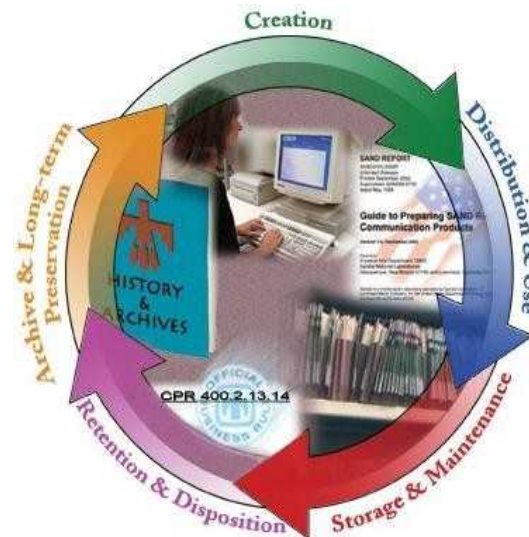




Why is Records Disposition Important to Sandia



Recorded Information Management Org 9532



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Sandia National Laboratories is a multi-program laboratory managed and operated by Sandia Corporation, a wholly owned subsidiary of Lockheed Martin Corporation, for the U.S. Department of Energy's National Nuclear Security Administration under contract DE-AC04-94AL85000.

What is Disposition?

Defining Disposition

Disposition" refers to actions taken with regard to Federal records that are no longer needed for current government business as determined by their appraisal pursuant to legislation, regulation, or administrative procedure.

Disposition is a comprehensive term that includes both destruction and transfer of Federal records to the National Archives of the United States.

Who Regulates Dispositions?

- Sandia National Labs
- NARA (National Archives Records Administration)

NARA regulations affecting Federal agencies and their records management programs are found in Subchapter B of 36 Code of Federal Regulations Chapter XII

Why is Disposition Important to Sandia?

- **Litigation!**

- I. The Federal Government faces a higher litigation rate than any other employer within the U.S.

- **Storage Space**

- I. Sandia currently holds over 40,000 boxes of paper media, tape reels, microfiche, microfilm, Mylar and aperture cards

- **Compliance**

- I. Sandia currently holds a considerably large amount of holdings that are past retention making Sandia out of compliance!

- **Litigation Concerns**

- I. Rule of litigation, if you have it you **MUST** produce it...even if it is past it's retention
- II. Sandia is vulnerable to unnecessary litigation due to overdue disposition of records!

- **Storage Space**

- I. Sandia is currently running out of space for permanent records, historical records, and records currently on legal holds or moratoriums due to old records that are still in storage!

What Records are Mine?

■ Sandians often acquire records by

- I. Replacing a Sandia means your position inherits the records!
- II. A new project or program begins
- III. A decision is made on a project or program

■ What to do With Old Records?

- I. How can I make decisions on old records?
- II. How do I know what those records are?
- III. I do not feel comfortable with making decisions on those old records

Often employees new to a position do not feel comfortable making a decision on disposition

Decisions Decisions...

Questions

1. Why do I have to decide what to do with records I inherited?
2. How do I make a uniform decision I feel comfortable with?
3. What happens once I make a decision?
4. Can I view the records?

Answers

1. The original owners are not here to decide, as new owners it is your task
2. Ask for help! The RM staff members are on hand to assist in your decision
3. Once the decision is made the RM team will take it from there!
4. Absolutely! Reviewing records prior to disposition is a SMART decision!

Who Do You Call?

Call the RM Team

Records Management, Vital Records & Retention Schedule

Susan Kitsch 284-2411

Records Management, Inactive Records Storage & Forms Management

Tracy Hinkel 844-5152

Corporate Archives

Myra O'Canna 844-6315

Diana Gonzales 844-1695

Corporate Historian

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