

Records: what belongs to JLab, what belongs to you

The purpose of this document is to provide guidance regarding the appropriate management of information when transitioning between groups, separating from the Lab, or “information housekeeping” at Jefferson Lab.

NOTES AND VISUALS: Logbooks or journals about work performed during lab employment belong to the lab and should be provided to the archives (archives@jlab.org). The Copy Center can scan your logbooks or journals and give you digital copies if need be.

Any documents regarding procurements, expenses, budgets, grants, or grant proposals for grants belong to the Lab. These are considered “scheduled” documents and must be reviewed by Records Management (records@jlab.org) to determine the need to retain or destroy them. Do not take copies of these off site.

Images, photographs, graphs, and diagrams about your work belong to the lab. You may take *copies* if the data or images is not export controlled. All drawings of JLab equipment or design must be given to Document Control (apierce@jlab.org).

PRESENTATIONS: If the content can be considered confidential, privileged or sensitive, these cannot leave the lab campus and should be given to the publications office (sti@jlab.org) for proper actions.

PUBLICATIONS: Any paper or article which has been published in a scientific journal you can take with you. Please verify that the publication has been properly listed in the Jefferson Lab Publications, or contact the publications office.

CONFERENCE PROCEEDINGS: Please verify with the library (library@jlab.org) that copies are on file at the lab, then take them with you or recycle them.

EMAILS AND CALENDARS: if they include working details of contract negotiation, contract content, contract failure or design of JLab equipment, these must remain at JLab. Discuss with records management how those will be retained.

Work calendars are the property of the lab. These may be reviewed with records management if you wish to retain copies to support the writing of your memoirs.

BOOKS: If purchased with JLab funds (or grant funds received through JLab), return them to the Library (Books are returned to the Computer Center Help Desk, CEBAF Center 2nd floor F Wing, helpdesk@jlab.org). If you purchased them with your personal funds, you should take them with you or recycle them.