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Home  
Create New  
Renew  
Create on Behalf of  
Print  
Search  
My Forms  
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## ❶ ESSENTIAL INFORMATION INVENTORY (FORMERLY VITAL RECORDS) #102349

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

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

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

**Essential Information Inventory (formerly Vital Records) 102349**

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 \***

Production and Development Projects (whole project folders)

**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)

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**Signatures**

**Employee Signed By:** Valerie Bookwalter (bookwalt@jlab.org) on 05/15/2020 09:55:33 AM

**Records Manager Signed By:** Kim Edwards (kindrew@jlab.org) on 05/22/2020 02:30:00 PM



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