214.02 RECORDS MANAGEMENT

A.   POLICY

It is JLab policy to establish a systematic Records Management program for control of all records. The Records Management program shall:

1.   Identify and preserve archival and historical records.

2.   Insure that JLab has maximum legal/regulatory protection by adhering to established scheduling guidelines.

3.   Determine or establish responsibility for records in each office.

B.   RESPONSIBILITIES

1.   The Laboratory Records Administrator is responsible for implementing the JLab Records Management Plan. The Records Administrator shall:

    a.   Provide training and guidance for files coordinators/creators.

    b.   Provide records management documentation and forms, etc.

    c.   Provide for all facets of records management including final disposition of JLab records.

2.   Department Files Coordinators

    a.   Each Department shall have at least one file coordinator appointed by the Department Head.

    b.   Files Coordinators are responsible for the inventory and disposition of records in their respective departments.

C.   PROCEDURE

Consult the *JLab Records Management Handbook* for detailed instructions on managing office records, or call the CEBAF Records Administrator at X7415 for information.