

Archives & History Office

ACCELERATOR DIRECTORATE INSTRUMENTATION & CONTROLS DIVISION CONTROLS SAFETY SYSTEMS

RECORDS CONTROL SCHEDULE

SCOPE

This schedule covers records of the Office of Controls Safety Systems in the Controls Administration and management group of the SLAC Accelerator Directorate. Routine administrative records not mentioned in this schedule are covered by either the General Records Schedule or the Department of Energy Records Schedules. Contact the SLAC Archives and History Office to schedule records of this office not listed here.

NOTE

Do not under any circumstances dispose of records covered by an ongoing Disposition Freeze.

PART 1. SAFETY SYSTEMS POLICIES AND PLANS

High level administrative safety systems policies and plans are records created in the course of organizational planning, development of procedures and policies.

DESCRIPTION

A.

Policy, Procedure, and Guidance files. Notices and other types of issuances related to safety systems policies and plans.

DISPOSITION: Destroy when superseded.

Disposition (Destroy when superseded)
(ADM16.1a / GRS 16, item1)

B.

Case files. Related to (A) above that document aspects of the development of the policies and plans

DISPOSITION: Destroy when related issuance is destroyed

Disposition (Destroy when superseded)
(ADM16.1b / GRS 16, item 1)

PART 2: SAFETY SYSTEMS RECORDS

Safety Systems records provide engineering, maintenance and certification documentation for safety systems that provide protection for personnel from prompt radiation from SLAC accelerator systems.

DESCRIPTION:

A. Area Specific Procedures. Records that describe, instruct, outline, test, maintain, and train area specific procedures related to Safety Systems. Records include the activities involved in the planning, design, manufacturer, construction, installation, test, and operation of equipment, structures, plants, and systems, any of which will be engaged in, or part of operations.

1. Theory of Operation Requirements Theory of Operation Manual Specifications

DISPOSITION: Destroy 5 years after the date of completion of either a task or performance of an activity or action for which the documentation will have no future applicability for demonstrating an item's capability for safe operation. Additionally, destroy either upon an item's permanent removal from service, or upon permanent termination of the item's use, unless the documentation will be applicable to a replacement item.

RETAIN: Disposition Frozen under EPI Freeze
(5 years) (ADM18.35b)

2. Initial Acceptance Testing (IAT) Commissioning Documents

DISPOSITION: Destroy 5 years after the date of completion of either a task or performance of an activity or action for which the documentation will have no future applicability for demonstrating an item's capability for safe operation. Additionally, destroy either upon an item's permanent removal from service, or upon permanent termination of the item's use, unless the documentation will be applicable to a replacement item.

RETAIN: Disposition Frozen under EPI Freeze
(5 years) (ADM18.35b)

3. Safety Acceptance Testing Documents

DISPOSITION: Destroy 5 years after the date of completion of either a task or performance of an activity or action for which the documentation will have no future applicability for demonstrating an item's capability for safe operation. Additionally, destroy either upon an item's permanent removal from service, or upon permanent termination of the item's use, unless the documentation will be applicable to a replacement item.

RETAIN: Disposition Frozen under EPI Freeze
(5 years) (ADM18.35b)

4. Maintenance Documents

DISPOSITION: Destroy 5 years after the date of completion of either a task or performance of an activity or action for which the documentation will have no future applicability for demonstrating an item's capability for safe operation. Additionally, destroy either upon an item's permanent removal from service, or upon permanent termination of the item's use, unless the documentation will be applicable to a replacement item.

RETAIN: Disposition Frozen under EPI Freeze
(5 years) (ADM18.35b)

PART 3. TRAINING RECORDS

Safety Systems Training Records document that employees possess the experience, knowledge, skills, and abilities that are necessary to discharge their responsibilities. Individual Training Records document that training is read and understood and performed under supervision. Group Training Records document training has occurred for more than one person at a time.

DESCRIPTION

A.

Individual

DISPOSITION: Destroy when the employee currently or in the future will no longer perform an activity for which documentation of qualifications to perform that activity is required. This includes that documentation that the employee has successfully performed the activity if such documentation establishes the qualification to again perform the activity, or a related activity.

RETAIN: Disposition Frozen under EPI Freeze
(5 years) (ADM18.35a)

B. Group

DISPOSITION: Destroy 5 years after the date of completion of either a task or performance of an activity or action for which the documentation will have no future applicability for demonstrating an item's capability for safe operation. Additionally, destroy either upon an item's permanent removal from service, or upon permanent termination of the item's use, unless the documentation will be applicable to a replacement item.

RETAIN: Disposition Frozen under EPI Freeze
(5 years) (ADM18.35b)