

WEB SITE RECORDS CONTROL SCHEDULE

This schedule applies to permanent web content records created, published, and maintained under the SLAC domain (slac.stanford.edu) or by contracted service providers (ex. cloud-based services) to provide information or services via HTTP and client browser(s) using URLs. Supportive documentation that provides context and structure are included, as well as:

- web pages that compose the site, including HTML markup
- all component parts that have been appraised as permanent including image, audio, video and all other formats in a manner that maintains all of the original links, functionality, and data integrity
- all internally referenced URLs, as well as content provided through download links, regardless of format, for example, brochures, presentations, video, etc.
- site maps that show the directory structure and organization, and
- software configuration files used to operate the site and establish its appearance
- Creation or publication dates (time stamps or metadata indicating date range in use)

Original files or WARC/ARC file formats that package component files reflecting the original structure are preferred. ([NARA Guidance on Scheduling Web Records](#), January 2005; [NARA Records Management Regulations, Policy, and Guidance Appendix A: Tables of File Formats - Web Records](#); [NARA Bulletin 2010-05 Managing Records in Cloud Computing Environments](#), sections 7 & 8)

Web management or operations information, as well as records in other formats or other routine administrative records not mentioned in this schedule, are covered by either the General Records Schedule or the Department of Energy Records Schedules. Records schedules cover all records, regardless of format, unless otherwise specified. Contact the Archives, History & Records Office for appraisal services or other questions.

PART 1: RESEARCH & DEVELOPMENT RECORDS

Research & Development (R&D) records of national or international distinction, prominence, or high-level positions; research resulting in significant improvement in public health, safety, or other vital national interests; scientific endeavors receiving national or international media attention or the development of new and nationally or internationally significant techniques or political, economic, environmental, or social impact.

1. R&D Project Web Records

Administrative records concerning justifications, staffing, initiation or execution, periodic reports; Quality Assurance (QA) documents, including plans, reports of audits, assessments, corrective action or deficiency reports, etc.; Design documents, including experimental setup, schematics, flow charts, logs, test controls/instructions/records; Technical documents, such as: technical papers and final reports (that aren't submitted or duplicated in OSTI), engineering plans and drawings, photographs, final research data, statistical or data analyses, tables/charts/graphs, and progress reports.

DISPOSITION: Permanent. Cutoff after project/program completion, cancellation, or termination or in 5-year blocks. Retire to SLAC Archives, History & Records Office within 2 years after termination of project/program. Transfer copies to the National Archives 30 years after termination of project/program. (N1-434-96-9)

2. **R&D Program Planning Web Records**

Records of boards and committees studying assigned technical research and development problems, including requirements for or the authorization of projects, the scheduling and phasing of projects or programs, and the control and coordination of various R&D project phases or programs. Records consist of agendas, directives, minutes of meetings, papers relating to the establishment, revision, or termination of projects, and other papers reflecting the boards or committees' actions, recommendations, and accomplishments.

DISPOSITION: Permanent. Cutoff files after every 5 years and retire to SLAC Archives, History & Records Office when no longer needed for current business. (N1-434-96-9)

3. **Individual Researchers Web Records**

In addition to above R&D criteria, the SLAC-affiliated researcher has held high-level position(s) in government or at SLAC and/or received national or international award(s) of distinction for scientific, technical, or exemplary service. Includes individual researchers' professional or research group web site pages.

DISPOSITION: Permanent. Cutoff when no longer needed for current or ongoing work. Retire to SLAC Archives, History & Records Office in 5-year blocks. Transfer to the National Archives 30 years after termination of project/program. (N1-434-96-9)

4. **SLAC Experiment Web Records**

SLAC Experiment web site records hosted on a SLAC server, or on a SLAC-contracted commercial server, including proposals, descriptions, experimental setup, schematics, flow charts, logs, test controls/instructions/records; Technical documents, such as: technical papers and final reports (that aren't submitted or duplicated in OSTI), drawings, photographs, final research data, statistical or data analyses, tables/charts/graphs, and progress reports. (Web-based experimental records hosted by other laboratories or organizations are covered by those entities' records schedules.)

DISPOSITION: Permanent. Cutoff after experiment completion. Retire to SLAC Archives, History & Records Office within 2 years after termination of project/program. (N1-434-96-9)

PART 2: PROJECT PLANNING, DESIGN, AND CONSTRUCTION RECORDS

1. **Project Planning & Design Web Records**

Projects with architectural (original/innovative design or distinguishing characteristics of a period or regional style), historical (unique or first in kind), or technological significance (exhibiting engineering innovation, national acclaim, or associated with a major project). Records include: (1) Project description, location, engineering/design costs and performance schedule; (2) Architectural renderings and final architectural and engineering drawings (selected to adequately depict the principal architectural and

engineering features); (3) Special engineering/design reports, studies, and data; (4) Construction Completion Reports; and (5) Models. (Web-based project planning records hosted by other laboratories or organizations are covered by those entities' records schedules.)

DISPOSITION: Permanent. Offer to NARA when the files are inactive. (NCI-434-78-2)

2. **Project Construction Web Files**

Records selected for architectural, historical, or technological significance (See criteria in the Introduction section of this schedule). Records include: (1) Project description, location, construction costs and performance schedules; (2) "As-built" architectural and engineering drawings (selected to adequately depict the principal architectural and engineering features); (3) Photographs of completed project; and (4) Construction Completion Reports. (Web-based project construction records hosted by other laboratories or organizations are covered by those entities' records schedules.)

DISPOSITION: Permanent. Offer to NARA when files are inactive. (NCI-434-78-2)

PART 3: COMMUNICATIONS RECORDS

1. **SLAC Official Lab-Wide External Web Communications**

- a. SLAC's official public web site, which provides information about the Lab, its mission, its research and facilities, and its people. Includes embedded photographic images and videos.

DISPOSITION: Permanent. Cutoff after each major web site redesign. AHRO will notify Stanford University Libraries to capture snapshot in [Stanford Web Archive Portal](#) and document date range. (N1-434-98-19(42a))

- b. SLAC's official news media materials and files of formal informational releases that concern senior Lab officials or affect Lab mission or scope of work, including Press Releases, News Features, historic events or milestones (including anniversary web pages), and notifications of public events and lectures.

DISPOSITION: Permanent. Cutoff annually. Retire to SLAC Archives, History & Records office when no longer needed for current business. Transfer copies to NARA when 25 years old. (N1-434-98-19(42a))

- c. **Organization charts**

Official copies of organizational charts, functional statements, and related records that document the essential organization, staffing, and procedures for all levels and groups of the Lab. Official organizational charts should be dated and include names and titles of SLAC staff.

DISPOSITION: Permanent. Cutoff at the end of the fiscal year. Retire to

SLAC Archives, History & Records office when superseded or no longer needed for current business. (N1-434-98-25(1b))

2. SLAC Programs and Internal Web Communications

Official publications such as newsletters and bulletins that relate to the mission of the Lab and include articles on major program and Lab activities; personnel; experimental methods and results which document projects of scientific, technical or public interest; divisions and changes/developments; high-level, first or one-of-a-kind meetings, ceremonies or events; and/or high-level SLAC officials carrying out transactions of political, scientific, technical or public interest. These publications provide unique historical documentation of the internal operations and development of SLAC's programs and organizations. Includes: SLAC Today newsletter (including In the Loop feature, etc.), All-Hands memos, LCLS News Center, SSRL Headline News, LCLS-II updates, etc. Excludes numbered scientific publications which are archived in OSTI.

DISPOSITION: Permanent. Cut off annually. Retire to SLAC Archives, History & Records office when no longer needed for current business. (N1-434-01-8(1.1.1a))