

**DOE Germantown Records Holding Area Vault
(G-017 and G-055)**

Standards for Researchers

1. Records maintained in the Records Holding Area (RHA) include those that contain unclassified, and classified information (Confidential and Secret), and those that contain Privacy Act Information. As such, Researchers will be limited in the records that may be viewed while in the vault:
 - a. The scope of the Research will be outlined in writing and will be approved by the Program Office Records Liaison Officer of the Program sponsoring the research and by a staff member from the Office that created or maintains the records that will be viewed (preferably that Program's Records Liaison Officer), if this is a different Office.
 - b. A member of the Program Office sponsoring the research will accompany the researcher at all times while in the vault. Support from the RHA staff is available, but will be limited due to the small size of the staff.
 - c. Only records that directly apply to the scope of their research are made available to the Researchers.
 - d. Viewing of Classified and Privacy Act records will be subject to the clearance held by the Researcher. No classified material will be provided to a Researcher who does not have the proper level of clearance.

2. The researcher will be provided with a desk or table on which to work. They should remain at that location unless escorted elsewhere in the vault.
 - a. In no case will the Researcher be authorized to browse the RHA to look for "records of interest".
 - b. Only the portion of the Records Boxes that pertain to the scope of the research may be viewed. Records that are not in scope will be separated from the in scope records by the Program Office representative or the RHA staff member before providing the records to the Researcher. These records will be restored to their original boxes before new boxes are retrieved to avoid the possibility of misfiling later.

3. Copying of records will be minimized. In the event that there is a need for the Researcher to have a complete record or a portion of a record at a location away from the RHA, the following guidelines are to be used:
 - a. No original documents may be removed from the RHA.
 - b. Only Unclassified documents will be copied in the RHA.
 - c. No photocopying (xeroxing) of documents is authorized without specific approval from the Program Office or RHA staff member.
 - d. No electronic reproduction of information (e.g., scanning or photography) is authorized.

4. Program Office escorts will be cleared to the level of the records maintained in the RHA AND will be authorized in writing by the DOE Records Officer. A current copy of the list of authorized persons will be kept in the RHA. A listing of the IM-11 staff with authorized access to the RHA will be maintained in the same manner.