

"A Study of Preservation of Documents at
Department of Energy National Laboratories"

MASTER

Progress Report for Period
June 1, 1979 - August 31, 1979

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Quarterly Progress Report -- June Through August 1979

Abstract

While record surveying continued at Lawrence Berkeley Laboratory, project historian Needell initiated a six-month period of work at Argonne National Laboratory including studies of records in the Director's Office, records documenting physics and accelerator activities, and particularly files documenting the history of the ZGS. Project directors Warnow and Weart carried out a survey of historical and records management programs at various government agencies with scientific responsibilities. A report on this survey was mailed to the project's Advisory Committee, as were reports on field work at Oak Ridge National Laboratory and at Lawrence Berkeley Laboratory, and a guide for the members of the Committee representing scholarly disciplines, to help them prepare statements on the value of historical records at DOE laboratories. Preparations were begun for the Committee's October meeting.

A site visit by Warnow and Needell in June to Lawrence Berkeley Laboratory provided the opportunity to discuss project activities with project archivist Wolff and the LBL archivist Davis (who works in close cooperation with us). We were particularly concerned that the reports to be prepared for the project's Advisory Committee elicit from the Committee the kind of guidance needed for the last year of the project.

A mailing in July to the Advisory Committee included a formal report by Needell, Preservation of Documents at Oak Ridge National Laboratory, and Preliminary Findings at Lawrence Berkeley Laboratory by Jane Wolff; the latter included a report of her activities and descriptions of the records turned up in her survey. In addition, members of the Committee who represent scholarly disciplines were sent a Guide for Preparation of

Statements on the Value of Historical Records at DOE Laboratories by Warnow; they were asked to write preliminary statements, to be distributed among this group prior to the meeting of the Committee in October.

In an effort to place DOE's records management program in context and, more important, to search for useful procedures, Weart and Warnow conducted a survey of historical and records management programs at government agencies responsible for scientific work and with configurations similar to DOE. A report, The Preservation of Historical Records of Scientific Research Under the Federal Government, covering our findings was sent to DOE and the Advisory Committee in August.

At LBL, Wolff continued to interview staff and survey records of the Physics Division, and began her work in the Accelerator and Fusion Research Division. An interview with Edward Lofgren provided a concise review of the origins and development of the Accelerator Division. She attended a one-day workshop on "Appraisal of Case Files" and "Administration of the Freedom of Information and Privacy Acts" offered by the Society of California Archivists and the National Archives and Records Service. Wolff and LBL archivist Davis made a site visit to Stanford Linear Accelerator Center to learn of their records management activities. Finally, Davis prepared a report on the records management program and the records of the Director's office at LBL for distribution to the project's Advisory Committee.

Needell began his work at Argonne National Laboratory in June. He began by establishing his office and meeting with administrative, scientific and records management personnel. He conducted a general review of the organizational history of the Laboratory and began examining files

in long term storage, in the official file of the Director's office, and in the division files of the Physics Division and the various divisions that have been associated with the high energy physics program at Argonne. He also delivered a laboratory seminar on the preservation of historical information related to the Laboratory's history. In August, Needell wrote a preliminary report on his work at Argonne which was distributed to the Advisory Committee.

The closing down of the ZGS at Argonne in October evoked a marked increase at the Laboratory of interest in history. The Laboratory is concerned about preserving its records on the ZGS and requested the assistance of the project in assembling files on various aspects of the ZGS.

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