

Individual Scientists Collections

This schedule is intended to cover those records that are not already included (or are maintained differently) in the Research and Development Records Schedule.

Department of Energy (DOE) and Contractor scientists often hold a range of positions (graduate students, post-doctorate fellows, faculty members of major universities, and Laboratory administrators) during their careers. The records of these scientists, when preserved in their original order as a unique collection rather than divided into separate record series, document a wide variety of material. They may include, but are not limited to: professional papers, notes and correspondence, lecture materials, drafts of publications and other writings, and biographical materials. (Note: Documents must meet the definition of records as outlined in 44 U.S.C. 3301.)

(Note: The proposed disposition of these files is based upon an analysis conducted by the American Institute of Physics (AIP). While AIP recommends that professional files of key scientific faculty/staff members should be permanently preserved by their institutional archive.) (AIP Study of Multi-Institutional Collaborations; Phase I: High-Energy Physics. New York: American Institute of Physics, 1992; Report No. 1: Summary of Project Activities and Findings/Project Recommendations. These collections are essential in documenting Federal support of science, in a manner that maintains their evidentiary integrity.)

1. Level I: Scientists who received national or international awards of distinction; held high-level government or contractor positions; conducted research which resulted in a significant improvement in public health, safety or other vital national interests; were involved in scientific endeavors which were the subject of widespread national or international media attention and/or extensive congressional, DOE or other government agency investigation; participated in the development of new and nationally or internationally significant techniques which are critical for future scientific endeavors; or made a significant impact on the development of national or international scientific, political, economic, or social priorities.

PERMANENT. Retire to Federal Records Center (FRC) when no longer needed by the scientist. Transfer to the National Archives 30 years after closing data of collection.

2. Level II: Scientists who conducted research that led to the development of a **first of its kind** process or product; improved an existing process, product, or application, or had implications for future research.

Retire to FRC when no longer needed by scientist. Destroy 25 years after closing data of collection.

3. Level III: Scientists whose careers do not fall into Level I or II.

Retire to FRC when no longer needed by scientist. Destroy 10 years after closing data of collection.