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❶ ESSENTIAL INFORMATION INVENTORY (FORMERLY VITAL RECORDS) #102351

Person: Valerie Bookwalter (bookwalt@jlab.org)
ORG: SRFOPS

Status: Processed
Date: 05/22/2020 02:30:40 PM

JSA
THOMAS JEFFERSON NATIONAL ACCELERATOR FACILITY
12000 Jefferson Avenue
Newport News, VA 23606
Phone: (757) 269-7100

Essential Information Inventory (formerly Vital Records) 102351

The essential information program is in place. Please complete the form below:

Expiration Date: 05/22/2021

Division *

Accelerator Ops, R&D

Department *

SRFOPS

Record Description *

Travellers (cryomodules) files

Records Type *

☐ Mixed Media (combination of paper, digital, and other formats) * ☒ Electronic only * ☐ Paper only *

Security Plan *

All documents are electronically stored on servers.

Name of System or server path of electronic repository (ie: Costpoint or M:/group/folder) *

https://jlabdoc.jlab.org/docushare/dsweb/View/Collection-1200_01 - SRF Projects) Travelers located in sub directory of each project 06 - Process Documents/Travelers. Also located on the M:drive under /asd/www/pansophy/html (production and IT areas) and under /asd/www/pansophydev/html (development areas)

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Signatures

Employee Signed By: Valerie Bookwalter (bookwalt@jlab.org) on 05/15/2020 09:56:15 AM

Records Manager Signed By: Kim Edwards (kindrew@jlab.org) on 05/22/2020 02:30:35 PM



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