

SLAC Current Organizational Unit File Plans / Records Control Schedules

For assistance in applying or developing a records schedule for your unit, please contact the [SLAC Records Manager](#) .

Records (series or type)	Creating Office	Applicable File Plan(s) / Records Control Schedule(s)
<i>Director's Office records</i>	Director's Office	SLAC DO Schedule
<i>Administrative records</i>	Multiple offices	DOE Administrative Records schedules
	Contractor Assurance	DOE Administrative Records schedules Particularly ADM16, e.g. Item 1.3 Performance Indicators, retention of 5 years (N1-434-98-19)
<i>Cartographic, Architectural & Engineering records</i>	Design, Document Control, Engineering, Project planning groups	DOE Administrative Schedule 17 For project planning, Item 30.C.1(NC1- 434-78-2)
<i>Communications records</i>	Communications Office	DOE Administrative Records schedules (particularly ADM14 and ADM21)
<i>CRADAs and TARC records</i>	Proposal Advancement Office	- DOE 1.2 Grant and Cooperative Agreement Records - TARC records retention based on SLAC's legal and business needs to be reviewed as specified by BTS-2019-064-R0001
<i>Environment or Safety records</i>	ES&H, Safety Divisions	DOE Programmatic Records Schedule for Environmental Records OR DOE Administrative Records schedule 1 , items 21.2 through 22, and 29.2 OR DOE Administrative Records Schedule 18 items 11.1, and 35 through 37 (consult with AHRO to apply correctly)
<i>Finance Records</i>	Business & Technology Services	GRS 1.1 Financial Management and Reporting Records Schedule OR DOE 1.1 for DOE records not covered above DOE 1.3 OR GRS 1.3 Budgeting Records

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<i>Information Technology Operation and Management</i>	Computing, Office of the Chief Information Officer	GRS 3.1 General Technology Management GRS 3.2 Information Systems Security Note: SLAC Computer Account Authorization forms (ADM20.1) retention set to 85 years (4/20/2011)
<i>Personnel records</i>	Human Resources	SU Administrative Guide Chapter 2; DOE Administrative Records Schedules; DOE 2.1 Employee Acquisition Records (including Academic/Outreach programs)
<i>Procurement, Supply, and Grant records</i>	Business & Technology Services	DOE Administrative Schedule 3 (Note: DOE ADM 3.14.2b to be rescinded)
<i>Property Disposal</i>	Property Control, Salvage	DOE Administrative Schedule 4
<i>R&D records</i>	Research Divisions	DOE R&D Schedule
	BaBar Collaboration	DOE R&D Schedule and BaBar Records Schedule
	FGST/GLAST	DOE R&D Schedule and NASA Records Retention Schedule NRRS1441.1 Schedule 7 NASA Records Retention Schedule NRRS1441.1 Schedule 8
	Mechanical Engineering & Technical Support	Controls Administration and Management Controls Safety Systems Schedule Mechanical Design - Document Control Project Planning and Design files: DOE ADM 17 30.C.1(NC1-434-78-2)
	Instrumentation & Controls Division	DOE R & D Schedule and Controls Safety Systems Schedule
<i>Space & Maintenance records</i>	Facilities & Operations	DOE Administrative Schedule 11
<i>Travel & Transportation records</i>	Travel Office	DOE Administrative Schedule 9
<i>Visitor and User Access records</i>	Multiple offices	Visitor and User Access Records Disposition Schedule

Updated 11/10/2020