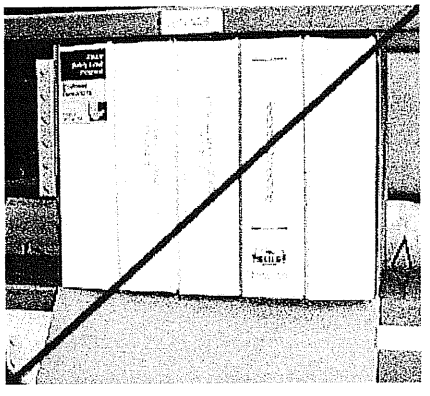
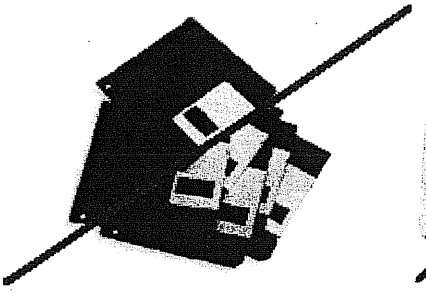
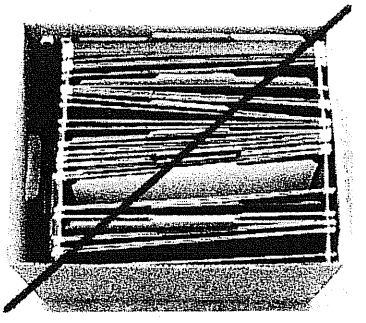
LAWRENCE BERKELEY NATIONAL LABORATORY
ARCHIVES & RECORDS OFFICE
Bldg. 69
Phone: (510)486-5525
FAX: (510)486-7200
Email: aro@lbl.gov
Web: http://www-library.lbl.gov/public/tmAro/aboutus/AroDefault.htm

READY REFERENCE SHEET

See ARO FAQ at http://www-library.lbl.gov/public/tmAro/faq/AroFaq.htm

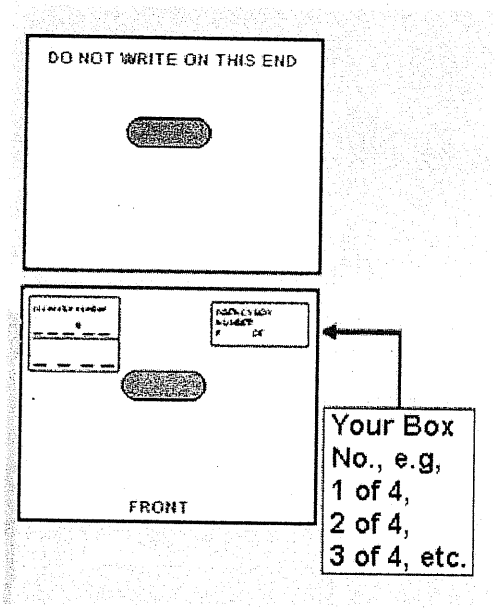
Archiving Records:

- Only archive records -- see http://www-library.lbl.gov/public/tmAro/faq/Rec_Def.html for definition.
- Do not archive nonrecords (http://www-library.lbl.gov/public/tmAro/faq/Non_Rec_Def.html) or personal papers (http://www-library.lbl.gov/public/tmAro/faq/Pers_Papers_Def.html)
- Go to the ARO web site at http://www-library.lbl.gov/public/tmAro/howto/AroHowto.htm and read the Transfer Instructions and Standards.
- Organize and box records by series (http://www-library.lbl.gov/public/tmAro/faq/Rec_Ser_Def.html)
- All files must be in labeled file folders.
- No binders, magnetic media, or hanging file folders:

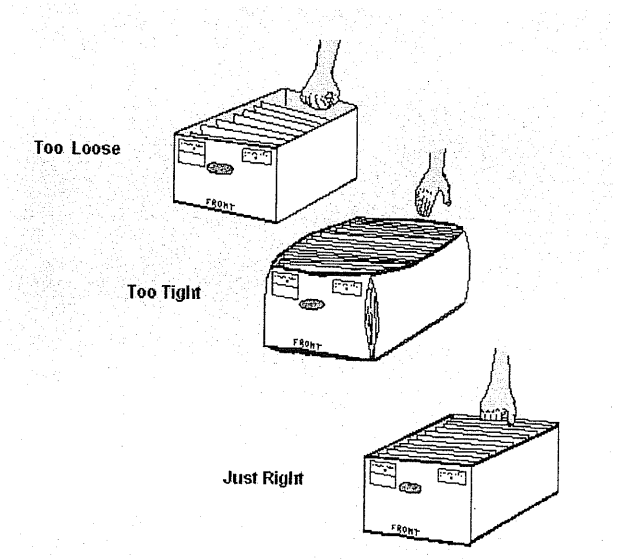




- Contact ARO to get boxes.
- Transfer the records from existing filing equipment to the boxes, maintaining the same order.
- Treat the box as a file drawer – the front is marked FRONT and has spaces labeled ACCESSION NUMBER and AGENCY BOX NUMBER.

- Use pencil only and number the boxes in the front (where it says FRONT), upper right corner where it reads, "Agency Box Number". Do not write anywhere else on the box.



- Leave one to two inches of space in each box – don't over or under pack.



- Download the transmittal and quality checklist from the forms page at http://www-library.lbl.gov/public/tmAro/faq/Rec_Trans_Form.html.
- Fill in the information about the records in the fields provided.

Berkeley Lab
Archives and Records Office
Records Transmittal

TO TRANSFER RECORDS, TYPE THIS FORM. Use one transmittal for each records series. A records series consists of records having the same disposal authority and disposal date. *See* transfer and packing instructions (http://www-library.lbl.gov/public/tmAro/howto/Rec_Transfer.html) for details or call the Archives and Records Office at 486-5525.

		ARCHIVES AND RECORDS OFFICE USE ONLY
Division and Department Information Technology / User Support		**Berkeley Lab Accession Number**
Section, Group or Project Library/ Archives and Records		**Berkeley Lab Accession Date**
Building and Room Number **69-119D**	**Extension** 6399	**File Code**
Person Transferring the Records John W. Stoner		**NARA Accession Number**
Department Head Rosemary Lowden		**Archives Receipt** ***(Signature and Date)***

Records Title
John Stoner's Archives Records Office (ARO) Records Management Subject Files

Inclusive Dates of the Records 2005-2007	**Number of Record Boxes** 2

Brief Description of the Records
This accession documents the activities of John Stoner, Laboratory Archivist and Records Manager at Lawrence Berkeley National Laboratory (LBNL) in providing records management services to the Laboratory. The types of records include but are not limited to training presentations, correspondence, email printouts, and draft notes. Subjects documented include but are not limited to Department of Energy (DOE) and National Archives and Records Administration (NARA) regulations and meetings, University of California (UC) records management policies and procedures, and Archives and Records Office (ARO) database redesign. The records are arranged alphabetically by file folder heading.

Type of Materials *(Check all that apply)*

- ___ Architectural and Engineering Drawings
- ___ Electronic Data
- ___ Graphs and Charts
- ___ Microfilm
- X Paper Files
- ___ Photographs
- ___ Sound Recordings
- ___ X-Rays
- ___ Other Specify

Records Retention and Disposition *(Call the Archives if you need this information.)*

- ___ Historically Valuable Records. Do not destroy. A detailed folder list is included with this Records Transmittal.
- ___ Destroy on a scheduled basis with a minimum retention of years. Disposal Date:.
  A detailed folder list is included with this Records Transmittal.

This is in accordance with:

- ___ The National Archives General Retention Schedule. Citation:
- ___ The Department of Energy Retention Schedule. Citation:

Disposal Authorization *(To be signed at the expiration of retention.)*

The legal retention of the records listed on this Records Transmittal has elapsed. Since I foresee no use of these records that would justify further retention, I authorize their disposal.

Dept./Div. Head Approval Date

Berkeley Lab
Records Transmittal Addendum

Division and Department Information Technology / User Support	**Berkeley Lab Accession Number**
Section, Group or Project Library/ Archives and Records	**Page Number** **2 of 2**
Records Title John Stoner's Archives Records Office (ARO) Records Management Subject Files	

Box Number	Folder Number	Folder Heading
1	1	Archives & Records Office (ARO) Meetings
1	2	Archives & Records Office (ARO) Operations
1	3	Berkeley Lab Institute (BLI) Training Presentations
1	4	Database redesign
1	5	Department of Energy (DOE) -- Office of Science
1	6	Department of Energy (DOE) -- Records management orders (draft)
1	7	Department of Energy (DOE) -- Records management orders (final)
1	8	Department of Energy (DOE) -- Records management regulations
1	9	Department of Energy (DOE) -- UC Records
1	10	Electronic Records
1	11	Emergency Operations Center (EOC)
2	1	Lawrence Livermore National Laboratory (LLNL) Archives and Records Management
2	2	Library
2	3	Manhattan Engineering District (MED) Records
2	4	National Archives and Records Administration (NARA) -- Correspondence
2	5	National Archives and Records Administration (NARA) -- Service and Storage Charges
2	6	National Archives and Records Administration (NARA) -- Training
2	7	National Archives and Records Administration (NARA) -- Transfer of Permanent Records
2	8	National Archives and Records Administration (NARA) -- Transfer of Temporary Records
2	9	National Renewable Energy Laboratory (NREL) Records Management
2	10	OpenNet
2	11	Records Management in Australia -- Email
2	12	University of California Records Management

- Email the form to ARO (aro@lbl.gov) with a project ID number for Transportation.
- Place a hard copy of the forms in the first box of the series.
- Put a sign on the boxes – "Hold for ARO Pickup."
- ARO staff will review the forms and put in the pickup request with Transportation.
- After processing your records, ARO will send you a PDF transmittal.

Retrieving Records:

- Consult the PDF transmittal ARO sent you.
- Go to ARO's online records request web form at http://www-library.lbl.gov/public/tmAro/requestrecords/req_rec.html
- Provide as much information as you have about the box(es) and/or file(s) you want back from storage.

Help Processing Your Records:

- For business records:
  - Free advice.
  - Recharge for ARO to folder, box, and index the records.
  - See http://www-library.lbl.gov/public/tmAro/faq/Recharge_Service.html for details.
- For scientific records:
  - The entire process is FREE.
  - Contact Beret Ranelletti at BARanelletti@lbl.gov or ext. 4685.
  - For more information see http://www-library.lbl.gov/public/tmAro/faq/R&D_Rec_Outreach_Prog.html

More Help

- Go to the ARO web site at http://www-library.lbl.gov/public/tmAro/aboutus/AroDefault.htm
- Contact us directly at aro@lbl.gov or x. 5525.