Here are the 1999 deliberations of the Committee:

Program Review 1999

1999

The STAC Archives and History Office

Program Review Working Documents Agenda Reports

<read>
<http://www.stacarchives.org/upload/Agenda%20Reports/Program%20Review.pdf>
<http://www.stacarchives.org/upload/Agenda%20Reports/Program%20Review%20Working%20Documents.pdf>
</read>

Here are the Committee's charge to the Committee on:

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Note: The table above is an example of a table structure. The actual content on the page seems to be fragmented and not easily readable due to the formatting issues.
The quark model in particle physics, a groundbreaking achievement in the 1960s, was the cornerstone for the development of the standard model of particle physics, which has been of essential importance for the development of our understanding of the interactions of quarks and bosons. The 1990 Nobel Prize in Physics for their pioneering investigations on the structure of hadrons was awarded to R. Taylor (SLAC), D. Straub (BNL), and Henry W. Kendall. Particles of a new kind, the quark, were postulated by Murray Gell-Mann, who shared the 1969 Nobel Prize with Sheldon Glashow and Steven Weinberg. The quark model has since become the cornerstone of modern particle physics research.
</BODY>
</HTML>
The Last Link in the Linac

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.

Photographs of the event were recently discovered in the SLAC Archives, along with a draft press release that reads, in part:

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.

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.

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.
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<P><FONT COLOR="#1365C8"> <A HREF="welcome.html">Welcome</A></FONT> &nbsp;</P>

<P><FONT COLOR="#3333FF"> <A HREF="history.html">SLAC history</A></FONT> &nbsp;</P>

<P><I><FONT COLOR="#1365C8">Policies and Procedures</FONT></I> &nbsp;</P>

<BR>&nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbs
<BR><A HREF="rules.html">Rules of Use</A>&nbsp;
<BR><A HREF="pubcit.html">Publication and Citation</A>&nbsp;
<BR>For SLAC staff:&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbs...
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<P><FONT COLOR="#333333"><A HREF="/history.html">SLAC history</A></FONT>&nbsp;
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<P><FONT SIZE=-1><A HREF="mailto:slacarc@slac.stanford.edu">slacarc@slac.stanford.edu</A></FONT>&nbsp;
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<P><FONT SIZE=-1>Updated: September 10, 1998</FONT>&nbsp;
</P>

<P><FONT SIZE=-1>Owner: A HREF="/owner/lohara">L. O'Hara</A></FONT>&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&n

<TD>
<CENTER><FONT COLOR="#1365C8"><FONT SIZE:+3>ACCESS POLICY</FONT></CENTER></TD>
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 the 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.
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.
In an attempt to achieve these purposes the following rules govern the use of material.

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. The use of ink is prohibited. 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 only 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. Do not rearrange papers. Archival materials may not be leaned on, written on, traced over, or handled in any way that may damage them.

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).

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

&lt;P&gt;For citations in published or in unpublished papers or visual works, 
this repository should be listed as the Stanford Linear Accelerator Center, 
Archives &amp; History Office, Stanford, CA. Preferred formats are:&nbsp;&lt;UL&gt;Office of the Director; W.K.H. Panofsky Records. Series III (Project 
M), Subseries A (Administrative Files). Stanford Linear Accelerator Center, 
Archives &amp; History Office, Stanford, CA.&nbsp;&lt;/UL&gt;

&lt;P&gt;SSRL Division, Office of the Associate Director; Arthur Bienenstock 
Records. Stanford Linear Accelerator Center, Archives &amp; History Office, 
Stanford, CA.&nbsp;

&lt;P&gt;Research Division, Group A; Richard Taylor Records. Stanford Linear 
Accelerator Center, Archives &amp; History Office, Stanford, CA.&lt;/UL&gt;
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Welcome

SLAC history

Policies and Procedures

Access

Rules of Use

Records Liaisons

Resources

Collections

Photographs

Newsletters 1966-1991

SLACspeak glossary

More resources

SLAC home page
<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.</p>

<ul>
  <li>A [HREF="http://www-it.hr.doe.gov/records/doers/doers.html"]DOE Records Schedules</li>
  <li>A [HREF="http://www.slac.stanford.edu/history/transfer.html"]Record storage and transfer guidelines</li>
  <li>[HREF="http://www.slac.stanford.edu/history/rs/babar.html"]BaBar</li>
  <li>[HREF="http://www.slac.stanford.edu/history/rs/pep2.html"]PEP-II</li>
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<P><A HREF="mailto:slacarch@slac.stanford.edu">slacarch@slac.stanford.edu</A>&nbsp;&nbsp;</P>

<P>Updated: November 30, 1998</P>

<P>Owner: L. O'Hara</P>

<TD>

<CENTER><FONT COLOR="#1365C8"><FONT SIZE="+3">RECORD STORAGE AND TRANSFER GUIDELINES</FONT></CENTER>

</P>&nbsp;
1. Before weeding your files: If your office does not yet have a records schedule for your office records, contact the "<A HREF="mailto:slacarc@slac.stanford.edu">Archives</A>

(212). If you have a routine transfer of records in accordance with an established records schedule, contact the "<A HREF="/contact/karenk">Records Manager</A>"

(221).

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 uptumed sheets of bond paper. <I>Do not send hanging files to storage, as they almost double the space used by the files.</I>&nbsp;

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.&nbsp;

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.&nbsp;

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.&nbsp;

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.&nbsp;

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

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

(212) or the "<A HREF="/contact/karenk">Records Manager</A>"

(221).&nbsp;

Temporary relocation of current files

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.

<UL>
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.</UL>
The following materials and formats are of interest to the SLAC Archives.
<UL>
  <LI> Correspondence and memoranda generated in the course of conducting research and business</LI>
  <LI> Correspondence relating to facets of a career in high energy physics (e.g. with colleagues, professional societies)</LI>
  <LI> Research files, notebooks</LI>
  <LI> Reports (Formal reports, technical reports)</LI>
  <LI> Group and Department communications</LI>
  <LI> Committee minutes and supporting documents</LI>
  <LI> Teaching materials, lecture notes, Institute, colloquium materials</LI>
  <LI> Biographical materials</LI>
  <LI> Journals, serials runs, monographs, and monographic series published by SLAC</LI>
  <LI> Ephemeral descriptive materials, such as brochures, pamphlets, maps, and directories</LI>
  <LI> Architectural drawings and plans</LI>
  <LI> Audio-visual materials, including photographs (prints, negatives), slides, video, film, recordings</LI>
  <LI> Scrapbooks, news clippings</LI>
  <LI> Oral history tapes and transcripts</LI>
  <LI> Posters and other promotional items</LI>
  <LI> Microforms</LI>
  <LI> Artifacts</LI>
</UL>
Please contact the &lt;A HREF="mailto:slacarc@slac.stanford.edu">Archives&lt;/A&gt; (x3091) if you have any questions.&lt;/TD&gt;
&lt;/TR&gt;
&lt;/TABLE&gt;
 &nbsp;
&lt;/BODY&gt;
&lt;/HTML&gt;
The following materials are not required for SLAC Archives documentation
and may be discarded at your discretion.

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.
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<P><B>
STANFORD LINEAR ACCELERATOR CENTER<br/>
B-FACTORY DETECTOR (BABAR) COLLABORATION<br/>
RECORDS CONTROL SCHEDULE</B></P>

<P><B><HR></B></P>

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

<P><B>1.A.</B></P>

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

<P>1.B.1.</P>

R&amp;amp;D Record Series. Administrative Records that include correspondence relating to project justification, staffing, initiation, or execution; project management plans; and periodic status reports

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

<P>1.B.2.</P>

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.</P>

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.
Destroy when 10 years old</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>

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

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

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

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

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

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

Destroy when 5 years old.</P>

1.B.8. Computer code documentation and software/hardware requirements, including benchmark test/data results</P>

Destroy when 10 years old.</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>RETAI<BR>N. 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>RETA<BR>N. Review 10 years after cut-off for possible permanent retention</P>

<HR>

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

<HR>

<small>Updated: April 2, 1999</small>
STANFORD LINEAR ACCELERATOR CENTER<br>
PEP2<br>RECORDS CONTROL SCHEDULE</P></B></I><P>Schedule 1 Research and Development Records</I></B></P></P><B><P>1.A. R&amp;amp;D Project Case Files (not used)</P><B><P>1.B.1. R&amp;amp;D Record Series. Administrative Records that include correspondence relating to project justification, staffing, initiation, or execution; project management plans; and periodic status reports</P><P>RETAINT. Review 10 years after cut-off for possible permanent retention.</P><B><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><B><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.
Destroy when 10 years old

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.

RETAI. Review 10 years after cut-off for possible permanent retention.

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

RETAI. Review 10 years after cut-off for possible permanent retention.

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.

RETAI. Review 10 years after cut-off for possible permanent retention.

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

Destroy when 5 years old.

1.B.8. Computer code documentation and software/hardware requirements, including bench-marking test/data results

Destroy when 10 years old.

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

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.<br>

Destroy when 5 years old.<br>

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

Destroy when 5 years old.<br>

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.<br>

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

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)<br>

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

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)
RETAIN. Review 10 years after cut-off for possible permanent retention.

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.

RETAIN. Review 10 years after cut-off for possible permanent retention.

Schedule 2 Research & Development Program Management Records.

2.A. 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.

2.A.1. Records maintained by Department of Energy Headquarters program Manager.

PERMANENT.

2.A.2. Records Maintained by SLAC Director.

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

Updated: April 2, 1999

Owner: Jean Marie Dekken
Information from the SLAC Archives and History Office can be found using the following tools.
<P>Collections are described in a database that provides information about the records and manuscript collections.</P>

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

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

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

<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.</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:
<ul>
<li>Institutional records over 30 years old: open for research</li>
<li>Institutional records under 30 years old: restricted to use by creating office only</li>
<li>Personal papers: subject to terms established at time of deposit</li>
</ul>
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.

All rights reserved,不允许复制、传播、分发或以任何方式使用。
There are no matches for your term(s). If you feel that you have reached this screen in error, please contact the
<iframe src="mailto:slacarc@slac.stanford.edu">slacarc@slac.stanford.edu</iframe> Archives</a> (650-926-3091) for assistance.
<P><A HREF="collections.html">Retry</A></P>
The Archives holds SLAC's official photograph collection and maintains an <A HREF="photosearch.html">index</A> describing that material. &nbsp;

If you have responsibility for a photo collection at SLAC, please notify
the &lt;A HREF=mailto:slacarc@slac.stanford.edu&gt;Archives&lt;/A&gt; (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.

&lt;P&gt;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.&lt;/TD&gt;
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The SLAC Archives photograph collection is a centralized collection of official photographs of SLAC people, places, and events. The Archives
is indexing this collection as time and resources permit. &nbsp;
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&lt;BR&gt;Once you have identified material that you wish to consult, please contact the &lt;A HREF="mailto:slacarc@slac.stanford.edu">Archives</A&gt; (650-926-3091)
to make arrangements to review your selection.&lt;/TD&gt;
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(650-926-3091) for assistance.

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This database indexes the various employee newsletters published about SLAC activities since 1966 including: 
<UL>
  <LI>SLAC News</LI> (1966-1971)</UL>

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

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

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><A HREF="/pubs/beamline/beamline.html">Beam Line</A></I> (1991- ) is a quarterly scientific publication that covers high-energy physics worldwide.</UL>

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

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

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

Once you have identified material that you wish to consult, please contact the <A HREF="mailto:slacarc@slac.stanford.edu">Archives</A> (650-926-3091) to make arrangements to review your selection.</TD>

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this screen in error, please contact the <A HREF="mailto:slacarc@slac.stanford.edu">Archives</A> (650-926-3091) for assistance. &nbsp;

&P;<A HREF="newsletters.html">Retry</A></TD>
</TR>
</TABLE>

</BODY>
</HTML>
For SPIRES Search Commands, see the following examples:
- find term CRID
- browse term internet
- show search terms
- find term CAMAC
- find term SLC OR SLD
- find term NEPA

Alternatively, use the WHATIS command:
- whatis TCP/IP
- whatis WWW

To submit additional acronyms and terms for inclusion in SLACSpeak, use the entry form.

Send corrections / comments to: jmdeken@slac.stanford.edu

See also the HEP-preprints database, and other SPIRES databases, or the SLAC highlighted HTML.
Welcome

SLAC history

Policies and Procedures

Access

Rules of Use

Records Liaisons

Resources

Collections

Photographs

Newsletters 1966-1991

SLACSpeak glossary

More resources

SLAC home page

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

Questions: mailto:slacarc@slac.stanford.edu

Updated: April 7, 1998

Owner: L. O'Hara

MORE RESOURCES
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 Ginzen 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
<li><a href="http://www.mpiwg-berlin.mpg.de/Galileo_Prototype/MAIN.HTM">Galileo's Notes on Motion</a></li>

Archives and history of other high energy physics labs:


<li><a href="http://www-lib.fnal.gov/history/">Fermilab</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>

About archives and records management:

<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 (NARA)</a></li>

<li><a href="http://www.nara.gov/regional/sanfranc.html">NARA Pacific Region (San Francisco)</a></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 Records Office of LBL</a>
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)

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. (M911, SLAC slide 450)

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)

Gandalf the Grey is the creation of SLAC Chief Engineer (1960-1979) and sometime cartoonist Bob Gould. (91-038)

"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."

SLAC Beam Line, Volume 9, Numbers 7 & 8, July-August 1978, p.5