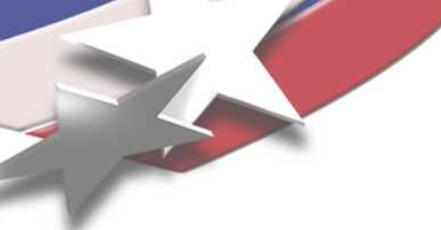


Records Management at Sandia National Laboratories

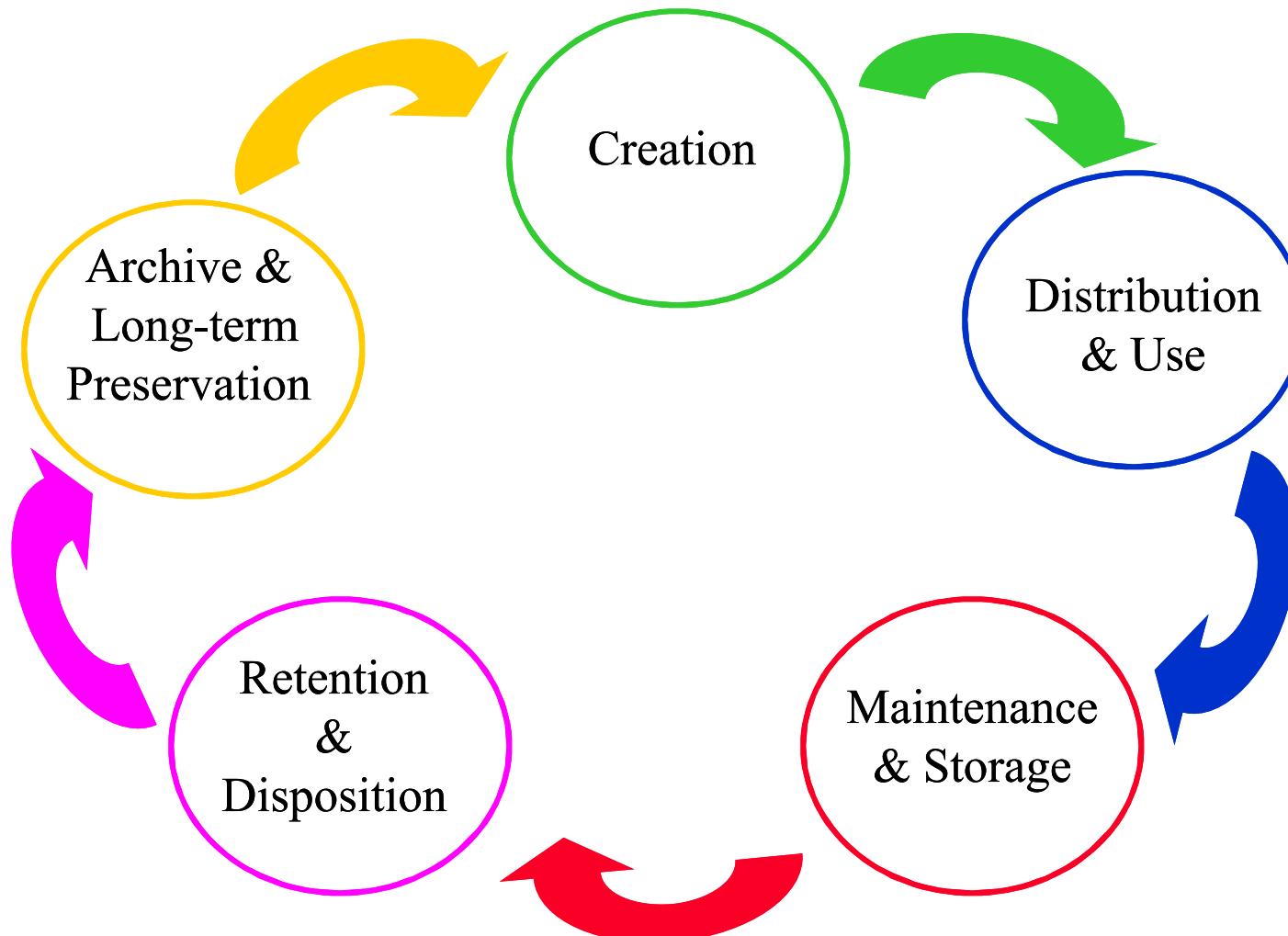
September 22, 2009

United Kingdom Atomic Weapons Establishment
Visit

Recorded Information Management Department
Manager and Staff



The Life Cycle of a Record





Records Management Program & Services

- Recorded Information Management provides standards, tools, and services to manage Sandia's records effectively.
 - Services
 - Records Management Manual
 - Files Management
 - Corporate Forms
 - Review & Approval
 - Active Records Centers
 - Inactive Records Storage
 - Training



Records Management Program & Services (cont)

- [Sandia Records Retention & Disposition Schedule](#)
 - Out-of-Stockpile Weapon Systems Records Review
 - Electronic Records
- Corporate Archives and History Program
 - [CSandia Image Collection](#)
 - Preservation
 - Cultural Resources