



The History of Data / Records Preservation @ SLAC

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Outline

- Context @ SLAC
 - Relationships
 - General definitions
 - Regulations
 - Records Management (RM)
- Archives & History Office (AHO)
 - Appraisal and Scheduling
 - Scientific Data
- Future Plans / Prospects

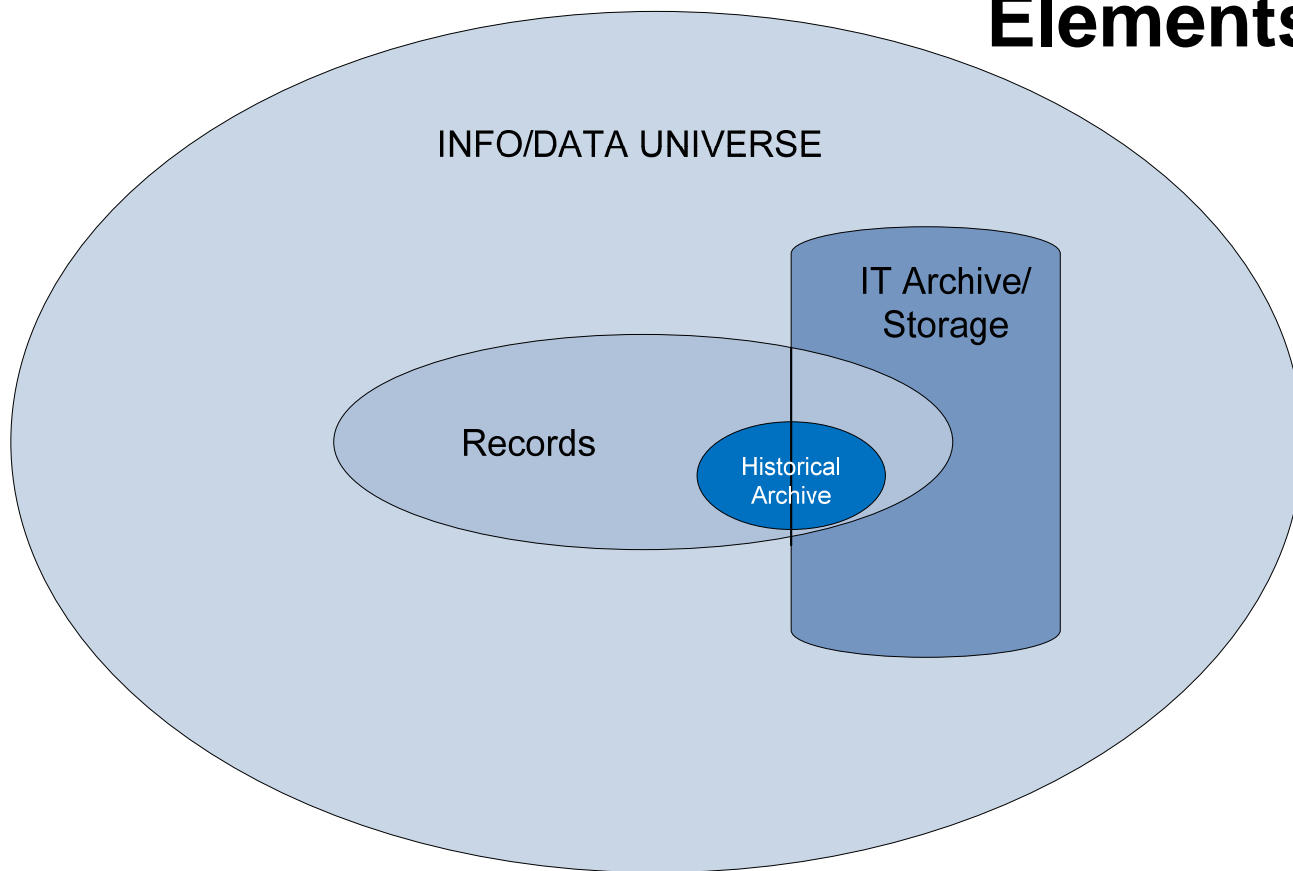


Context @ SLAC: Relationships

- Owned and operated by Stanford University
- 1962 contract with Atomic Energy Commission → Department of Energy (DOE)
 - Initially single-purpose lab: HEP
 - Now multi-purpose
 - Records Management not part of contract to date...



Context @ SLAC: General Definitions -- Elements





Context @ SLAC: General Definitions -- Record

“..all books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them...” (44 USC 3301)



Context @ SLAC: General Definitions: Records Management (RM)

- “.... activities involved in records creation, maintenance and use, and disposition in order to achieve adequate and proper documentation of the policies and transactions of the Federal Government and effective and economical management of agency operations” (44 U.S.C. 2901)



Context @ SLAC: Regulations

- US Government
 - Department of Energy (DOE)
 - National Archives and Records Administration (NARA)
- Local government (City / County)
- Stanford University
 - Contract with US gov't for SLAC –RM not included
 - Campus policy on records – no University-wide RM

Context @ SLAC: Records Management (RM)

- SLAC Records Manager
 - Responsible for temporary records
 - Business
 - Accounting
 - Part-time (< one-quarter)
 - “...institutional lack of awareness of records management concepts.”
(Point One report, April 2009)



Archives and History Office (Archives)

- Responsible for Records of
 - **Directorate**
 - **Science activities**
- Support
 - **Records management for science records**
 - **Historical Archiving**
 - **Inactive records**
 - **Long-term interest and enduring value**
 - **Provide: storage, arrangement, access, preservation**

Archives: Appraisal and scheduling of records

- DOE Research and Development Records Schedule
 - <http://www.slac.stanford.edu/history/rs.shtml> -- SLAC implementations
 - Level 1: Permanent retention
 - Level 2: 25-year retention
 - Level 3: 10-year retention



Archives: Scientific Data appraisal guidance

- Raw data (all levels)
 - 10 year retention (N1-434-07-01, item 4c(12))
- Evaluated or Summarized data
 - Level 1: permanent retention (N1-434-96-9, item1B13a)
 - Level 2: 25-year retention (N1-434-96-9, item1B13b)
 - Level 3: 10-year retention (N1-434-96-9, item1B13c)



Archives: Scientific Data practices to date

- DOE contract – “best practices”
- Distributed management model
 - Experiment “Data Czars”
 - Off-line storage on data tapes
 - At discretion of Data Czar:
 - **Platform migration**
 - **Retirement to Archives of inactive datasets (Level 1 and Level 2)**

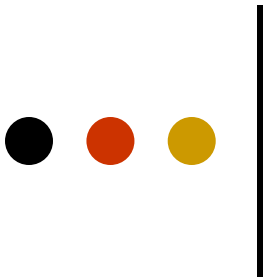
Archives: Scientific Data holdings

- Tapes stored off-line
- Long-term viability undetermined
 - **Mark II, Mark III, E135; Bubble chamber experiments; early BaBar; SSRL**
- Persistent Archives Testbed (PAT) project – 2003 to 2006
 - **Prototype funded by NARA, NSF**
 - **SLD records –excluded data**
 - **Grid storage @ SDSC Supercomputer Center**



Archives: Future Plans / Prospects

- DOE O 243.1 -- Records Management Program
 - Expected to become part of contract...
soon
 - Electronic records management (ERM) application ...**OR...**
 - Print out paper records
- Does not directly address scientific data,
BUT --
- Requires compliance with DOE schedules



Archives: Future Plans / Prospects

- Not yet determined:
 - **Extent** of SLAC future support?
 - Staffing?
 - Funding ?
 - **Responsibility** for compliance?
 - Scientific collaborations / groups
 - SLAC Office of Compliance
 - SLAC Archives and History Office



Conclusion

- Questions?

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<http://www.slac.stanford.edu/history>