Accelerator Division
Proton Source File Plan
November 2011

Record Description	Schedule	Retention Period
Admin Support Office		
Office Administrative Files	ADM 23.1.a	2 years or when no longer needed
ProCard Orders	ADM 3.3.a.(1)(b)	3 years after final payment
Property Passes	ADM 23.1.a	2 years or when no longer needed
Records Management Files	ADM 16. 7	6 years
Travel Vouchers/Files	ADM 23.1.a	2 years or when no longer needed
Linac Administrative Records		
Material Move Files	ADM 23.1.a	2 years or when no longer needed
Purchase Requisitions (copies)	ADM 23.1.a	2 years or when no longer needed
E-mail	ADM 23.7	Destroy immediately or when no longer needed for reference.
KRONOS Timecard Training & Files	ADM 23.1.a	2 years or when no longer needed
Budget Background Records	ADM 5.2	1 year after close of the fiscal year covered by the budget.
Budget Report Files	ADM 5.3.b.	3 years after end of the fiscal year
Linac Installation documentation	ADM 17.31.d	Permanent
Linac Personnel Records		
Performance Reviews (copies)	ADM 1.18.a	1 year after separation or transfer
Personnel Files (Supervisory Duplicates)	ADM 1.18.a	1 year after separation or transfer
Promotion/R&R Award log	ADM 23.1.a	2 years or when no longer needed
Summer Hires	ADM 23.1.a	2 years or when no longer needed
Linac Research and Development		
Log Books	R&D 1.B. (13), Level III	Retire to the Federal Records Center within 2 years after termination of project/program. Destroy 10 years after termination of the project/program.
Ongoing Projects Status Report	R&D 1.B. (1), Level III	Retire to the Federal Records Center within 2 years after termination of project/program. Destroy 10 years after termination of the project/program.

Booster Administrative Records

Office Administrative Files	ADM 23. 1.a	2 years or when no longer needed
Procard Orders	ADM 3.3.a.(1)(b)	3 years after final payment

Booster Research and Development

Booster Notes	R&D 1.A., Level I	Permanent (NI-434-96-9)

Pre-Acc Research and Development

Pre-Acc Log Books	R&D.1.A., Level I	Permanent (NI-434-96-9)
Injector Commissioning Log Books	R&D.1.A., Level I	Permanent (NI-434-96-9)