Good afternoon, I’m Dorothy from the SLAC National Accelerator Laboratory.

I’d like to present a case study of processing the papers of SLAC’s first Director, Wolfgang K.H. Panofsky, affectionately known as “Pief”.

This presentation could be considered part 3 of a series, with the first two given by Laura O’Hara in 2012 & 2013.
SLAC is a multipurpose research facility, with a history of transformation—reinventing itself from a foundation of high energy physics and merely housing a linear accelerator—albeit the longest in the world.

Photos Credit: SLAC Communications Dept.
Who we are
• Founded in 1989
• Records Management function incorporated in Fall, 2016
• Small (approx. 2300 cf storage capacity on compact shelving)
AHRO complies with relevant state and federal laws and with DOE records management policies and procedures. We also practice “triage processing”

1st level
• all accessions (searchable) for access
• Accession #, Short title, Qty., 1-2 sentence description, BD/ED dates
  Note: transitioning to bulk/inclusive dates & limiting abbreviations (undated vs. n.d.) 
in accordance with DACS (role of standards in processing)
• rehousing to stabilize (remove 3-ring binders / hanging folders; not all folders)

On the left:
Handwritten sample of survey record; SLACHIST database (started 1986/7)

On the right:
Current accession record--We actually use the same database (home grown SPIRES) started 1992; 1996 MARC compatible update

(Migration desperately needed...initiated 5 years ago but setbacks due to cost and layoffs/decreased staffing)

Ref. (citation): computers resulted in 37% increased processing rate (benchmark at an archive in 80s/90s)
Collections “in processing” are OPEN to researchers
Easier to enhance description as encountered (ultimately saves time)

3rd level: 1st www (web exhibit), Richter (2nd director & Nobel Prize winner) & Panofsky
SLAC’s founding director, 1962-1984
Renowned Particle Physicist and Professor
International Science Advisor
Arms Control and International Security Expert
Awarded numerous honors, including:
  American Physical Society (Fellow & President, 1974)
  Enrico Fermi Award (1979)
  16 honorary degrees and more...
Perhaps the only physicist who...
-served as Presidential advisor (pictured seated across from Eisenhower)
-pictured with Pope
-and held the dubious distinction of being featured in Playboy magazine (June 1977 “...Panofsky may be the brightest man in the world...”)

Scope & Contents:
Academic papers
Administrative records (Project M & SLAC)
Science Policy: extensive records from gov & advisory orgs, incl. subject files/refs
Professional, Publications, and Personal Correspondence
Photos, Artifacts & Memorabilia

Did not deal much with integrating born-digital materials
*printouts:
- “This folder contains...every paper on this computer”
- email Most dictated by him to his admin, who managed his acct.
*contrast with current Director—very little paper/print to archive--need to be proactive in collecting!

Collecting during his lifetime...and even after
incl. reference inquiries (and “checks” e.g. 2 books with same title)

Conscious (initials, stickies, “my paper published here”)

Director’s Office records schedule.
Pief’s last 3 admins [had many previous to these... including Laurose Richter, who married Burton Richter, Pief’s successor]

JMD: ”rotating series of assistants of various skill levels“
Challenges:

- Loss of staff/funds (including an entire year when the archives had NO staff)
- Competing priorities
from Jean’s history
Spans 34 years!
Note: related projects (oral history, memoir, symposium) in gray
Can see gaps....

JMD: “realities of small repo: projects picked up/put down in mid-stride many times by many people based on many internal and external factors”

LO: 82 cf in first 5 yrs

SLAC AHO Program Review 9/14-15/2007
FY05-06 Project: Continued processing: 132 cu.ft. of new materials, 81 linear feet reviewed
Papers continue to flow into AHO from Pief’s office...

SLAC AHO Program Review 9/16-17, 2010
Organize 2007-2009 427 mss boxes, 63 RSC (cubes) approx. 205cf total
Rehousing / refining series: 10 series; 74 subseries; Est. 15,400 archival folders when complete
Incorporating recent receipts
35+ separate accessions incorporated since 2007
Goal: online finding aid
Complicated collection!
Complexity: icks & ughs

Accessions:
- Verified which were processed
- Determined what wasn’t Panofsky’s
  - one accession actually from a different division
  - TNs, etc.
Classified material had been inventoried and transferred to **LLNL (Livermore)**

Helpful markers

**DON’T DISPOSE DURING PROCESSING**
Ex.1 Westwick mss – integrated (knowing people sent drafts for Pief’s review)
Ex.2 Faculty Committee papers (even though duplicated in other collections)
Ex. 3 Papers not Pief’s (See Barbara’s writing)
Ex. 4 Rare book on microfilm (separation, but keep)

Books! To SLAC Library

* talked about this several times and one summer intern started checking those titles from Pief against our holdings in SPIRES. It's not just monographs, it's reprints, which are more difficult to pin down sometimes, but often already online in full text.
* No significant marginalia or anything else that would warrant a special collection (PPA)

also other authors’ publications

New materials ....

Artifacts: art? birthday hat??
Practical Matters

Defer less urgent mass preservation tasks
* at-risk papers indicated in container list

Create future project list:
- SLAC publications
  - compilation & digitization of master sets
- Reformatting (film, audiotapes)
- Proofreading transcripts of dictations
- Digital forensics for 60+ diskettes

controlled environment and “microclimates” as adequate preservation (citation)

See sticky (JMD note on Rocky’s draft: change from Roman to Arabic #s)
Oh no! moment—we’re not going to renumber 100’s of boxes & 1000’s of folders
Documentation really helpful, esp. status (both Executive Summary and handwritten notes):
- what’s been done
- what needs to be done (incl. Box counts, Supply needs)

Already had folder lists of accessions

Already had a draft of the finding aid from 1984 (will come back to this later....):
- well-researched, very detailed (13 page biography by first Archivist, Roxanne Nilan)
- descriptions and series notes (11 page narrative incl. SLAC history)
- end product in view!

ALSO well-organized electronic file directory (2006-2010, 2013) by Penny Ahlstrand
With past & CURRENT/LOOK HERE
Able to apply workflow previously developed

Expand on incremental processing & virtual sort technique?
Jean’s gems:
*“realization that all formats [& processes]—even digital—have strengths & weaknesses”; technology facilitates new processing approaches
*strategy: virtual sort
- maintain access/reference service during processing
- “sufficiently logical & complete”; flag ?’s/problems; iterations
- check for accuracy/logical sequencing & final review
- “encountered evidence of short-lived efforts to systematically org parts several times”
- forensic evidence

But couldn’t use Richter Papers arrangement/series as a guide
- Career paths too different to “borrow” series structure
Challenges:
Complex collection, esp. overlapping policy work (e.g. multipurpose int’l trips)
Incorporating new material
-Last accession: important/vital documents mixed with "current"/ in use at the time.
20 cu.ft., 2007

starting 1990?: 1st accession; Orig. 7 series > expanded to 18 series (policy S.to DD....)
2000s: tried to match what they’d done w/2nd accumulated accessions.
dozens of new organizations that Pief had gotten involved with since the first
accessions--new orgs added as encountered --hard to know if name change or really a
new org. ; series to DD! - PPA
Existing series restrictive (sort of fit, mult. fit, no fit)
Career shift from day-to-day SLAC to wide-ranging policy work
Can’t simply insert new accretions but no physical change to first set (bit integrated)
New series/subseries reflect expanding interest & content ; annotations (LO)
Recent: mostly refinements (now 10 series)

Note: DIGITAL (often separate workflow)
Enhanced search capability to allay arrangement “agonizing”?

Or OCR to replace finding aids altogether!
https://doi.org/10.17723/aarc.76.2.6q005254035w2076
Corr organization didn't match –possibly a change in administration
Also ABC issues

Later series: artifacts, photos
W. K. H. Panofsky, and Eric Sorensen in Panofsky's office at SLAC with model of paleoparadoxia carved by Sorensen. The fossil has been renamed “Neoparadoxia repenningi” (see SLAC AHRO webpage at http://www.slac.stanford.edu/history/paleo.shtml).

Tech ex: Google Translate to identify Romeo & Juliet program (fail for Chinese inscription on photo)

photographs (not just personal)
-family photos cataloged & scanned/digitized (approx. 200)
SALLIE free (major migration project from PHOTOINDEX database)
Includes 300 scanned from family collection & individually cataloged
Many prints, negatives also in collection
Several folders misfiled; rearranged in appropriate series/subseries
Note: SLACspeak [http://www.slac.stanford.edu/history/slacspeak/](http://www.slac.stanford.edu/history/slacspeak/)

Also one of the later series/subseries needed work for arrangement:
* sandbox tip (location tags)
* chronicle arrangement of lectures helped with identifying duplicates & weeding
Photos:

1) Temporary loan to AIP
   - positive: enhanced descriptions
   - outweighs add’l time to re-place photos in original order
     facilitated by numbered placeholders with descriptions for replacement

2) OUT cards (access/reference requests)
   - Photos scanned to SLAC photo website (pre-SALLIE)
     (duplication of images)
Example 1 (top): although not strictly following provenance, unchanged
Example 2 (bottom): did rearrange to more appropriate series vs. preferences for arranging by “type” or format

Compare Pief’s draft with Richter’s finding aid?
e.g. bio/series descriptions (much more terse)

* Neatly organized vs. spanning—more accurately reflects overlapping nature of work

Random thoughts:
* labels:
  - Whose title was it? (his—or admin’s?--or archivist’s?)
  - handwriting (character)
* travel reimbursement records (typically disposed):
  - accountability (not seen in current federal government admin.)
  - Barbara’s cover letter (lost perspective on staff’s high opinion and defense of Pief?)
Judgment calls in processing!
Ideal of neutrality? Beware of unconscious bias (conventions)

Adele: Eldest daughter of Pief’s Ph.D. thesis advisor, Jesse DuMond, at CalTech

Recognize Pief not singular/stand-alone figure: Adele also part of SLAC’s history
(“Workers digging the trench for SLAC uncovered the fossilized bones of a 10-million-year-old creature resembling a hippo. Adele, dedicated years to reassembling the skeleton.” – Pief’s SU obit)

Photo1: Adele Panofsky shows Paleoparadoxia bones to PRC visitor group in 1973 (back of Pief’s head in background!)
Photo2: Visit with Chinese Science Minister Fang Yi at the Great Hall of the People, October 14, 1983 (Adele’s trip reports included in collection)

LO: “insider” prejudice/scorn? first science from site not physics

Adds a more holistic view to Pief’s collection?

*Richter’s includes appendixes describing processing
“transferred over a period of a decade, maintained in various ways by numerous staff with usually low priority given to systematic organization while active, evidence of attempt to classify files” (file codes preserved in container lists)
Timeline – PPA’s
Trip log – PPA & JMD (& recently supplemented)
Status:
12/2016 (=2013?): 72 cf processed, 151 needed; total: >222cf
Current: 220 cf (accts for separations & weeding)
“Getting it right” vs. (preoccupation with?) efficiency -> Useful

JMD: Planning & documentation to move forward
- Segment complex project into manageable increments
- Discrete, well-defined tasks for a better pitch to mgmt. for $/staff
- Retraining new staff vs “vision of fresh eyes”

Recognize contribution of many!

Processing is a continuum (not a straight path)
Trends: “Automation”; Collaboration/Standards; Digital/Tech; Diversity

Archivist role as Mediator (Terry Cook)

“defensible” aggregation of “related activities and archival interventions”
“Because descriptive work has to be selective archivists also make conscious decisions about what to include...what to emphasize, and what to ignore”
-Reopening Archives: Bringing New Contextualities into Archival Theory and Practice. Archivara 60:259-74


- AHRO already annotates!

Audience Question (esp. re: USC collection): citations of researchers included?
- (incl. secondary source material)
- AHRO requests products (e.g. books) that use our materials
Trend/emphasis on diversity and transparency reflected in SAA Code of Ethics update
Processing is a continuum.

Processing is ...
- not a straight path
- not a lossless procedure

Stay Positive
and
Persevere
<table>
<thead>
<tr>
<th>No.</th>
<th>Form</th>
<th>short-style</th>
<th>Series</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>181</td>
<td>Correspondence and notes concerning IPP</td>
<td>1969</td>
<td>1995</td>
<td>Correspondence and notes concerning IPP.</td>
</tr>
<tr>
<td>305</td>
<td>Director’s Office Admin Files</td>
<td>Generally</td>
<td>1960-1966</td>
<td>Director's Office Admin Files, including files inherited from Pandolfi.</td>
</tr>
<tr>
<td>3770</td>
<td>Correspondence, General</td>
<td>1960-1965</td>
<td>E. Pandolfi</td>
<td>E. Pandolfi’s related correspondence, filed alphabetically in 5 folders.</td>
</tr>
</tbody>
</table>

Note: “Haphazard” arrangement