



**LAWRENCE BERKELEY NATIONAL LABORATORY
ARCHIVES & RECORDS OFFICE**

Bldg. 69

Phone: (510)486-5525

FAX: (510)486-7200

Email: aro@lbl.gov

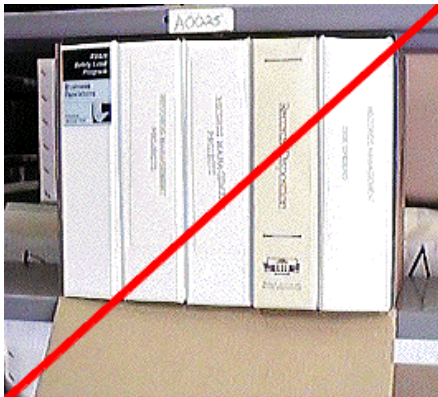
Web: <http://www-library.lbl.gov/public/tmAro/aboutus/AroDefault.htm>

READY REFERENCE SHEET

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

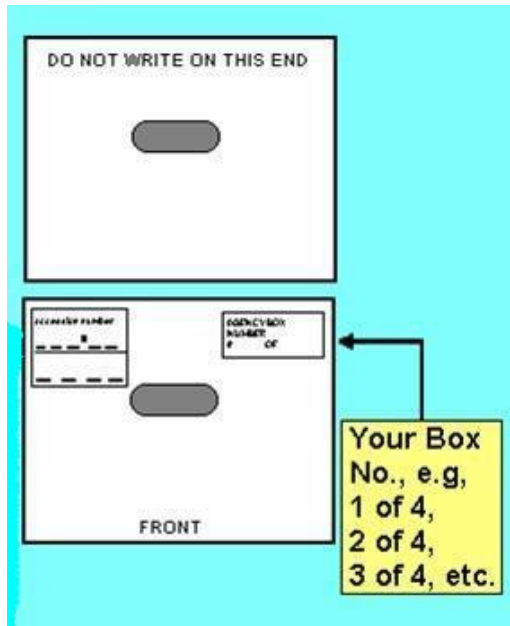
Archiving Records:

- 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:

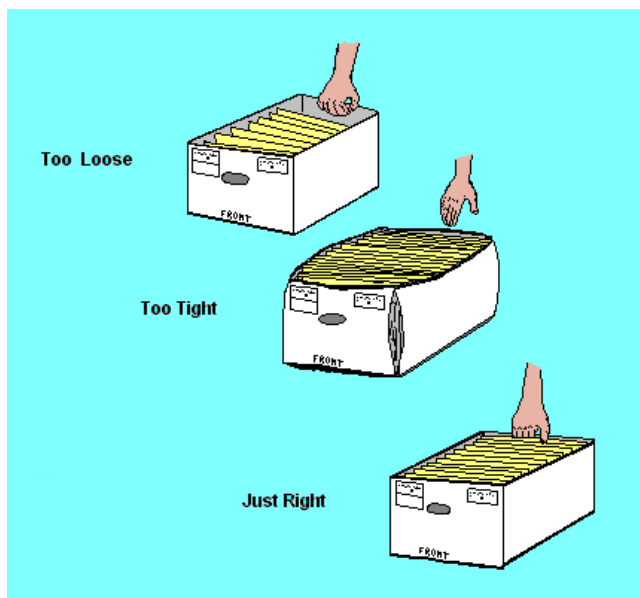


- Contact ARO to get boxes.
- Transfer the records from existing filing equipment to the boxes, maintaining the same order.
- Treat the box as a file drawer – the front is marked FRONT and has spaces labeled ACCESSION NUMBER and AGENCY BOX NUMBER.

- 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/fag/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) <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Architectural and Engineering Drawings <input type="checkbox"/> Electronic Data <input type="checkbox"/> Graphs and Charts <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Paper Files </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Photographs <input type="checkbox"/> Sound Recordings <input type="checkbox"/> X-Rays <input type="checkbox"/> Other Specify </td> </tr> </table>			<input type="checkbox"/> Architectural and Engineering Drawings <input type="checkbox"/> Electronic Data <input type="checkbox"/> Graphs and Charts <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Paper Files	<input type="checkbox"/> Photographs <input type="checkbox"/> Sound Recordings <input type="checkbox"/> X-Rays <input type="checkbox"/> Other Specify
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Records Retention and Disposition (Call the Archives if you need this information.) <input type="checkbox"/> Historically Valuable Records. Do not destroy. A detailed folder list is included with this Records Transmittal. <input type="checkbox"/> 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: <input type="checkbox"/> The National Archives General Retention Schedule. Citation: <input type="checkbox"/> 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		



- Email the form to ARO (aro@lbl.gov)
- Place a hard copy of the forms in the first box of the series.
- ARO staff will review the forms and send you a link to the Transportation Work Request web page (<https://workrequest.lbl.gov/>); click on the Transportation Move Request link:

New Transportation Request (Boxes/Equipment)

Requester Details:
 Employee ID: 344001 Name: John W Stoner Phone: 510/486-6399 Division: IC-Information Technolo

Alternate Contact Details:
 Employee ID: 959603 Name: Karen Nelson Phone: 510/486-4686 Division: IC-Information Technolo

Details about the request:
 Number of items: 15 Type of items: Records Boxes Approximate weight: > 250 lbs

Pickup from: Building: 050 Room: 4034
Deliver to: Building: 069 Room: 0123

Location Notes: Next to Library Reference Desk **Date Needed (MM/DD/YYYY):** 07/30/2008

Recycling pickup? **Project ID (account #):** XXXXXX **Project ID Description:** Archives & Records

Detailed description:
 I have 15 boxes of records that have been approved by ARO for pickup. Please deliver the boxes to ARO's drop lift table in 69-123.

Buttons: Continue, Cancel

- 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/reg_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.