

# SLAC Archives, History & Records Office

## Find & Appraise

- Records “in the wild”
- All formats
- Advise staff (historical value, contract requirements)
- Create & apply existing schedules (DOE/NARA)
- Coordinate retirement, retrieval and disposal of temporary records with creating offices

## Process Archives

- Arrange and describe holdings
  - Accession level (SLACarc database)
  - Folder-level (non-public)
- Weed and compact
- Re-house for preservation (acid-free/lignin-free/buffered)

## Provide Intellectual “Capital”

- Compile accurate history
- Anticipate SLAC/public needs
- Provide web-accessible exhibits and features
- Deliver presentations on SLAC history

## Archival Reference

- On demand research to SLAC Directorate, supporting
  - Proposals
  - Reports
  - Celebrations
  - Anniversaries
- Reference assistance to
  - Stanford
  - SLAC community
  - Director’s Office
  - Historians
  - Public
- Self service 24/7 via www

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

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- Advise staff (historical value, contract requirements)
- Create schedules (DOE/NARA)
- Coordinate with Records Management, Facilities, Labor Pool
  
- Provide Capital
- Compile accurate history
- Anticipate SLAC/public needs
- Provide web-accessible exhibits and features
- Deliver presentations on SLAC history
  
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