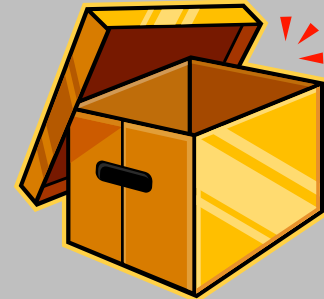


Exceptional service in the national interest



Inactive Records Storage Training

Tracy Hinkel

9532 Recorded Information Management



Class Agenda

- What is a Record
- How to use Sandia's Records Retention and Disposition Schedule (RRDS)
- Procedures for Sending Records
- Retrieving and Returning Records
- Destroying Records in Inactive Records Storage
- Corporate Archives (Historical Records)
- Who to call
- Review



**Sandia
National
Laboratories**

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U.S. DEPARTMENT OF
ENERGY

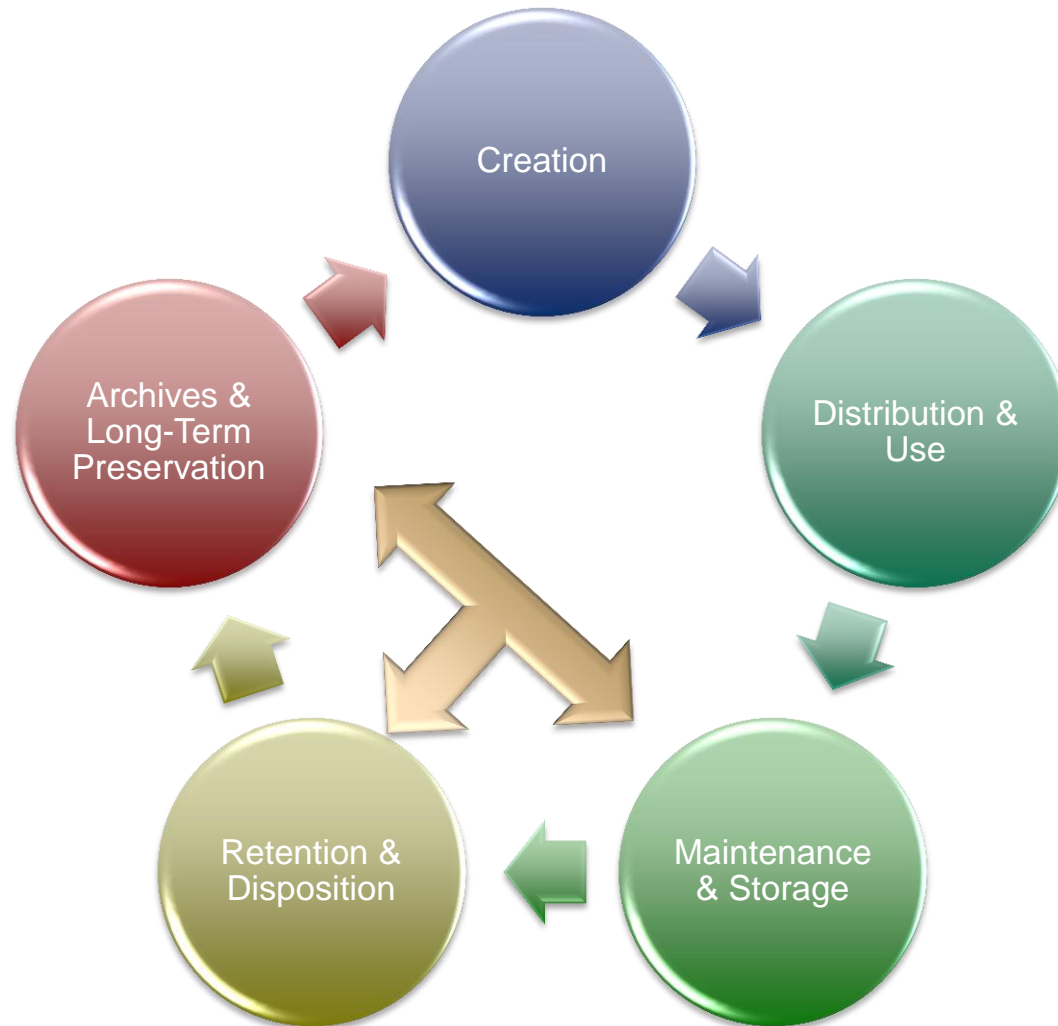


Sandia National Laboratories is a multi-program laboratory managed and operated by Sandia Corporation, a wholly owned subsidiary of Lockheed Martin Corporation, for the U.S. Department of Energy's National Nuclear Security Administration under contract DE-AC04-94AL85000.

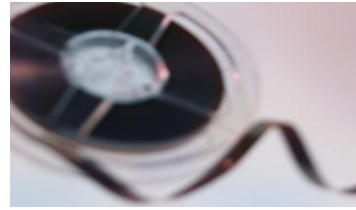
What is a Record

- Records include any recorded information or documentation (regardless of media) created or received and used in our technical and administrative work.
- If it is a record, it must be kept for the appropriate time, as indicated in the SNL Records Retention and Disposition Schedule (per IM100.2.2 Control of Record)
- The SNL Records Retention and Disposition Schedule contains information about groups of [records](#) at Sandia called [records series](#). Use this schedule to determine Sandia's records [retention period](#) (how long to keep recorded information) and [office of record](#) (who is responsible for maintaining the records).

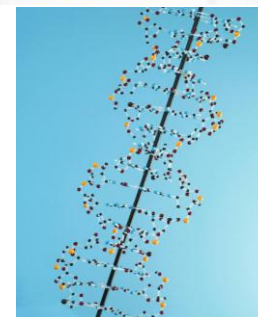
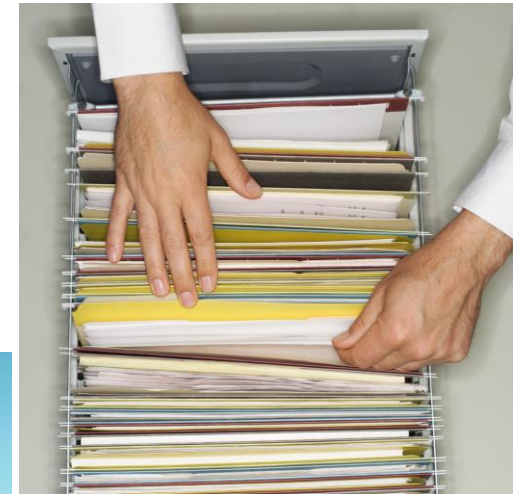
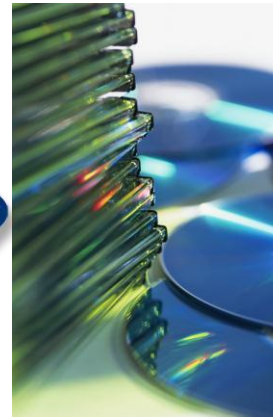
The Life Cycle of a Record



Types of Records



- In-house publications (e.g. SAND Reports)
- Papers, Reports, Technical Reports
- Correspondence, Memos
- Lab/Engineering notebooks and logbooks
- Software and Calculations
- Maps and Charts
- Models and samples
- Electronic data, documents

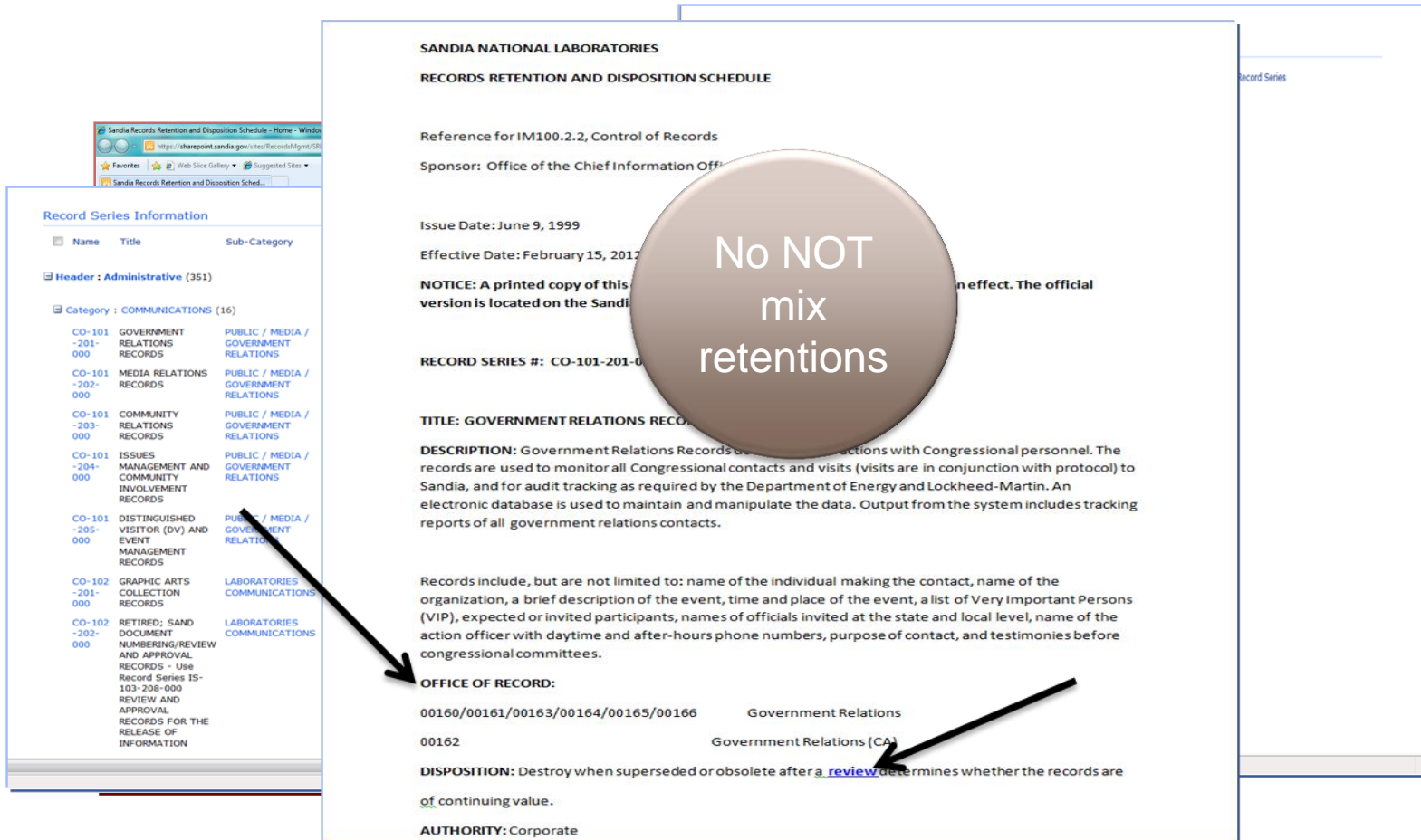


What are Non-records?

- Extra copies of documents kept for reference only
- Stocks of publications for distribution
- Commercial published reference material
- Personal papers



Records Retention & Disposition Schedule



SANDIA NATIONAL LABORATORIES
RECORDS RETENTION AND DISPOSITION SCHEDULE

Reference for IM100.2.2, Control of Records
Sponsor: Office of the Chief Information Officer

Issue Date: June 9, 1999
Effective Date: February 15, 2012

NOTICE: A printed copy of this schedule is available in the Records Management Office. The official version is located on the Sandia website.

RECORD SERIES #: CO-101-201-000

TITLE: GOVERNMENT RELATIONS RECORDS

DESCRIPTION: Government Relations Records Series contains information on all contacts with Congressional personnel. The records are used to monitor all Congressional contacts and visits (visits are in conjunction with protocol) to Sandia, and for audit tracking as required by the Department of Energy and Lockheed-Martin. An electronic database is used to maintain and manipulate the data. Output from the system includes tracking reports of all government relations contacts.

Records include, but are not limited to: name of the individual making the contact, name of the organization, a brief description of the event, time and place of the event, a list of Very Important Persons (VIP), expected or invited participants, names of officials invited at the state and local level, name of the action officer with daytime and after-hours phone numbers, purpose of contact, and testimonies before congressional committees.

OFFICE OF RECORD:
00160/00161/00163/00164/00165/00166 Government Relations
00162 Government Relations (CA)

DISPOSITION: Destroy when superseded or obsolete after a [review](#) determines whether the records are of continuing value.

AUTHORITY: Corporate

Record Series

Record Series Information

Name	Title	Sub-Category
Header : Administrative (351)		
Category : COMMUNICATIONS (16)		
CO-101-201-000	GOVERNMENT RELATIONS RECORDS	PUBLIC / MEDIA / GOVERNMENT RELATIONS
CO-101-202-000	MEDIA RELATIONS RECORDS	PUBLIC / MEDIA / GOVERNMENT RELATIONS
CO-101-203-000	COMMUNITY RELATIONS RECORDS	PUBLIC / MEDIA / GOVERNMENT RELATIONS
CO-101-204-000	ISSUES MANAGEMENT AND COMMUNITY INVOLVEMENT RECORDS	PUBLIC / MEDIA / GOVERNMENT RELATIONS
CO-101-205-000	DISTINGUISHED VISITOR (DV) AND EVENT MANAGEMENT RECORDS	PUBLIC / MEDIA / GOVERNMENT RELATIONS
CO-102-201-000	GRAPHIC ARTS COLLECTION RECORDS	LABORATORIES COMMUNICATIONS
CO-102-202-000	RETIRED; SAND DOCUMENT NUMBERING/REVIEW AND APPROVAL RECORDS - Use Record Series IS-103-208-000 REVIEW AND APPROVAL RECORDS FOR THE RELEASE OF INFORMATION	LABORATORIES COMMUNICATIONS

Inactive Records Storage

Inactive Records Storage services include:

- Storage and retrieval of inactive unclassified and classified records.
- Destruction of records in storage at the end of specified retention period and after the approval of the owning organization.

What Not To Store. . .

■ Non-Records

- I. Commercial software and manuals
- II. Textbooks
- III. Reference material

■ Media that will become obsolete due to technology

- I. CD/DVD
- II. Floppy disks

■ Accountable Classified Removable Electronic Media (ACREM)

- I. Top Secret
- II. Sigma



All boxes containing incorrectly classified records can result in an infraction!!

Preparing Records For Storage

- Order supplies through JIT (Supply List Handout)
- Sort the records
- Remove the records from binders and hanging folders (place in labeled files or pocket folders)
- Find the record series number in Sandia's Records Retention and Disposition Schedule
- Pack the box (Packed box should not weigh more than 35 lbs.)



Preparing the IRT Form...

- Each box must have a separate IRT form
- Inactive Records Transfer form – [SF1400-B](#)
- Records Series Number from SRRDS
- Record description should be detailed and contain: program name, project, date of records description of media
- For Classified Records – description must be unclassified and each document listed with a (u) at the end of the title, classification level, and media type

Why are descriptions so important?

- The information used for retrieval comes in part from the description
- This metadata is vital in assuring the correct box is being chosen when a box is recalled
- Remember! Do not send classified descriptions!

Sample IRT Form

SD-100-264 (12-2000) (Rev. 06-2000) (1000)

INACTIVE RECORDS TRANSFER (IRT)

Page 1 of 1

Organization Title: Recorded Information Management Org. No.: 9612 Mail Stop: 0612

Return completed IRT form to: Ramona D. Abeyta 0612 DCS Code (if classified):
Name Mail Stop

Individual Responsible for Records: Micky Hogue Manager's Name: Anna Nusbaum Anna Nusbaum 9-19-2000
Manager's Signature Date

Record Series No.: IS-102-203-000 Retention Period of: 6 YEARS Destruction Date: 06/30/2006

This Area for Inactive Records Storage Personnel Only

Box/Index No. 119520 Signature of Records Personnel Milrene Goodloe Org./MS 9612
Row 19A
Shelf 15-4-B
Volume 1 Receipt Date 9/21/2000

ITEM NO.	DOCUMENT CONTROL NUMBER (FOR CLASSIFIED)	DOCUMENTATION (FOR CLASSIFIED) SERIES ISSUE COPY/PRINT NO.	DOC CLASS	DESCRIPTION OF RECORDS	DATE OF RECORDS MO/DA/YR
1			uncl	training reports and statistics files 1/2/1999	6/15/2000
2			uncl	files management consultations & assistance 1/2/99	6/12/2000
3			uncl	education awareness training 1/2/99	6/15/2000
4			uncl	RIM 100 sign-in sheets/evaluations 6/30/99	

FOR ADDITIONAL LINES, SCROLL DOWN TO THE CONTINUATION PAGE.

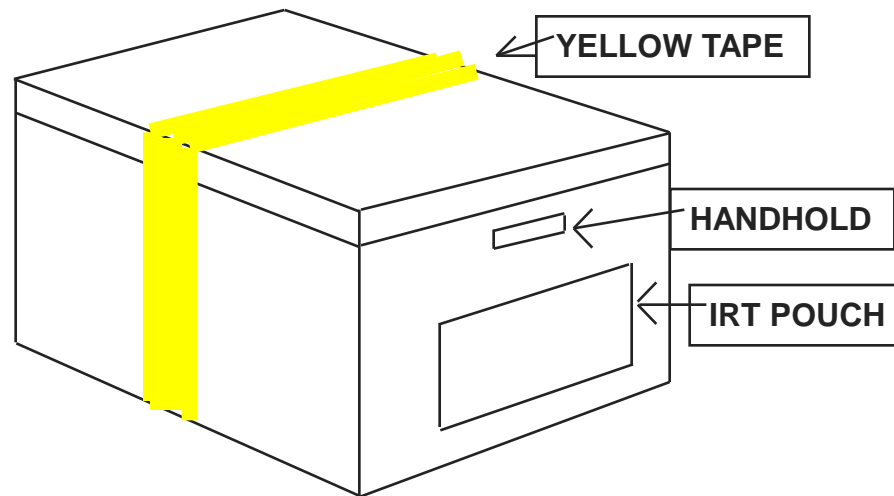
AUTHORITY TO DESTROY: TO: _____ MS: _____
The above records are scheduled for destruction on _____. If you concur,
please sign below and return this form to Inactive Records Storage, MS0612 (NM) or
Records Management, MS 9018 (CA).
If you do not concur, return with your justification for further retention.

Signed: _____ Date: _____

CERTIFICATION: The records listed on this form have been destroyed in
accordance with document classification regulations by Inactive Records Storage
(NM) or Records Management (CA).

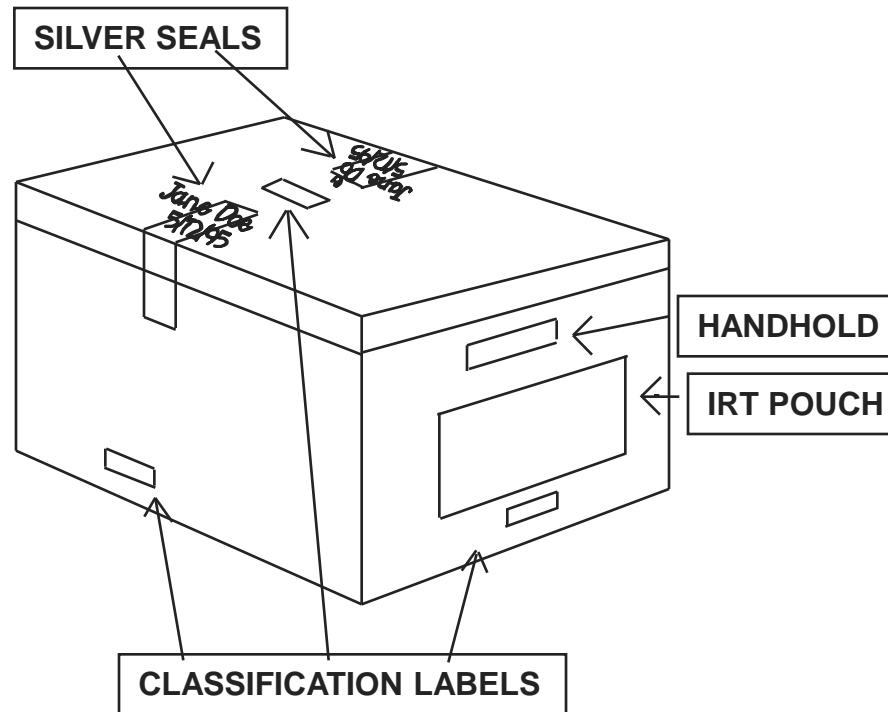
Signed: _____ Date: _____
If classification on a Secret or Confidential document being destroyed differs from
the classification notation on this form, the form notation must be changed to
reflect proper document classification.

Unclassified Records



Packing Classified Boxes For Storage

Classified Records



Sending the Boxes. . .

- Prepare a Move Order through the Web Application
- Recipient:
 - 284-2116 (Martha Bertsch)
 - 844-2466 (Dana Crosby)
- Email IRT to Inactive-Records Storage@sandia.gov



Accepting Boxes For Storage

- Assign and record the box number and storage location on the IRT form
- Enter data into the data base
- Return the confirmation copy of the IRT form to the sender
- Store the box



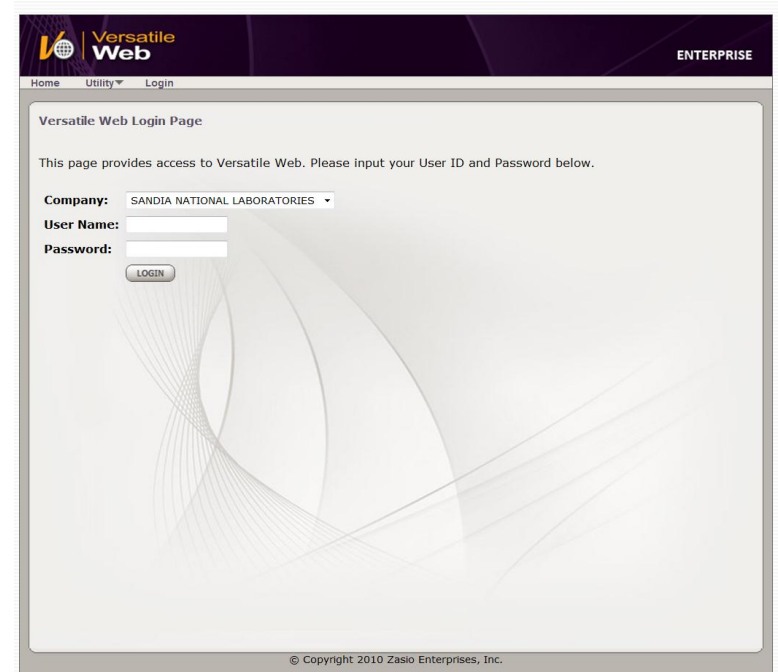
Retrieving Boxes From Storage

Way #1

- Call:
 - Martha Bertsch 284-2116
 - Dana Crosby 844-2466
- E-Mail:
 - Inactive-Records-Storage@sandia.gov
- Provide Box Number and Location

Way #2

- Versatile Web Module



The screenshot shows the 'Versatile Web Login Page' with a dark purple header. The header contains the 'Versatile Web' logo on the left and the word 'ENTERPRISE' on the right. Below the header is a navigation bar with links for 'Home', 'Utility', and 'Login'. The main content area is titled 'Versatile Web Login Page' and contains the text: 'This page provides access to Versatile Web. Please input your User ID and Password below.' Below this text are three input fields: 'Company:' with a dropdown menu showing 'SANDIA NATIONAL LABORATORIES', 'User Name:', and 'Password:'. A 'LOGIN' button is positioned below the password field. The background of the login area features a faint, abstract graphic of overlapping circles. At the bottom of the page, there is a copyright notice: '© Copyright 2010 Zasio Enterprises, Inc.'

Returning Boxes To Storage



- Inventory the contents of the box against the IRT
- If records have been removed:
 - ✓ Please inform the Inactive Storage staff. These boxes will be permanently transferred to you, and a new box with a new IRT should be sent in with the remaining records.
 - ✓ A new box number, and IRT will be sent to you for your records.
- If the records in the box are unclassified and remain the same:
 - return the box with same IRT
 - If the contents are CLASSIFIED,
 - You must use a new box, seals, labels and pouch
 - The liner may be used again and the IRT remains the same
 - Prepare Move Order through the Web Application.

Destroying Records

- When records in Inactive Records Storage have completed their retention period, the Manager of the org owning the box will be contacted to review the IRT.
 - **Special consideration for disposition**
 - **Litigation**
 - **Court order**
 - **Current FOIA request**
 - **Current or upcoming Audit**
 - **Epidemiology Records Moratorium**
 - **Or if they have been through the Technical Review Process for R&D, Defense Programs/Nuclear Weapons Records**

Reviewing boxes up for disposition is highly recommended

The Corporate Archives: An Information Center For Sandia History

- Mission: The Corporate Archives plays a key role in promoting the value of Sandia's history by identifying, locating, and preserving historically valuable records that represent the Laboratories' corporate memory.
- Call Myra O'Canna for further information -- 844-6315



**For Information Or Assistance On Records Management, Contact The Recorded
Information Management Department**

Inactive Records Storage : Martha Bertsch 284-2116
 Dana Crosby 844-2466

Customer Funded Record Center Dolores Castellano 844-7119
(ES&H, Security, Training,
Production and Power Sources)

Records Management Questions Tracy Hinkel 844-5152

Homepage Location: <http://www-irn.sandia.gov/recordsmgmt/depthp.htm>

Let's Review

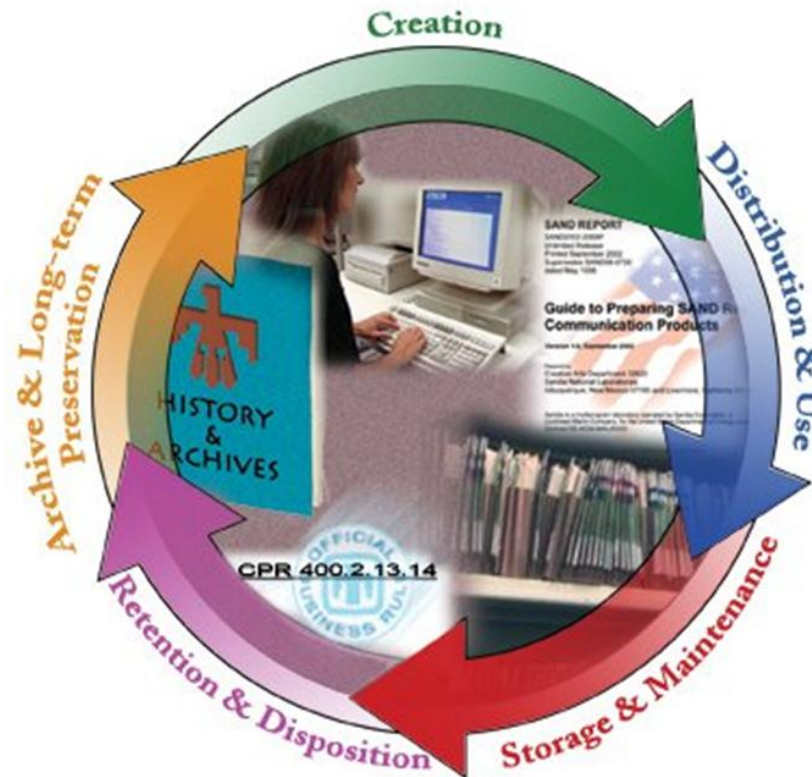
Customer

1. Classify records correctly
2. Pack box correctly
3. Complete IRT form
4. Seal box correctly
5. Send box to Inactive Records Storage
6. Return intact boxes
7. Keep boxes that have been altered and completes a new IRT for remaining content

Inactive Records Storage

- Provide guidance as to how to complete 1-5
- Enter data into the Records Management System accurately
- Provide updated IRT to customer
- Place box into storage
- Retrieve box as needed by the customer
- Provide disposition for records that have met their retention per federal guidelines

Questions?



<http://www-irn.sandia.gov/recordsmgmt/depth.htm>

SAND-2012-4358C