

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-434-95-4	
1. FROM (Agency or establishment) Department of Energy Superconducting Super Collider Project Office		DATE RECEIVED 6-15-95	
2. MAJOR SUBDIVISION Records Management		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Mirek Halaska	5. TELEPHONE 214-935-9000	DATE 4-23-96	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 5/25/95	SIGNATURE OF AGENCY REPRESENTATIVE <i>Mary Ann Wallace</i> Mary Ann Wallace	TITLE Departmental Records Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached.		

RECORDS RETENTION & DISPOSITION SCHEDULE SUPERCONDUCTING SUPER COLLIDER PROJECT

SCHEDULE 1. ORGANIZATION, MANAGEMENT AND TERMINATION (Estimated volume = 400 cu ft)

Records pertain to the origination, development, organization, management and termination of the Superconducting Super Collider Project Office (SSCPO) and the Superconducting Super Collider Laboratory (SSCL) managed by Universities Research Association (URA), collectively termed SSC Project.

- a. Administrative records from the SSCL documenting organization and management and the following file categories from the SSCPO File Index: 1000, 1100, 1200, 2000 - 2000.10, 2000.17, 2000.29, 2000.33, 4200 - 4200.1, 4200.4, 4200.14, 4200.15, 4200.19, 4300, 4700, 5110, 5130, 5400, 5500, 5800, and 6400.

Permanent. Offer to National Archives Southwest Region 25 years following date of transfer.

Records originated 1984 - 1996

- b. All remaining SSCPO File Index categories.

Destroy 10 years following date of transfer to FRC

Records originated 1984 - 1996

SCHEDULE 2. FACILITY RECORDS

(Estimated volume = 500 cu ft)

- a. Surveys, specifications, calculations, as-built drawings, testing specifications and reports.

Permanent. Offer to National Archives Southwest Region 25 years following date of transfer to FRC.

Records originated 1984 - 1996

- b. Design documents, baseline approvals, diagrams, site layouts, estimates, shop drawings, change orders, interface control documents, submittals, engineering development plans, schedules, change proposals, value engineering documents, readiness, trade and special studies, and progress and status reports.

Destroy 25 years following date of transfer to FRC.

Also includes records developed during the construction process such as contractor and subcontractor reports, work activity, inspections, testing documentation, deficiencies lists, requests for changes, work authorizations, meeting minutes, progress payment estimates, construction calculations, completion reports, and progress video tapes and photographs.

Records originated 1984 - 1996

- c. Warranties, equipment maintenance manuals and logs, materials inspection records and performance and acceptance testing records.

Destroy 10 years following date of transfer to FRC.

Records originated 1989 - 1996

SCHEDULE 3. QUALITY ASSURANCE ADMINISTRATION

(Estimated volume = 50 cu ft)

Records include master copies of QA plans, project procedures and matrices; QA audit procedures, audit, surveillance, and self-assessment documentation; non-conformance reports, QA corrective actions files, performance and acceptance testing procedures, final QA inspection reports, inspector certifications, QA training and IDP documentation. *Technical Quality Assurance records should be included in Schedules 2, 3 or 6 as appropriate.*

Destroy 10 years following date of transfer to FRC.

Records originated 1990- 1996

SCHEDULE 4. PROGRAM MANAGEMENT

(Estimated volume = 50 cu ft)

Records pertain to the administrative oversight of SSC Laboratory construction and include annual, strategic, baseline and work plans, cost estimates and budgets (including changes/actions (BCP's)), schedules (such as permit schedules) and networks, variance notices, manpower records and staffing charts, summary progress, status and labor logs and reports, cost performance reports, feasibility studies, economic trade studies, management assessments and controls (such as the project management control system requirements), meeting agendas and minutes (such as Configuration Control Board), and Work Breakdown Structure(s), dictionary(ies) and change records.

Destroy 10 years following date of transfer to FRC.

Records originated 1989- 1996

SCHEDULE 5. SSC MACHINE SCIENTIFIC AND TECHNICAL RECORDS (Estimated volume = 500 cu ft)

Records documenting the technical and scientific efforts associated with research and development of the following areas. Documentation may include notebooks, logbooks, calculations, specifications, drawings, investigations, testing procedures, analyses and results. Records for each accelerator and detector will include a description of the specifications, including top level machine requirements, lattice and tuning descriptors, relevant beam dynamics issues, references to simulations, rationales for correction system requirement, issues of beam stability and the resulting impedance budget, issues related to emittance preservation, beam loss control and beam transfer. Records on component requirements, principal engineering design issues, engineering designs and engineering drawings are also included for components or subsystems of each accelerator/detector.

Resistive, Superconducting and Global Accelerators. Records on the LINAC, LEB, MEB, and HEB Injectors (including research and development documentation on ion source, diagnostics, utilities, beam transfer, power systems, magnets (dipoles, quadrupoles, correctors), collider abort systems, power and quench protection systems, spools, cryogenics, and accelerator systems string testing); the Collider (including utility regions, arc, and interaction regions); and Global Accelerators (including installation, controls, and commissioning and operations records).

Destroy 25 years following date of transfer to FRC.

Experimental Systems, Detectors, and Test Beams. Research records on collider experiments, test beams, proton and secondary beams, targets, calibrations, and calibration hall and test areas; generic detector and detector subsystems, experimental systems computing, experimental support facilities and systems support (including test beam instrumentation, SDC, GEM, other detector and physics support), physics research on SDC and GEM systems and subsystems, and other experiments on generic detector research.

Additional topics of research. Includes collider vacuum and liner development, ramp rate issues in magnet, general superconducting magnet research, ASST, ion source and RFQ.

Records originated 1989- 1994

SCHEDULE 6. ENVIRONMENT, SAFETY AND HEALTH

(Estimated volume = 200 cu ft)

a. Environment. Final environmental plans and impact statements, public and EPA comments, site characterizations, layout and site sampling records, administrative record and record of determination documentation, environmental oversight and technical audits and violations, regulatory compliance and restoration documents and reports, regulatory documentation, permits and acquisition documents and archaeological clearances, environmental studies, monitoring documents, monitoring protocols, definition documents and program documentation.

Permanent. Offer to National Archives Southwest Region 25 years following date of transfer to FRC.

b. Safety. Safety includes emergency planning and disaster recovery plans, procedures, points of contact, training and program records, vital records identification and protection plans, and fire protection program documentation. Occupational safety records including audit, analysis and compliance documentation, accident reports, inspections, safety violation reports, safety training and meeting minutes, and daily inspection reports.

Destroy 10 years following date of transfer to FRC.

c. Medical.

1. Federal Employee health and medical records, occupational health program records, and all records related to illness and injury including employee medical folders.

Transfer to National Personnel Records Center (NPRC), St. Louis, MO. NPRC will destroy 75 years after birth date of employee, 60 years after date of the earliest entry in the file if date of birth cannot be obtained, or 30 years after latest separation, whichever is later.

Records originated 1989- 1995

2. Contractor health and medical records, occupational health program records, all records related to illness and injury including employee medical folders.

Contractor: Destroy 75 years following date of contract completion or termination.

Records originated 1989- 1995

SCHEDULE 7. PROCUREMENT AND CONTRACT MANAGEMENT

(Estimated volume = 1,000 cu ft)

a. Procurement includes records on all contracting actions for services, supplies, and construction including pre-solicitation, solicitation, and pre-award activities, abstracts of bids/proposals, addenda with supporting documentation, requests for proposals and logs, responses to advance notices, mailing and distribution lists, source selection records, pre-bid proposals and conference proceedings, selection committee documentation, special conditions, successful and unsuccessful bids and proposals, bid protests, bid escrow documentation, purchase orders, invoices, procurement assistance data system records (PADS), purchase order shipping and receiving records, insurance documentation, man-hour/manpower reports, payment and performance bonds, correspondence files from bidders and relating to solicitations and procurement activities, modifications, disputes and Disputes Review Board activities, delay, delinquency and noncompliance notices, closeout checklists, shipping/receiving records relating to procurement actions, final releases and Waiver of Lien forms.

Destroy 10 years following date of transfer to FRC.

Records originated 1989- 1996

b. Contract management records include: M&O, prime, and subcontractor solicitations, negotiation, evaluation, awards, grants, CRADAS, contracts and subcontracts including modifications, extensions and changeover, evaluations and award fees, contractor pricing, review, approvals, surveillance, contractor purchasing systems procedures and review, contract terminations and closeout systems procedures and review, contract terminations and closeout document; state, local, international negotiations and agreements, protests, disputes and claims, small and disadvantaged business, utilization, cost reduction proposals, and other records pertaining to solicitations, awards and contract administration.

Destroy 10 years following date of transfer to FRC.

Records originated 1989- 1996

SCHEDULE 8. LEGAL AFFAIRS

(Estimated volume = 50 cu ft)

Includes patent records (and the intellectual property process), workmen's compensation claims and resulting litigation, termination litigation and other litigation case files.

Destroy 25 years following date of transfer to FRC.

Records originated 1989- 1996

SCHEDULE 9. ADMINISTRATIVE SUPPORT

(Estimated volume = 100 cu ft)

a. Security. Personnel security program records include foreign visits and assignments documentation and classified visitor controls, safeguards and security survey and compliance, records of the physical security program including visitor access, violations of laws, losses and incidents of security interest, Computer Protection Program records, and classifiers and classified information control and accountability records.

Destroy 10 years following date of transfer to FRC.

Records originated 1989- 1996

b. Training. (excluding QA) Training plans, non-technical training workshops and courses, course materials such as overheads and workbooks, and educational assistance documentation.

Destroy 3 years following date of transfer to FRC.

Records originated 1989- 1993

c. Other. Administrative support records not included in 9.a or 9.b above, including print shop records, communications records and administrative records generated by other support functions such as information services.

Destroy 1 year following date of transfer to FRC.

Records originated 1989- 1996

SCHEDULE 10. FINANCE, ACCOUNTING, AND FUNDS CONTROL

(Estimated volume = 500 cu ft)

Budget formulation documentation, consolidated budgets, review, analysis and approval records, budget execution, administrative control of funds, budget presentations, coordination of allotments, financial records throughout the audit process, Financial Information Systems (FRS), letters of credit and monitoring, collections and disbursements such as GSA and vendor invoices; accounting, processing and reporting documents, job cost reports, bank statements and reconciliations, financial analysis, monthly financial reports, time sheets and payroll administration records, labor distribution reports, travel and relocation approvals and reimbursements, and vehicle mileage reports.

Destroy 10 years following date of transfer to FRC.

Records originated 1984- 1996

SCHEDULE 11. PERSONNEL AND LABOR RELATIONS

(Estimated volume = 300 cu ft)

I. General Personnel/Labor Relations Files. Includes records on recruitments and hires, position classifications, personnel processing actions, interview and applicant files, manpower and staffing information, performance measurement and management, training and development, employee and labor relations, EEO and affirmative actions and personnel issues related to contract administration and union negotiations.

Records originated 1984- 1996

a. Offers of employment, interview records, temporary employee records, employment applications.

Where applicable, destroy in office 6 months after separation of employee. Otherwise, destroy 6 months following date of transfer to FRC.

b. Donated leave program case files and retirement assistance files.

Where applicable, destroy in office 1 year after separation of employee. Otherwise, destroy 1 year following date of transfer to FRC.

c. General personnel correspondence files, Certificate of Eligibles files, immigration records, performance rating case files, employee awards files, notifications of personnel actions, personnel operations statistical reports, Health Unit Control Files, employee performance file system records, merit promotion case files, denied health benefits claims, wage survey files.

Destroy 3 years following date of transfer to FRC.

d. Personal injury files.

Cutoff on termination of compensation or whenever deadline for filing a claim has passed. Destroy 3 years following cutoff.

e. American Disabilities Act compliance records, position classification files, minority affairs records, Equal Employment Opportunity records, harassment/discrimination records, affirmative action plans and activity reports, labor standards violations and investigations, education/training records, Administrative Grievance, Disciplinary and Adverse Action Files, tax withholding forms, occupational injury and illness files.

Destroy 5 years following date of transfer to FRC.

II. DOE-SSC Project Office Personnel Folders. Includes Official Personnel Folders for Federal Employees.

Records originated 1989- 1996

Transfer folders to National Personnel Records Center (NPRC), St. Louis, MO, following separation of employee. NPRC will destroy 65 years after separation from Federal Service.

III. URA Contractor-Sensitive Personnel Files. Includes official personnel files of URA/SSCL employees, benefits administration, pension plans, and compensation administration.

Contractor: Destroy 75 years following date of contract completion or termination.

Records originated 1984- 1996

SCHEDULE 12. PROPERTY MANAGEMENT

(Estimated volume = 150 cu ft)

Records originated 1989- 1996

a. **Real Property.** Includes leases, deeds and all other records documenting the use of real property.

Transfer to new custodian upon completion of sale, trade or donation proceedings, or acceptance of purchase money mortgage.

b. **Personal Property.** Includes correspondence and other files maintained by units responsible for property disposal, excess personal property reports, and surplus property case files.

Destroy 10 years following date of transfer to FRC.

SCHEDULE 13. COMPUTER PLATFORM, SYSTEMS AND DATABASES

(Estimated volume = 50 cu ft)

Records include platform tapes of the major computing systems in native format, including operating system software, application software, data dictionaries, input and output data, and all associated platform/system documentation. *Proprietary system tapes will be returned to their appropriate owner prior to final project termination and shall be disposed of under the authority of such owner. Intellectual property system tapes will be submitted to the Energy Science and Technology Software Center (ESTSC) prior to final project termination and shall be disposed of under that organization's authority.*

Send to FermiLab for retention.

Destroy 15 years following date of transfer to FermiLab.

Records originated 1989- 1995

SCHEDULE 14. HISTORICAL SPECIAL COLLECTION

(Estimated volume = 700 cu ft)

Holdings date from the late 1970s when the subject of the larger collider was first formally discussed, followed by the recommendation to fund the project in 1983 and subsequent establishment of the Central Design Group (CDG) at Lawrence Berkeley Laboratory (LBL) in California. Collection includes materials gathered and arranged for the Laboratory archives that document the design, construction, impact, use and termination of the SSC Project. Collection also includes second-copy site proposals submitted pursuant to Department of Energy's invitation in 1987 and additional data provided by the finalist "Best Qualified List" (BQL) of hopeful sites. Collection also includes original SSC videotape and photographic negative collections, television and print media collections, and audio taped oral history interviews, artifacts, ephemera, attendant catalogs and finding aids. Collection also includes second-copy SSC technical reports and administrative and technical documents.

Permanent. Transfer to FermiLab for preservation, continued processing and ready access. Offer to National Archives ~~Sealman Region~~ 25 years following date of transfer.