

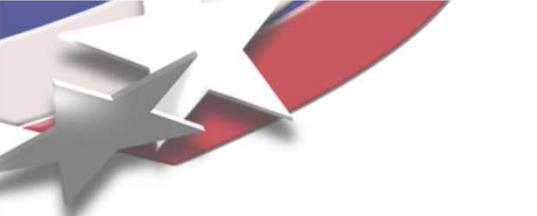
The Quest for Retired Records

Society of American Archivists
Business Archives Section
Wednesday, August 27, 2008

Myra O'Canna
Archivist

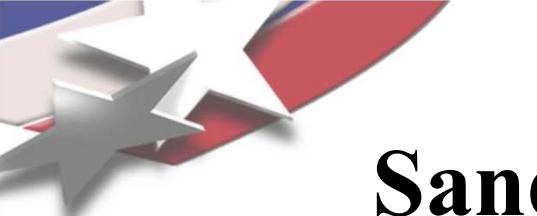
Sandia National Laboratories
Albuquerque, New Mexico





Sandia National Laboratories

- Established in Albuquerque, New Mexico, in 1945 as the ordnance design, testing, and assembly arm of Los Alamos. On November 1, 1949, Sandia became an independent laboratory and, in 1979, a national laboratory.
- Research and development laboratory with missions in these key areas:
 - ❖ Nuclear Weapons
 - ❖ Defense Systems and Assessment
 - ❖ Energy, Resources, and Nonproliferation
 - ❖ Homeland Security and Defense
- ~ 8000 employees; 5100 retirees



Sandia Corporate Archives

Established in 1984 –
Archive holdings
span the history of
Sandia from 1945
forward.

**Sandia National Laboratories
Corporate Archives**



2840001133



SNOWED—Tremendous response to the call to purge files resulted in this accumulation in Bldg. 810. Some 5000 cubic feet of records were removed from Laboratory files. In foreground are Neil Hansen, left, and Bill Scott of Records Management Division 3428 who were instrumental in conducting the clean-out campaign.

Sandia Clean-Out Effort Results In 5000 cu. ft. of Purged Records

Throughout Sandia Corporation last week, thorough effort purged more than 5000 cubic feet of records from office files and storage. It was a tremendous response to an appeal by President Johnson and the Atomic Energy Commission to reduce the cost of maintaining stored records.

At Sandia Laboratory packed boxes were taken from offices to the central reception area in Bldg. 810. Men of the Motor Pool, Box Shop, and Material Handling Division contributed much to the effort.

In the offices, secretaries and staff pored over files to separate the essential from

non-essential. Following the guidelines issued by President Hornbeck, and the detailed instructions from Max Linn (3400), coordinator of Sandia's campaign, classified material was marked for destruction and office reference material was removed to the Central Technical Files.

"Everyone cooperated," Bill Scott, supervisor of Records Management Division 3428, said, "and we can all be proud of the effort. The results far exceeded our expectations. In addition to the savings

(Continued on Page Two)

SANDIA LAB NEWS

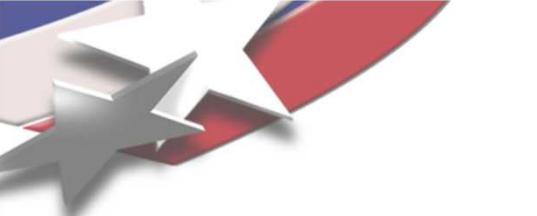


VOL. 19, NO. 2, JANUARY 27, 1967

SANDIA LABORATORIES

ALBUQUERQUE, NEW MEXICO
LIVERMORE, CALIFORNIA

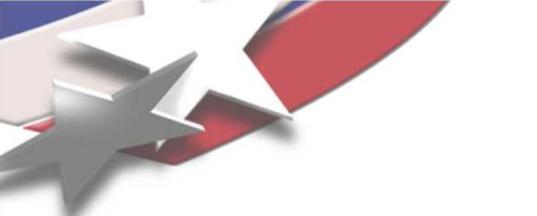
OPERATED BY SANDIA CORPORATION FOR
THE U. S. ATOMIC ENERGY COMMISSION



Retirees & Records

- Some retirees took their records home because they thought their records would be tossed out or destroyed
- Some retirees think they “own” their Sandia work

How do we get the records back?



Outreach Strategies

- Affirm the value of their records:
 - validate the importance of their work
 - assure that accessions are protected & retained
- Deployment tactics:
 - Retiree Picnic
 - Handouts
 - Personal History Project
 - Direct letters



Annual Retiree Picnic





Corporate Archives is looking for historical materials!

The Corporate Archives is a collection of records of permanent historical value to Sandia. Sandia historical materials are an important way of representing Sandia's history and culture. We are always looking for unique materials to add to our Archive collections and for exhibition.

Items of interest include the following:

Documents

Sand Reports

Photographs (with information about the topic and people's names)

Thunderbird logo items

Patches

Family Day memorabilia

Brochures

Nuclear Test Certificates

If you would like to donate historical materials to the Corporate Archives or know another Sandia retiree who may be interested, please contact:

Archivist Myra O'Canna
PO Box 5800 MS 0612
Albuquerque, NM 87185
Phone: 844-6315
Email: mlocann@sandia.gov





The Sandia Corporate Archives
& History Program requests
your assistance with . . .



THE PERSONAL HISTORY PROJECT

... to supplement Sandia's understanding of its organizational history by systematically collecting personal histories of individual employees.

Sandia's story is your story





Sandia National Laboratories

Operated for the U.S. Department of Energy by
Sandia Corporation

Rebecca Ullrich
Corporate Historian

P.O. Box 5800
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Fax: (505) 284-2782
Internet: raullri@sandia.gov

January 4, 2007

Dear Sandia Retiree:

I would like to invite you to participate in the Personal History Project, the Sandia Corporate Archives and History Program's effort to capture unique individual perspectives on the history of the Laboratories. The information and documentation that you provide will become part of Sandia's Corporate Archives collections and used by historians and other researchers with appropriate need-to-know.

There are several possible ways to provide your history to us. You may, for example, already have written down some recollections of your career at the laboratories. If so, we would be honored to work with you to combine that information with other historical material. If you would like an outline or organizational scheme to get you started, we will provide a template for you to work from. The template will include sections on your background and your Sandia career, including available photographs, organizational extracts, and questions tailored to your particular career. The template is short; it is meant to stimulate your memory and need not be rigidly followed. We very much want your document to reflect your perspective of your career to deepen our understanding of Sandia's history. We also hope to glean any lessons learned that can be applied to current and future laboratory situations.

If you would prefer to dictate your recollections for us to transcribe, that is also possible. Alternatively, we could record an interview with you, if you would prefer that format.

If you are interested in participating or have any questions, please let me know at 844-1483
(raullri@sandia.gov).

I look forward to hearing from you and thank you in advance for participating in this important project!

Sincerely yours,

Rebecca Ullrich

RECORDS TURNOVER

In NM, the Records Turnover Form must be reviewed with your manager before your departure. Mail completed form to the Recorded Information Management Department, MS 0612, or Fax 284-2782. If you have questions, please call 844-4980 or 844-7560.

In CA, please call Karen Cardwell, 294-1029, MS 9281 to schedule a time to stop by Records Management, Bldg, M5, Room 114 or Maggie Ribota 294-3857, MS 9221 . Bldg. 922, Room 116. The Records Turnover form must be reviewed with your manager and approved by RM before your departure.

The Records Turnover process helps ensure a smooth transition of Sandia's records upon your departure. All records and documents (regardless of media) in your possession are the property of Sandia Corporation or the U.S. Government and need to be left with your manager, project team, or organization record center.

Records include memos, reports, correspondence, photographs, computer files, magnetic disks and tape, engineering notebooks, microfilm and fiche, videos, email, aperture cards, etc., created during your work at Sandia. For help in completing this process please refer to Transfers, Separations, Mergers, and Moves in chapter 11 of the Records Management Manual

Printed Name of Separating Member of the Workforce	Org.	Name of manager
DESCRIPTION OF RECORDS		TURNED OVER TO: (Manager, Project Lead, Team Member, Org. Records Center)
<p>1. Electronic records, i.e., databases, tapes, CDs, etc. (includes classified)</p> <ul style="list-style-type: none"> ● Be sure to remove files, links, or privileges from your computer after you have made the appropriate transfers of content or responsibility. Close all computer accounts in your name. ● Capture relevant e-mail in appropriate project files. ● High Performance Computing Data - If you hold an account on any of the High Performance Computing Clusters (Third, ICC, NWCC, Red Storm, Vplant, etc.) transfer ownership to the appropriate person of all files from your home, scratch & project directories. Contact Scientific Computing with questions. 		
<p>2. Web FileShare (WFS) (Transfer ownership of all documents. Look in WFS Help in the Index under "transfer.")</p>		
<p>3. Records in other formats, i.e., paper, videos, photos, etc. (includes classified)</p>		
<p>4. Laboratory or Engineering Notebooks: Send unclassified notebooks for review to Intellectual Property, MS 0161. Please contact a Patent Agent to arrange a review of classified notebooks. Notebooks will be returned to your organization to be maintained with related project files.</p>		
<p>5. Models, samples, artifacts</p>		
<p>6. Other (including Inactive Records Storage)</p>		

I have turned over these records:

Signed (your name)

Date



Sandia National Laboratories

Operated for the U.S. Department of Energy by
Sandia Corporation

Myra L. O'Canna
Corporate Archivist

P.O. Box 5800
Albuquerque, NM 87185

Phone: (505) 844-6315
Fax: (505) 844-2621
Internet: mlocann@sandia.gov

To :

Please accept my sincere sympathy on your recent loss. When your family member retired from Sandia National Laboratories he/she may have collected information about Sandia and its work. This information may include documentation about particular Sandia projects, photographs, brochures, Sandia Day memorabilia, or a variety of other types of records. Your family member kept this material because he/she valued it.

That value can be maintained at Sandia's Corporate Archives. Managed by a certified archivist, the Archives serves as a repository for the lab's historical information. Archive materials are used by the corporate historians in documenting Sandia's history and in exhibits displayed throughout the lab's facilities and at the Sandia Laboratory Federal Credit Union.

If you locate any information that you believe may be of interest to the Corporate Archives, please call Myra O'Canna at 844-6315.

Sincerely,

Myra O'Canna
Sandia National Laboratories



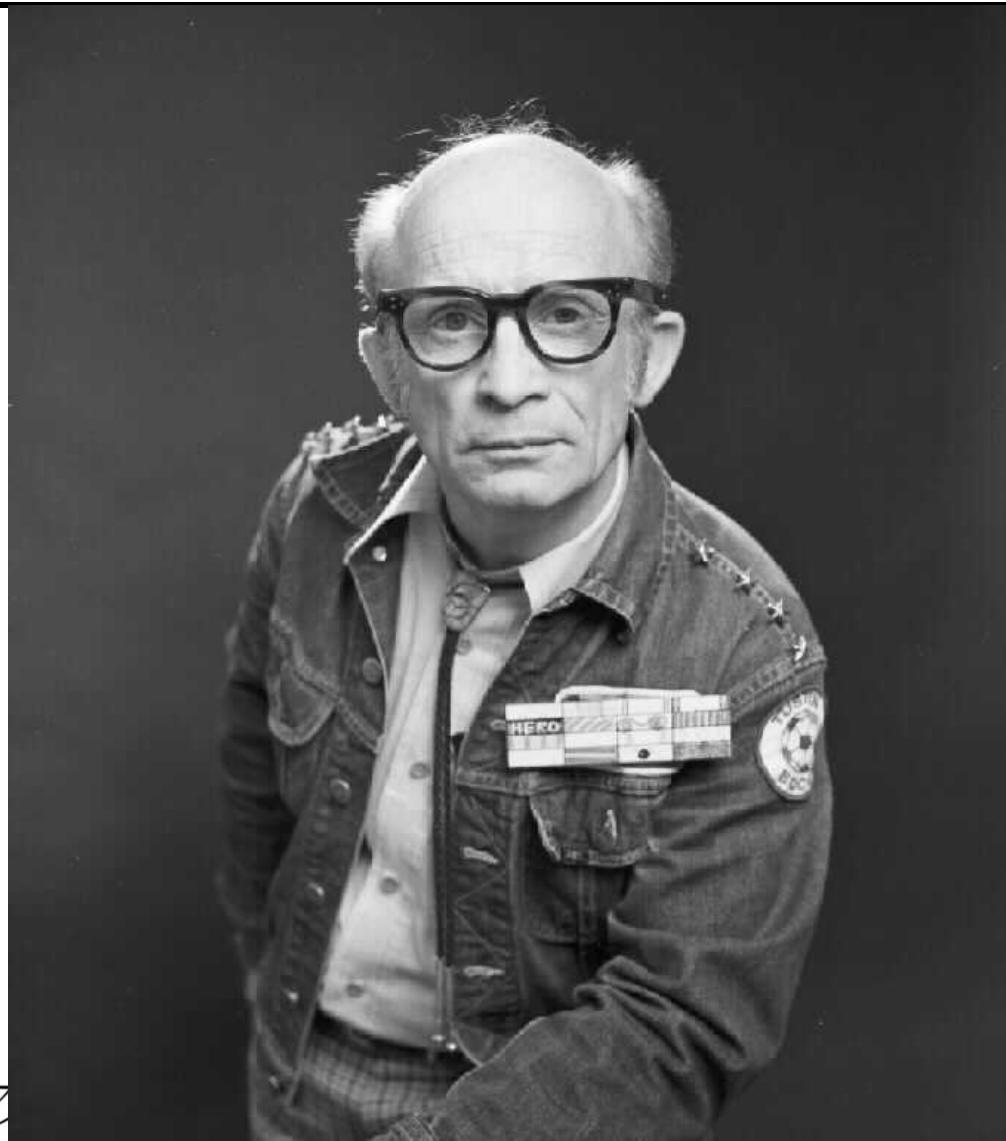
Impact of the Retiree Outreach Program

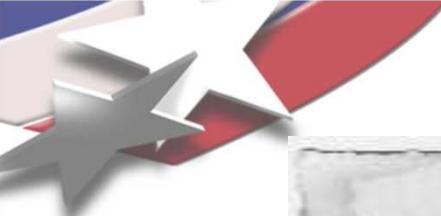
Some of the materials identified and accessioned were created by:

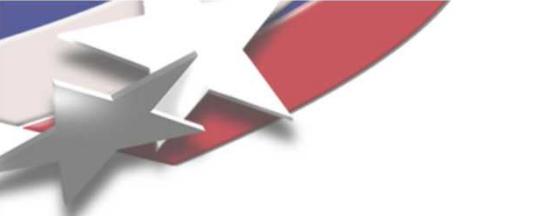
- Technical Artists
 - Jim Walston
 - Joe Micky
- Photographers
 - Bill Laskar
 - Louie Erne



Jim Walston Drawings



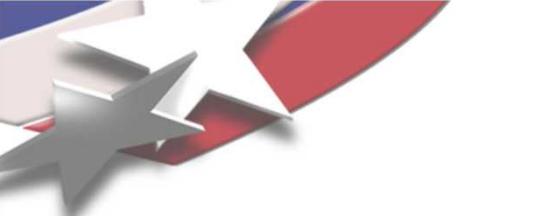




Bill Laskar Photographs







Other valuable collections

- Mel Merritt papers: early environmental assessment on the impact of nuclear testing
- Willis Whitfield papers: concept of laminar-flow clean room that revolutionized the microelectronics industry
- Merton Robertson papers: atmospheric studies on solar eclipse and aurora phenomena
- Fred Leckman papers: recruiting materials and complete collection of early *Sandia Bulletins* and *Lab News* through 1978.



Other materials collected from Retirees

- Company brochures
- Nuclear test certificates
- Artifacts from Sandia Family Day events
- Scrapbooks
- Reports
- Project records

The retiree network is powerful: word gets out quickly that we're looking for materials.

PARTICIPATED IN...

MINERAL QUARRY



Don A. Linger
Don A. Linger
Director, Test Directorate

James K. Magruder
James K. Magruder
Test Controller

Richard N. Price
Richard N. Price Lt Col, USAF
Test Group Director

Diane M. Fischer
Diane M. Fischer Capt, USAF
Technical Director



Questions?

Please contact Myra O'Canna if you have any questions about the material covered in this presentation:

mlocann@sandia.gov

(505) 844-6315