

## PEP-II RECORDS CONTROL SCHEDULE

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### SCOPE:

This schedule covers records of the PEP-II project, regardless of format (paper, electronic, magnetic, photographic, etc.) Routine administrative records not mentioned in this schedule are covered by either the General Records Schedule or the Department of Energy Records Schedules. Contact the SLAC Archives and History Office to schedule PEP-II records not listed here.

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### *Schedule I Research and Development Records*

#### **1.A.**

R&D Project Case Files (not used)

**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

**DISPOSITION:** RETAIN. Review 10 years after cut-off for possible permanent retention.  
(N1-434-96-9.1B1)

**1.B.2. Financial Documents** which include: budgets, cost runs, work breakdown structure and travel expenditures

**DISPOSITION:** Destroy when 10 years old.  
(N1-434-96-9.1B2)

**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.

**DISPOSITION:** Destroy when 10 years old.  
(N1-434-96-9.1B3)

**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.

**DISPOSITION:** RETAIN. Review 10 years after cut-off for possible permanent retention.  
(N1-434-96-9.1B4)

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

**DISPOSITION:** RETAIN. Review 10 years after cut-off for possible permanent retention.  
(N1-434-96-9.1B5)

**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.

**DISPOSITION:** RETAIN. Review 10 years after cut-off for possible permanent retention.  
(N1-434-96-9.1B6)

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

**DISPOSITION:** Destroy when 5 years old.  
(N1-434-96-9.1B7)

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

bench-marking test/data results

**DISPOSITION:** Destroy when 10 years old.  
(N1-434-96-9.1B8)

**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.

**DISPOSITION:** RETAIN. Review 10 years after cut-off for possible permanent retention.  
(N1-434-96-9.1B9)

**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.

**DISPOSITION:** Destroy when 5 years old.  
(N1-434-96-9.1B10)

**1.B.11. Preliminary sketches, drawings, specifications and photographs.**

**DISPOSITION:** Destroy when 5 years old.  
(N1-434-96-9.1B11)

**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.

**DISPOSITION:** Destroy when 5 years old.  
Earlier disposal is authorized when approved after review. (N1-434-96-9.1B12)

**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)

**DISPOSITION:** RETAIN. Review 10 years after cut-off for possible permanent retention. (N1-434-96-9.1B13)

**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.)

**DISPOSITION:** RETAIN. Review 10 years after cut-off for possible permanent retention. (N1-434-96-9.1B14)

**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.

**DISPOSITION:** RETAIN. Review 10 years after cut-off for possible permanent retention (N1-434-96-9.1B15)

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*Schedule 2 Research & Development Program Management Records*

**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.

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

**DISPOSITION:** PERMANENT. (N1-434-96-9.2A1)

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

**DISPOSITION:** PERMANENT. Cut off after completion or termination of program, or in 5-year blocks. (N1-434-96-9.2A2)