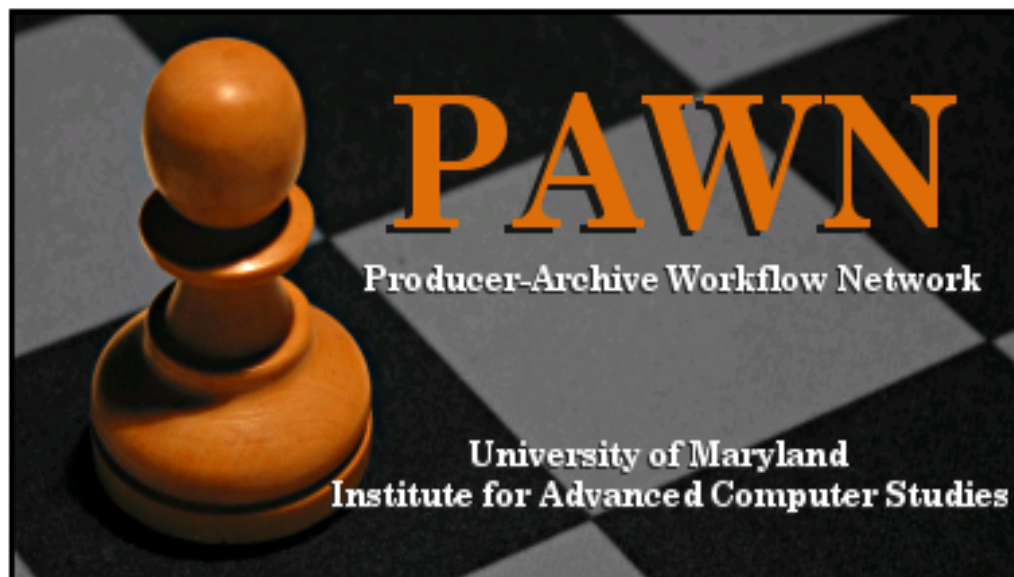


# PAWN Workflow – SLAC to NARA

SLAC Archives and History Office

July 2006




Version 0.5.2 (2006-05-12)

Hostname:

Username:

Password:

Keystore File:  



PAWN (slac:jean)



System



Schedules



Users



Roles



Record Sets



Packages



Exit

System

Schedules

Users

Roles

Record Sets

Packages

Exit

Schedules

New Division

New Authority

Edit

Delete

Refresh

- Schedules
  - DOE Research and Development Records



System



Schedules



Users



Roles



Record Sets



Packages



Exit

Schedules



New Division



New Authority



Edit



Delete



Refresh

- Schedules
  - DOE Research and Development Records
    - Research and Development Project Records
    - Research and Development Program Management Records
    - Medical Research Records (3)

Department of Energy Record Schedule for Research and Development Records

08-25-03



System



Schedules



Users



Roles



Record Sets



Packages



Exit

## Schedules



New Division



New Authority



Edit



Delete



Refresh

## Schedules

- DOE Research and Development Records
  - Research and Development Project Records
    - R&D Project Case Files (1.A)
    - R&D Record Series (1.B)
  - Research and Development Program Management
  - Medical Research Records (3)

## 1. RESEARCH &amp; DEVELOPMENT PROJECT RECORDS

R&D project records may be maintained as: a) a project case file or b) individual record series. The project case file approach provides a complete record of an R&D project from start to finish, allowing the reconstruction of relevant procedures and analyses. The second method for organizing and maintaining R&D project records is by individual record series.

The criteria for scheduling records into one of the following three levels, unless otherwise indicated in the schedule, is as follows:

Level I: Projects which received national or international awards of distinction; active participation of nationally or internationally prominent investigators; research which resulted in a significant improvement in public health, safety, or other vital national interests; scientific endeavors which were the subject of widespread national or international media attention and/or extensive Congressional, DOE or other government agency investigation; show the development of new and nationally or internationally significant techniques which are critical for future scientific endeavors; or made a significant impact on the development of national or international scientific, political, economic, or social priorities.

Level I Disposition Instructions : Permanent. Cutoff after project/program completion, cancellation, or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Transfer to NARA 30 years after termination of project/program. (N1-434-96-9)



System



Schedules



Users



Roles



Record Sets



Packages



Exit

## Schedules



New Division



New Authority



Edit



Delete



Refresh

## Schedules

- DOE Research and Development Records
  - Research and Development Project Records
    - R&D Project Case Files (1.A)
    - R&D Record Series (1.B)
  - Research and Development Program Management
  - Medical Research Records (3)

agency investigation; show the development of new and nationally or internationally significant techniques which are critical for future scientific endeavors; or made a significant impact on the development of national or international scientific, political, economic, or social priorities.

Level I Disposition Instructions : Permanent. Cutoff after project/program completion, cancellation, or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Transfer to NARA 30 years after termination of project/program. (N1-434-96-9)

Level II: Research that leads to the development of a "first of its kind" process or product; improved an existing process, product, or application, or has implications for future research.

Level II Disposition Instructions : Cutoff files after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Destroy 25 years after termination of project/program. (N1-434-96-9)

Level III: Research projects/programs that do not fall into Level I or II.

Level III Disposition Instructions : Cutoff files after project/program completion, cancellation or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Destroy 10 years after termination of project/program. (N1-434-96-9)



System



Schedules



Users



Roles



Record Sets



Packages



Exit

## Schedules



New Division



New Authority



Edit



Delete



Refresh

## Schedules

- DOE Research and Development Records
  - Research and Development Project Records
    - R&D Project Case Files (1.A)
    - R&D Record Series (1.B)
  - Research and Development Program Management Records
  - Medical Research Records (3)

A. R&D Project Case Files: A project case file includes all records related to the project and may include but are not limited to the records itemized in B. R&D Record Series.





System

Schedules

Users

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Record Sets

Packages

Exit

Record Sets



Add Set

Edit Set

Delete Set

Edit Group

Refresh

- Stanford Linear Accelerator Center
  - SCCS
  - SLD

Record Sets:

User Group:

User	Name



System



Schedules



Users



Roles



Record Sets



Packages



Exit

## Record Sets



Add Set



Edit Set



Delete Set



Edit Group



Refresh

- Stanford Linear Accelerator Center
  - SCCS
  - SLD

## Record Sets:

SLD Experiment Case File

## User Group:

User	Name
slac:jean	Jean Deken
slac:manager	SLAC Records Officer
slac:wilko	Wilko Kroeger

System Schedules Users Roles Record Sets Packages Exit

Packages

Build View Lock UnLock Event Log Remove Refresh

Filter Packages:  Received  Locked  Removed

User	Date	Record Set	Description	Status
------	------	------------	-------------	--------

System

Schedules

Users

Roles

Record Sets

Packages

Exit

### Packages

Build View Lock Key Paper Trash Refresh

User	Date	Status
------	------	--------

### Select Record Set

Record Set:  
SLD Experiment Case File

Cancel Select

Schedules

Record Sets

System Attach Files

Exit

Description:

- Categories
  - Experiment Personnel Administration
  - Communications
  - Committee Reports
  - Publications and Notes
  - Working Group Records
  - Meeting Papers and Talks
  - Supporting Technical Information
  - Data
  - Computer Code Documentation

Authority: Expand...

Plan Notes: Expand...

Experiment personnel administration includes list of SLD Institutes, Collaborators list, Mug-shot gallery

Communications includes general news and the bulletin board

Committee Reports includes Committee reports

Publications and Notes includes SLD Publications and Notes, SLD Post Publications up to 1988, SLD

Cancel

Build

PAWN SLD Experiment Case File

System Attach Files

Description: SLC Committee Reports from SLD Website: Shift Policy

Categories

- Experiment Personnel Administration
- Communications
- Committee Reports
- Publications and Notes
- Working Group Records
- Meeting Papers and Talks
- Supporting Technical Information
- Data
- Computer Code Documentation

Authority: Expand...

1. Level I (see criteria at 1. above). Permanent. Cutoff after project/program completion, cancellation, or termination, or in 5 year blocks. Retire to FRC 2 years after termination of project/program. Transfer to NARA 30 years after termination of project/program. (N1-434-96-9.1A1)

Plan Notes: Expand...

Experiment personnel administration includes list of SLD Institutes, Collaborators list, Mug-shot gallery

Communications includes general news and the bulletin board

Committee Reports includes Committee reports

Publications and Notes includes SLD Publications and Notes, SLD Doc# Publications up to 1998, SLD

Cancel Build



Description: SLC Committee Reports from SLD Website: Shift Policy

Categories

- Experiment Personnel Administration
- Co
- Co
- Pu
- Wc
- Me
- Su
- Da
- Co

Authority:

Expand...

Create package: Committee Reports

Package Contents

Level I R&D Project Case Files

Attached Metadata

+ Add

New Folder

- Remove

Attach

- Remove

Cancel

Finish

Cancel

Build

bureau board

Committee Reports includes Committee reports

Publications and Notes includes SLD Publications

and Notes, SLD Div 4 Publications up to 1999, SLD



Description: SLC Committee Reports from SLD Website: Shift Policy

Categories

- Experiment Personnel Administration
- Co
- Co
- Co
- Pu
- Wc
- Me
- Su
- Da
- Co

Create package

Package

- Level

+ Add

Cancel

Authority: Expand...

toff

ears

ARA 30

band...

Remove

Finish

bulletin board

Committee Reports includes Committee reports

Publications and Notes includes SLD Publications and Notes, SLD Doc & Publications up to 1998, SLD

Open

Look In: My Documents

- My Music
- My Pictures
- client.htm
- desktop.ini
- launch.jnlp
- SoiT-wc.png

File Name:

Files of Type: All Files

Open Cancel

Cancel

Build





Description: SLC Committee Reports from SLD Website: Shift Policy

- Categories
- Experiment Personnel Administration
- Co
- Co
- Pu
- Wc
- Me
- Su
- Da
- Co

Authority: Expand...

**Open**

Look In: CommitteeReports

images	gnats.html	sld-working.html
1996_policy.html	mainlist.html	sldext.html
8mm.html	maintainers.html	stacker.html
_coller.html	radioshack.html	
ctf.html	reports.html	
datacat.html	<b>shift_policy.html</b>	
gdb.html	sld-gnats-mail.html	

File Name: shift\_policy.html

Files of Type: All Files

Open Cancel

Cancel

Build

bureau board

Committee Reports includes Committee reports

Publications and Notes includes SLD Publications and Notes, SLD Open Publications up to 1999, SLD



Description: SLC Committee Reports from SLD Website: Shift Policy

- Categories
- Experiment Personnel Administration
- Co
- Co
- Co
- Pu
- Wc
- Me
- Su
- Da
- Co

Authority: Expand...

**Create package: Committee Reports**

<p>Package Contents</p> <ul style="list-style-type: none"> <li>Level I R&amp;D Project Case Files           <ul style="list-style-type: none"> <li>1996_policy.html</li> <li>shift_policy.html</li> </ul> </li> </ul>	<p>Attached Metadata</p>
---	--------------------------

+ Add New Folder Remove

Cancel Finish

toff

ears

ARA 30

band...

bulletin board

Committee Reports includes Committee reports

Publications and Notes includes SLD Publications and Notes, SLD Div 4 Publications up to 1999, SLD

Cancel

Build



Description: SLC Committee Reports from SLD Website: Shift Policy

- Categories
- Experiment Personnel Administration
  - Co
  - Co
  - Pu
  - Wc
  - Me
  - Su
  - Da
  - Co

Authority: Expand...

**Open**

Look In: NARAGrant2006

DeTorcy	7.SLDCommReps.htm
SDSCSRBdownloads	7.SLDCommReps.xls
1.SLDInstitutes.htm	CoverMemoSept19.doc
1.SLDInstitutes.xls	entries.zip
2.SLDCollabList.htm	FY 2006 SLAC DELIVERABLES.doc
2.SLDCollaboratorsList.xls	FY 2006 SLAC DELIVERABLES.v2.doc

File Name: 7.SLDCommReps.xls

Files of Type: All Files

Open Cancel

Cancel

Build



Description: SLC Committee Reports from SLD Website: Shift Policy

- Categories
- Experiment Personnel Administration
- Co
- Co
- Pu
- Wc
- Me
- Su
- Da
- Co

Authority: Expand...

**Create package: Committee Reports**

<p>Package Contents</p> <ul style="list-style-type: none"> <li>Level I R&amp;D Project Case Files</li> <li>1996_policy.html</li> <li>shift_policy.html</li> </ul>	<p>Attached Metadata</p> <ul style="list-style-type: none"> <li>7.SLDCommReps.xls</li> </ul>
<p>+ Add    New Folder    - Remove</p>	<p>Attach    - Remove</p>
<p>Cancel    Finish</p>	

toff

ears

ARA 30

band...

bureau board

Committee Reports includes Committee reports

Publications and Notes includes SLD Publications

and Notes, SLD Pub & Publications up to 1998, SLD

Cancel

Build

System Schedules Users Roles Record Sets Packages

Exit


Packages

Build View Lock UnLock Event Log Remove Refresh

Filter Packages:  Received  Locked  Removed

User	Date	Record Set	Description	Status
------	------	------------	-------------	--------

**Information** [X]

 Submission complete



System



Schedules



Users



Roles



Record Sets



Packages



Exit

## Packages



Build



View



Lock



UnLock



Event Log



Remove



Refresh

Filter Packages:  Received  Locked  Removed

User	Date	Record Set	Description	Status
slac:jean	2006-07-19	SLD Experiment Case File	SLC Committee Reports from ...	Received



System



Schedules



Users



Roles



Record Sets



Packages



Exit

## Package: SLC Committee Reports from SLD Website: Shift Policy



Download



Category...



Validate



Modify



Archive



Reject



Accept



Refresh

Category: Level I R&amp;D Project Case Files

Level I R&amp;D Project Case Files

## Files

Name	Type	Size
1996_policy.html	text/html	11357
shift_policy.html	text/html	17434

## Metadata

Name	Type
------	------

System Schedules Users Roles Record Sets Packages [Exit]

Build

Refresh

Package: SLC Committee Reports from SLD Website: Shift Policy [Maximize] [Refresh] [Close]

Download Category... Validate Modify Archive Reject Accept Refresh

Category: Level I R&D Project Case Files

- Level I R&D Project Case Files
  - 1996\_policy.html
  - shift\_policy.html

Files		
Name	Type	Size
1996_policy.html	text/html	11357
shift_policy.html	text/html	17434

Metadata	
Name	Type
7.SLDCommReps.xls	application/vnd.ms-excel

slac:jean  
slac:jean

Status  
Received  
Received