REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment)
   Dept. of Energy, Stanford Linear Accelerator Center

2. MAJOR SUBDIVISION
   Business Services

3. MINOR SUBDIVISION
   Public Affairs Office

4. NAME OF PERSON WITH WHOM TO CONFER
   Karen Kruger, Business Services

5. TELEPHONE EXT. 415-926-2211

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3302a, 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

ARCHIVIST OF THE UNITED STATES

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: \( \square \) is attached; or \( \square \) is unnecessary.

B. DATE C. SIGNATURE OF AGENCY REPRESENTATIVE

5/1/91

7. ITEM NO.

DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

1. STANFORD LINEAR ACCELERATOR VISITOR TOUR RECORDS

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.

SIAC 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 (i.e., 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.