

SLAC AHRO: RECORDS MANAGEMENT

ACTIVE TEMPORARY RECORDS

- **Advise** creating offices and operations on **scheduling** and **disposition** of **active temporary** retention records (how long do we keep? When do we dispose?)
- **Coordinate** appraisal activities with Archives function

INACTIVE TEMPORARY RECORDS

- **Advise** creating offices and operations on **appropriate handling** of **inactive temporary** retention records: (no longer needed for current business: now what?)
- **Monitor** legal holds and freezes on dispositions

INACTIVE TEMPORARY RECORDS

- **Provide reference** service and secure access to inactive records stored at NARA FRC (request, retrieve, return for refile at completion)

INACTIVE TEMPORARY RECORDS

- **Provide guidance** on retirement of inactive temporary records to storage at NARA FRC
- **Coordinate** retirement process with creating office

INACTIVE TEMPORARY RECORDS

- **Manage disposal** of inactive records stored at NARA FRC in a timely manner in accordance with DOE regulations and legal