10 years after cut-off for possible permanent retention</P>

<P>

1.B.7. Basic data sheets and data logs. (See also items 1.B.13. and 1.B.14.)</P>

<P>

Destroy when 5 years old.</P>

<P>

1.B.8. Computer code documentation and software/hardware requirements, including

bench-marking test/data results </P>

<P>

Destroy when 10 years old.</P>

<P>

1.B.9. Technical documents which include: technical papers, significant technical
correspondence, engineering plans and drawings, final reports, photographs and
negatives related to the project; references or indexes to related electronic records
and data, test schedules, specifications, final approved standards, final research
data, statistical analyses, tables, charts, graphs, computer printouts or analyses of
scientific or engineering data, and other records accumulated documenting the
progress and completion of the project.</P>

<P>

RETAIN. Review 10 years after cut-off for possible permanent retention.</P>

<P>

1.B.10. Supporting technical information which includes preliminary reports, notes and

working papers, computer printouts, draft copies of papers used by technical

writers and any other preliminary or draft copies.</P>

<P>

Destroy when 5 years old.</P>

<P>

1.B.11. Preliminary sketches, drawings, specifications and photographs.</P>

<P>

Destroy when 5 years old.</P>

<P>

1.B.12. Raw data in various media (punch cards, computer printouts, magnetic tapes,

videotapes, photographs, or comparable media) used to collect and assemble data of

a preliminary or intermediate character generated from such processes as
 experiments or observations used for reference in arriving at determinations in the

conduct of research projects or determined to have probable value for secondary

evaluations of future experiments.</P>

<P>

Destroy when 5 years old. Earlier disposal is authorized when approved after

review.</P>

<P>

1.B.13. Evaluated or summarized data resulting from study of raw data including

memoranda, graphs, tabulations, reports, log books, and related papers. (See also

1.B.7. and 1.B.14)</P>

<P>

RETAIN. Review 10 years after cut-off for possible permanent retention.</P>

<P>

1.B.14. Controlled notebooks issued to researchers specifically to document research

results. These notebooks contain technical and scientific data accumulated from the

conduct of research and are often not duplicated in technical reports or project case

files. These notebooks frequently contain data essential in establishing patent or

invention rights. (See also 1.B.7. and 1.B.13.)</P>

<P>

RETAIN. Review 10 years after cut-off for possible permanent retention</P>

<P>

1.B.15. Technical Progress Reports submitted by laboratories or other project offices to
 show the initiation and degree of completion of projects, and consolidated reports
 prepared therefrom.</P>

<P>

RETAIN. Review 10 years after cut-off for possible permanent retention</P>

<HR>

<P><I>

Schedule 2 Research & Development Program Management Records</I></P>

<P>

2.A. R&D Program Planning Records relating to the PEP-II Project. Records of Boards
 and Committees studying research and development problems associated with the
 project, including requirements for and the authorization of the PEP-II detector, the
 scheduling and phasing of the project, and the control and coordination of the
 project phases. Records covered by this item consist of agenda, directives, minutes
 of meetings, papers relating to the establishment, revision or termination of the
 PEP-II project, and other papers reflecting the boards or committees' actions,
 recommendations, and accomplishments.</P>

<P>

2.A.1. Records maintained by Department of Energy Headquarters program Manager.</P>

<P>

PERMANENT.</P>

<P>

2.A.2. Records Maintained by SLAC Director</P>

<P>

PERMANENT. Cut off after completion or termination of program, or in 5-year
 blocks.</P>

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<small>Updated: April 2, 1999

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

<address> Owner:

 Jean Marie Deken
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      <CENTER><FONT COLOR="#1365C8"><FONT SIZE=+3>RESOURCES</FONT></FONT></CENTER>

      <P>Information from the SLAC Archives and History Office can be found using
      the following tools.&nbsp;

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<P>Collections are described in a database that provides information about the records and manuscript collections.

<P>Photographs can be found in many places. We provide information about the official SLAC photographs and point you to other sources.

<P>Newsletters published prior to 1991 are indexed in a database.

<P>SLACspeak glossary is a guide to the alphabet soup of acronyms at SLAC and in high energy physics and synchrotron radiation research.

<P>And finally, we point to more resources both at SLAC and elsewhere that we believe would be of interest to our researchers as well as to those responsible for creating or keeping records here at SLAC.</TD>

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      <P>The SLAC Archives are a centralized collection of inactive official
      records of SLAC and personal papers of physicists and staff. Access to
      material deposited in the SLAC Archives is granted as follows:&nbsp;

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Institutional records over 30 years old: open for research

Institutional records under 30 years old: restricted to use by creating office only

Personal papers: subject to terms established at time of deposit

All deposits to the Archives have at least a minimal record which includes the name of the creating office or person, inclusive dates, volume of records, and a brief description of the contents. The Archives is completing more extensive indexing of the collection as time and resources permit.

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      <P>The Archives holds SLAC's official photograph collection and maintains
      an <A HREF="photosearch.html">index</A> describing that material.&nbsp;

      <P>If you have responsibility for a photo collection at SLAC, please notify

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the Archives (x3091) and let us know the name of the official contact person for that collection. Also, we will be glad to link your collection's web page to this page if you will provide the URL.

<P>Long-term preservation of digital and color images presents specialized and complex problems. If you are responsible for a photographic or digital image collections of potential historical value, we advise early consultation with the Archives concerning the preservation of such materials.</TD>

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is indexing this collection as time and resources permit.

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      HREF="mailto:slacarc@slac.stanford.edu">Archives</A>

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(650-926-3091) for assistance.

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      <P>This database indexes the various employee newsletters published about
      SLAC activities since 1966 including:&nbsp;

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<I>SLAC News</I> (1966-1971)

This irregularly-published newsletter was produced by the Technical Information Office and contained site-specific news for all employees.

<I>The Beam Line</I> (newsletter) 1971-1990

The original <I>Beam Line</I> was a monthly newsletter devoted to site-specific

news and occasionally carried articles about science at SLAC. Note: the present-day <I>Beam

Line</I> (1991-) is a quarterly scientific publication that covers high-energy physics worldwide.

<I>The Interaction Point</I> (newsletter) 1990-present

This monthly newsletter is the present-day descendant of the original <I>SLAC News</I>.

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<CENTER>interface is in development.</CENTER>

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Once you have identified material that you wish to consult, please

contact the Archives (650-926-3091)

to make arrangements to review your selection.</TD>

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this screen in error, please contact the Archives
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    browse term internet<BR>
    show search terms<BR>
    find term CAMAC<BR>
    find term SLC OR SLD<BR>
    find term NEPA
  </UL></P>
  <P>Alternatively, use the <b>WHATIS</b> command:
  <UL>whatis TCP/IP<BR>
    whatis WWW
  </UL></P>
  <P>To submit additional acronyms and terms for inclusion in
<I>SLACSpeak</I> use the
<A HREF="/history/speak/slaonly/slacspeakf.html"><B><I>SLACSpeak</I>
Entry
Form</A></B></P>
  <P>Send corrections / comments to:
  <A HREF="/owner/jmdeken"><B>jmdeken@slac.stanford.edu</B></A></P>
  <P>See also the <A HREF="/FIND/hep">HEP-preprints</A> database,
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RESOURCES</FONT></FONT></CENTER>

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<P>About the history of science, especially physics

-
-
- AIP Center for History of Physics
-
- PDG Contemporary Physics Education Project Particle Physics Timeline
-
- Nobel Laureates in Physics, 1901 - 1997
-
- Pictures of Famous Physicists
-
- History of the Stanford Physics Department
-
- History of the Ginzton Lab
-
- Varian Associates: An Early History
-
- A Brief History of Particle Experimentation
-
- Life, the Universe, and the Electron
-
- The Discovery of the Electron
-
- WWW History Project
-
- Internet Archive
-
- Contributions of 20th-Century Women to Physics
-
- Archives of Women in Science & Engineering
-
- 19th-Century Scientific American

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<LI>
<A HREF="http://www.mpiwg-berlin.mpg.de/Galileo_Prototype/MAIN.HTM">Galileo's
Notes on Motion</A></LI>
</UL>
Archives and history of other high energy physics labs &nbsp;
<UL>
<LI>
<A HREF="http://wwwas.cern.ch/ASinfo/AS-SI/archives/Welcome.html">CERN</A></LI>

<LI>
<A HREF="http://www-lib.fnal.gov/history/">Fermilab</A></LI>

<LI>
<A HREF="http://solar.rtd.utk.edu/~china/ins/IHEP/bepc.html">IHEP</A></LI>

<LI>
<A HREF="http://ccwww.kek.jp/kek/shomu/enkaku-e.html">KEK</A></LI>

<LI>
<A HREF="http://www-library.lbl.gov/aro/">LBL</A></LI>

<LI>
<A HREF="http://www.llnl.gov/llnl/history/">LLNL</A></LI>
</UL>
About archives and records management &nbsp;
<UL>
<LI>
<A HREF="http://www-it.hr.doe.gov/records/">DOE Records Management</A></LI>

<LI>
<A HREF="http://www.nara.gov/">National Archives and Records Administration</A>
(NARA)</LI>

<LI>
<A HREF="http://www.nara.gov/regional/sanfranc.html">NARA Pacific Region</A>
(San Francisco)</LI>

<LI>
<A HREF="http://gopher.nara.gov:70/1/managers/federal">Federal records
management information</A></LI>

<LI>
List of Records Management and Archival Web Resources maintained by the
<A HREF="http://www-library.lbl.gov/aro/Info_Resources.html">Archives and
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Aerial view of architect's model of SLAC (March 1982) showing the SLAC
Linear Collider (SLC) construction. Interstate 280 crosses the upper right-hand
corner of the image. (SLAC slide 892)

<P><IMG SRC="thumbnails/sparktracks.jpg" ALT="Spark chamber pattern" NOSAVE
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Spark chamber pattern as it appears on a photographic emulsion. Spark chambers
are particle detectors in use from the 1940s to the late 1950s. They photograph
tracks of sparks triggered by the passage of particles through the detector.
(M991, SLAC slide 450)

<P><IMG SRC="thumbnails/quadrupole.jpg" ALT="Quadrupole magnets" NOSAVE BORDER=1
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Quadrupole magnets in the Positron Electron Project (PEP), a 2.2 km
circumference
storage ring at SLAC. A quadrupole is a four pole magnet used to focus
beams. PEP has recently been reconfigured to accommodate the B-factory
experiment. (SLAC slide 793)

<P><IMG SRC="thumbnails/wizard.jpg" ALT="Gandalf the Grey" NOSAVE BORDER=1
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Gandalf the Grey is the creation of SLAC Chief Engineer (1960-1979) and
sometime cartoonist Bob Gould. (91-038)
<BLOCKQUOTE>"The accelerators at SLAC and elsewhere are perhaps the most
complex instruments ever built. As examples of the Forefront of technology,
these machines operate in ways that are very largely accessible to Rational
Analysis. Thus the occasions are rather infrequent when a problem of some
sort has to be referred to a practitioner of the more Ancient Arts, such
as the personage shown [here], who is SLAC Special Consultant Gandalf the
Grey."
<DIV ALIGN=right><I>SLAC Beam Line, Volume 9, Numbers 7 & 8, July-August
1978, p.5</I></DIV>
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