

Archives and Records

The mission of the Archives & Records Office (ARO) as outlined in the Berkeley Lab [Regulations and Procedures Manual](#), is to:

- Meet the legal, fiscal, administrative and research needs of the Laboratory and its stakeholders through the comprehensive and on-going collection of records that adequately and properly document the history, organization, functions, policies, decisions, procedures, and essential transactions of projects and research at LBNL;
- Provide training to LBNL employees about their records management responsibilities;
- Respond to internal and external records requests insuring that the right records and information are available for the right individuals at the right times and in the right places

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