

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK JOB NO. N1-434-913	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED 5-6-91	
1. FROM (Agency or establishment) Dept. of Energy, Stanford Linear Accelerator Center		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
2. MAJOR SUBDIVISION Business Services		ARCHIVIST OF THE UNITED STATES <i>Act's</i>	
3. MINOR SUBDIVISION Public Affairs Office		DATE 8/15/91	
4. NAME OF PERSON WITH WHOM TO CONFER Karen Kruger, Business Services		5. TELEPHONE EXT. 415-926-2211	
6. CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE: **5/1/91** C. SIGNATURE OF AGENCY REPRESENTATIVE: *[Signature]* TITLE: **1. Assistant Records**

7. ITEM NO. 9. GRS OR SUPERSEDED JOB CITATION 10. A TA N (NARS USE ONLY)

1 **STANFORD LINEAR ACCELERATOR VISITOR TOUR RECORDS** New

Operated by Stanford University for the U.S. Department of Energy, the Stanford Linear Accelerator Center (SLAC) is devoted to experimental and theoretical research in elementary particle physics, high-energy accelerators and elementary particle detectors. As a nationally and internationally recognized research facility, SLAC offers tours of its grounds to the general public and members of the scientific community. Given the nature of the research conducted at SLAC, the possibility exists that tour participants may be subject to radiation exposure.

SLAC Visitor Tour Records are maintained by the Public Affairs Office and include: SLAC tour passes, tour listings and agendas, tour badge request form identifying the tour guide, tour group schedules (including date of tour, name of group and tour guide), requests for individual or group tours, itineraries of significant individuals or groups (distinguished scientists or delegations) and correspondence detailing unique tour concerns (ie., insurance matters, changes to tour times, special requests).

Disposition: Cut off at close of calendar year and transfer to Federal Records Center. Destroy when 75 years old.

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