

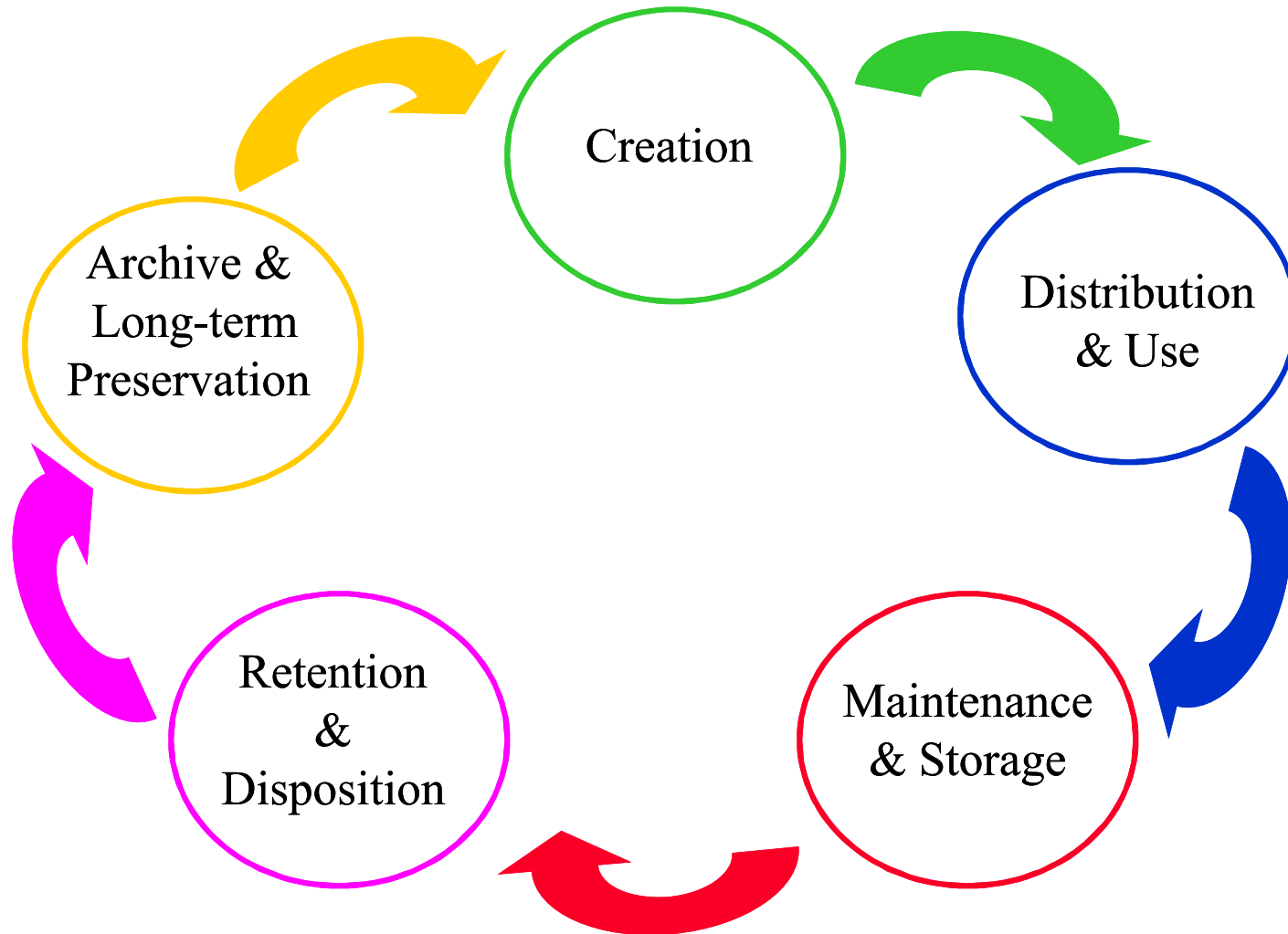
Records Management at Sandia National Laboratories

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