

SLAC Visitor and User Access Records Disposition Schedule

Description	Format	Office of Record	Storage Location	Disposition Authority	Retention Period
SLAC Site Access Portal (Web-based) + SLAC Local Database	electronic	Security + Human Resources (HRDS)	PeopleSoft	DOE ADM 18 Item 17.1a	75 years
SLAC DOE Foreign Access Central Tracking System (FACTS) Questionnaire Form (input to DOE FACTS)					
Unclassified Foreign Visits and Assignments (UFVA)	paper (2012-2022)	Visitor User Employee Center (VUE)	locked room	<u>If radiation exposure potential:</u>	75 years
-for visitors hosted by Directorate/group	scan	VUE	Sharepoint	DOE ADM 18 Item 17.1a	
	paper (requestor copy)	Directorate/group (host)	varies		
UFVA supporting documents, e.g. visa	scan	VUE	K: drive (PII)	<u>If not,</u> GRS 5.6 item 111	2 years
UFVA related correspondence (e.g. invitation letter)	electronic	Directorate/group (host)	varies		
UFVA Approved package (case-by-case basis)	electronic	International Services Office (ISO)	varies		
User Agreement					
-individual form (signed)	paper (legacy) scan (2023-)	VUE	V: drive	DOE ADM 18 Item 17.1a	75 years
-institutional contract (umbrella for individual form): Non-proprietary	electronic	URA	[URA system]	DOE R&D 1B3 (N1-434-96-9, Item 1B3)	10 years after close
Proprietary	electronic	URA	[URA system]	DOE CRADA 2a1 (N1-434-95-5)	Permanent
Dosimeter/ID Request Form -visitors/users (with potential for hazardous exposure)	Electronic Paper (legacy)	Radiation Protection (RP)	Onsite NARA FRC	DOE ADM 18/ 17.1a	75 years
Computer Account Request -SLAC Account Request Form	electronic	SLAC IT	ServiceNow	GRS 3.2 Item 30 DAA-GRS-2013- 0006-0003	85 years (per SLAC CISO 2011)
- Declaration Form	electronic	SLAC IT	ServiceNow		

AHRO recommendations:

1. Transfer existing inactive paper records to Federal Records Center (FRC) before NARA's 6/2024 due date for accepting temporary records. These papers will be the "record"; electronic copies will be treated as non-record, convenience copies.
2. After 6/2024, VUE, Security, ESH, etc. will have to meet electronic recordkeeping requirements for electronic records or store paper records somewhere besides the FRC (that meets NARA's storage facility requirements).

References:

1. [UFVA website](#)
2. [Site Security website](#)
3. [ESH \(Environment, Safety & Health\) Manual, Chapter 55: Site Access Control](#)
4. [Computer Access Requests](#)