

## Non-Archival Material

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 (except for originals held by PeopleSoft operators):

- ♦ Purchase Requisitions
- ♦ Work Orders

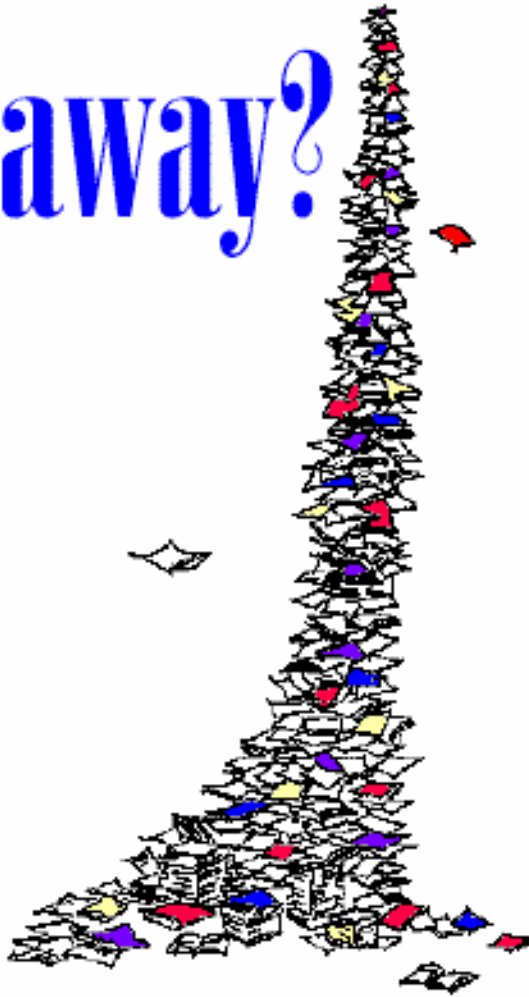
### Personnel Records (originals in Business Division):

- ♦ 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 (x4342) if you have any questions.

# What can I throw away?



# You don't have to save it all



## Archival Material

The following materials and formats are of interest to the SLAC Archives.

- ◆ Correspondence and memoranda generated in the course of conducting research and business or relating to facets of a career in photon science, particle and astroparticle science, and high-energy physics research
- ◆ Research files, notebooks
- ◆ Reports (Formal and technical)
- ◆ Group and Department communications
- ◆ Committee minutes and documents
- ◆ Teaching, Institute, and Colloquium materials
- ◆ Biographical materials
- ◆ Brochures, pamphlets, maps, directories, and posters
- ◆ Architectural drawings and plans
- ◆ Photographs
- ◆ Audio-visual materials
- ◆ Scrapbooks, news clippings
- ◆ Oral history tapes and transcripts
- ◆ Microforms
- ◆ Artifacts

## What about electronic records?

Format does not affect appraisal; use the lists of archival material (what to save) and non-archival material (what to discard) to determine if your electronic records should be saved

If you have electronic records that fit the definition of archival materials, contact the Archives and History Office at x3091 or [slacarc@slac.stanford.edu](mailto:slacarc@slac.stanford.edu) to arrange for transfer.

If you maintain a website that includes information that fits the definition of archival material, contact the Archives and History Office at x3091 or [slacarc@slac.stanford.edu](mailto:slacarc@slac.stanford.edu) to arrange for electronic archiving of your web site.



## For further information...

SLAC's Archives and History Office was established by the SLAC Director in 1989 to develop policies and procedures for the evaluation and preservation of the Laboratory's documentary heritage. The SLAC Archives and History Office has the following responsibilities:

- ◆ Serves as a repository for the Laboratory's existing collection of historical records documenting the founding and evolution of the Center;
- ◆ Evaluates, selects, and preserves specific materials of archival significance created at SLAC;
- ◆ Assures the acquisition, processing, and conservation of historical records as required by law and in accordance with DOE records management policies and procedures;
- ◆ Promotes knowledge and understanding of the origin, aims, and scientific and technical programs and accomplishments of the Laboratory;
- ◆ Supports education, research, scholarship, and administration by making available and encouraging the use of its collections by members of the University community, visiting scholars, and the public.

We are open by appointment Monday-Friday during regular work hours. The History Office is in Central Laboratory near the Library. Come to the Library Circulation Desk on the second floor of the Central Lab for directions.

<http://www.slac.stanford.edu/history/>  
[slacarc@slac.stanford.edu](mailto:slacarc@slac.stanford.edu)  
MS 82  
x3091

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*The stacks of papers cartoons were drawn by Bob Gould, originally as an illustration of the flood of theoretical ideas that are stimulated by a few experimental results.*