

## SLAC Visitor and User Access Records Disposition Schedule

Record	Format	Office of Record	Storage Location	Disposition Authority	Retention Period
<a href="#">SLAC Site Entry Form</a>	electronic	Security	<a href="#">SharePoint</a>	GRS 18, Item 17	2 years
SLAC local database (for entering all foreign nationals from sensitive countries prior to or upon their arrival)	electronic	Human Resources (HR)	PeopleSoft	DOE ADM 18 Item 17.1a	75 years
<a href="#">SLAC DOE Foreign Access Central Tracking System (FACTS) Questionnaire Form</a> (input to DOE FACTS)					
Unclassified Foreign Visits and Assignments (UFVA)	paper (2012-)	Visitor User Employee Center (VUE)	locked room	DOE ADM 18 Item 17.1d	1 year
-for visitors hosted by Directorate/grp	scan (record version)	VUE	Sharepoint	DOE ADM 18 Item 17.1d	1 year
-for visitors hosted by Directorate/grp	paper (convenience copy)	Directorate/group (host)	varies	DOE ADM 18 Item 17.1d	1 year
UFVA supporting documents, e.g. visa (immigrant status, citizenship, ID)	scan	VUE	K: drive	DOE ADM 18 Item 17.1d	1 year
UFVA related correspondence (e.g. invitation letter)	electronic	Directorate/group (host)	varies	DOE ADM 18 Item 17.1d	1 year
UFVA Approved package (case-by-case basis)	?	International Services Office (ISO)	varies	DOE ADM 18 Item 17.1d	1 year
<a href="#">User Agreement</a>					
-individual form (signed)	paper	VUE	locked room	DOE ADM 18 Item 17.1d	1 year
-institutional contract (umbrella for individual form): Non-proprietary	electronic	VUE	V: drive	DOE R&D 1B3 (N1-434-96-9, Item 1B3)	10 years
Proprietary	electronic	VUE	V: drive	DOE CRADA 2a1 (N1-434-95-5)	Permanent
<a href="#">Dosimeter/ID Request Form</a> -visitors/users (with potential for hazardous exposure)	electronic/paper	Radiation Protection (RP) Department	onsite/Federal Records Center	DOE ADM 18/ 17.1a	75 years
Computer Account Request -SLAC Account Request Form	electronic (paper if no SID/SLAC ID)	Computing Division	ServiceNow	GRS 3.2 Item 030 DAA-GRS-2013-0006-0003	85 years
- <a href="#">Declaration Form</a>	electronic	Computing Division	ServiceNow	GRS 3.2	85 years

AHRO recommendations:

1. Transfer existing inactive paper records to Federal Records Center (FRC) fairly soon--before NARA's 2022 deadline for accepting temporary records. These paper will be the "record"; electronic copies will be treated non-record, convenience copies.
2. After 2022, VUE, Security, ESH, et al. will have to meet electronic recordkeeping requirements for electronic records or store paper records somewhere besides the FRC (that meets NARA's storage facility requirements).

References:

1. [UFVA website](#)
2. [Site Security website](#)
3. [ESH \(Environment, Safety & Health\) Manual, Chapter 55: Site Access Control](#)
4. [Computer Access Requests](#)