REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS
(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED OCT 18 1974	JOB NO. NC-167-75-2
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
6-4-75 Date	James B. Rhoads Archivist of the United States

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Commerce

2. MAJOR SUBDIVISION
National Bureau of Standards, all Offices

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Philip V. Proulx

5. TEL. EXT.
921-3895

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 40 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

9-27-74 (Date) — Philip V. Proulx (Signature of ~~Agency Representative~~) — Records Management Officer (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	I N T R O D U C T I O N The National Bureau of Standards was established on March 3, 1901, by "An Act to Establish the National Bureau of Standards" (31 Stat. 1449). Extensive amendments were made in 1950 by passage of Public Law 81-619 (64 Sta. 371); in 1956 by Public Law 84-940 (70 Stat. 959; and in 1958 by Public Law 85-890 (72 Stat. 1711). The work of the Bureau includes basic and applied research, development, engineering, instrumentation, testing, evaluation, calibration services, and various consultation and information services. The results of the Bureau's work take the form of either equipment and devices or published papers and reports. Reports are issued to the agency sponsoring a particular project or program. Published papers appear either in the Bureau's own series of publications or in the journals of professional and scientific societies. The following instructions will apply only to those Bureau records which are not presently covered by the General Records Schedule.	II-NNA-1255 II-NNA-3221 II-NN-3346 II-NN-3355 NN-164-218 NN-168-64 NN-172-96 other files examined at NBS RJ Kleid 20 May 75 Copy to NCWA Agency 6/6/75	

NOTE: all eligible files will be transfered to FRC when 2 years old.
PERMANENT records will be offered to NARS when 15 years old.

STANDARD FORM 115
Revised November 1970
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
115-105

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	GENERAL RECORDS		
1.	Publications, Technical Papers, Letter Circulars and Progress and Final Project Reports. One copy of each printed or processed publication, scientific paper and project report of the NBS will be considered the record copy, and will be kept in the Office of Technical Publications. Permanent Records. ~~Review 15 years after date of report~~.		
2.	Activity Reports. These are seldom maintained, but those still in existence for previous years as well as any future ones should be collected and arranged as a partial documentation of the Bureau's problems and accomplishments. Permanent Records. ~~Review 15 years after date of report.~~		
3.	Administrative Issuances. These records include the Administrative Manual, forms developed by divisions, organizational charts of Bureau and units thereunder, directives and instructions issued to the staff pertaining to administrative and technical matters. Currently, M&O is charged with the maintenance of the Administrative Manual. ~~Keep 15 years from date of publication and review.~~ PERMANENT		
4.	Manuscripts. DISPOSE OF a. Unpublished. ~~Keep~~ 15 years from date of manuscript. ~~and review.~~ b. Published. 1. Used to support conclusions. Dispose 10 years after publication. 2. All others. Dispose 2 years after publication. Some manuscripts are not published due to incompleteness of or controversy over the data reported therein or due to lack of approval. Normally, a manuscript is disposable shortly after publication, but those manuscripts having technological data that are excluded from final publication are retained for a period sufficient to answer all inquiries and substantiate the conclusions.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
5.	Bibliographies and Reprints. Non-record Dispose when superseded or obsolete. Reprints of technical articles and bliblio-graphies of technical source information are accumulated throughout the Bureau, normally for reference purposes. The reprints are not filed according to any specific cataloging or subjective system, but together with the blibliographies comprise one of the best sources of technical data, or index to where the data are available, relating to the technical activities of the Bureau. The files are of further use in providing information to other Government agencies, firms, and individuals as part of the Bureau's advisory service.		
6.	Test Fee Schedule Records. a. Schedules. ~~Keep~~ Dispose 15 years from date, ~~and review.~~ b. Fee computation sheets. Dispose when superseded by new fee computation sheet. c. All other papers. Dispose when 1 year old. In accordance with specific legislation, the Federal Government is reimbursed for tests and calibrations which the Bureau undertakes for other than Bureau activities. Test fee schedules for the work performed for the public are published in the Federal Register. Test fee computation sheets are of value as long as the fee computed thereon remains in effect. All other papers pertaining to the revision of fees are disposable shortly after the revisions are effected.		
7.	Congressional Investigative Files. ~~Retain 15 years and review.~~ PERMANENT. These files maintained by the Management and Organization Division and other organizational units relate to the investigations of the NBS by Congressional Committees to determine whether appropriated funds and resources are properly utilized in accordance with the intent of Congress.		

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8.	Negatives and Photographs. Prints and slides are developed to meet the needs of the scientific and administrative staff. Included are photographic reproductions of instruments, apparatus, tests, test specimens, portraits of senior Bureau officials, and illustrations for publications, technical papers and exhibitions. Negatives are in the custody of the Visual Arts Section of the Office of Information Activities. Photographic prints and slides are normally maintained in operating units throughout the Bureau. a. Photographic negatives deemed by responsible officials to be of sufficient research, legal or historical value as to warrant permanent retention. ~~Review 20 years from date to ascertain value and possible disposal.~~ PERMANENT. b. Negatives deemed by responsible officials to be of short-term value may be disposed 10 years after date of negative. c. Photos and slides maintained by the Office of Information Activities as an important complement to the historical documentation of the Bureau's research and technical programs and accomplishments. This collection is considered to be of enduring value to the Bureau in meeting the needs of the Government, the scientific community, writers and publishers, and the public. Retain permanently. ~~However, it should still be reviewed every 25 years.~~ (Related captions, indexes and registers will also be retained.) d. Photos and slides in the custody of technical and administrative divisions may be disposed of, if, in the judgment of responsible officials, they are of insufficient value to warrant further retention. Dispose when technical and administrative needs have been satisfied or when 5 years old, whichever is sooner.		

Prepared by 1-9-1-4 by
General Service Administration
The National Archives

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Records of the Director of NBS		
9(a	The Director's records are filed according to subject matter and are retained as a documentation of the decisions, policies, procedures and program activities of the Bureau. 1. Director's ~~Personal~~ Files. Non-current records are retained at NBS for a period extending to 5 years after the Director leaves the Bureau. The records are then offered to the National Archives for permanent retention. 2. Director's Office Files. Non-current records are retained at NBS for a period of 10 years. Those records 10 years or older will then be ~~transferred~~ offered to the National Archives. ~~Federal Records Center at 5 year intervals.~~ PERMANENT.		
	Records of the Deputy Director, and Offices under the Office of the Director		
9(b	These records are of equal value to the Office Files of the Director and should be handled in the same manner. PERMANENT.		
	Records of the Associate Directors		
9(c	These records are received and prepared in order to assist the Director in the planning, coordination, program management and appraisal of the Bureau's operations in all aspects of the development program and administrative management activities. Non-current records of the Associate Directors are retained at NBS for a period of 10 years. Those records 10 years or older will then be transferred to the Federal Records Center at 5 year intervals. PERMANENT.		

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	Records of the Institute Directors		
10.	These records are maintained by individual institutes and pertain to the technical work of the Bureau.		
	a. General Subject Files. Non-current records are retained at NBS for a period of 5 years. Those records 5 years or older will then be transferred to the Federal Records Center on a yearly basis, and reviewed for possible disposal, at 5 year intervals. PERMANENT.		
	b. Covered elsewhere in this schedule and evaluated on their own merits are reports, procedures, publications, test folders, manuscripts and research and development records.		
	c. Subsidiary organizational units maintain files which are partially duplicated throughout NBS. These include correspondence, reference and work papers; and associated materials relating to the program or administrative responsibility assigned to the unit, and as a class are disposable after the routine procedural administrative and research purposes are served.		

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11.	Bureau's Internal Educational Activity Records. Training and Educational Course material. ~~Retain~~ dispose when 6 years old. ~~and review.~~ The Bureau operates a graduate school in order to improve and provide educational opportunities for members of its staff. The Bureau also maintains pertinent records on training and education taken by Bureau employees off-site under the Government Employees Training Act (Non-Government and Government). These records are kept subject to GAO audit, approximately 6 years.		
12.	Correspondence files of a general or administrative nature, exclusive of papers containing technical data. Destroy in 2 years. These are maintained in the organizational units and contain selected copies of correspondence and related papers retained for their value in preparing replies to inquirers.		
13.	Day Files. Dispose when 2 years old. These consist of correspondence prepared by various organizational units.		
14.	General Reference Files. Non-record. Dispose when superseded or obsolete. These are maintained by individuals and offices and include copies of correspondence, issuances, publications, catalogs and other papers. They pertain to the assigned administrative and technical duties and interests of the individual or unit. Any record copies of correspondence interfiled are not evaluated in this item but are to be removed and handled in accordance with appropriate items in this schedule.		
15.	Project Labor and Cost Distribution Records. Dispose when 4 years old. These include reporting copies of Time and Cost Distribution Report Forms, personnel activity reports, work orders, log books, copies of contractual service project documents, etc. used to determine production costs of projects to		

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	be paid for by sponsoring agencies and related activities. The cost data are reflected in the general ledger accounts being retained for a longer period.		
16.	Classified Document Receipts. Dispose after 2 years.		
	These constitute the record of the persons who have had custody of the classified document.		
17.	Test Fee Records in Administrative Offices.		
	a. Shipping copy. Break file annually and dispose 1 year later.		
	b. Test fee record copy. Dispose when 10 years old.		
	c. Numerical file copy. Dispose after test fee record copy returned to Office of Measurement Services or 3 years, whichever is sooner.		
	d. Alphabetical file copy. Dispose when 3 years old.		
	This multiple form originates in the Office of Measurement Services. The Government and public tests folders are prepared and routed to the technical divisions where all comparisons, calibrations, tests or investigations are performed on a fee basis according to a schedule approved by the Director. The copy in the Technical Divisions is covered in Item 28 and is evaluated on its own merit. All other copies are used for administrative purposes.		
18.	Inter-Division Work Orders. Dispose 5 years after date of order. ~~is completed or cancelled.~~		
	Although their purpose is normally served after the order has been completed, the record is retained for a longer period should there be need to duplicate the order.		
	These work orders normally originate in the technical units requesting services performed by another technical division. However, they are also used by all divisions requesting service from a support division.		

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19.	Cash Transmittal Records (other than accountable officer's copy). Dispose when 1 year old. The Mail and Distribution Section prepares a record of cash received for publications and test fees. For Publications, the money is sent to Accounting Division along with the transmittal and then the Publications section gets two copies of the transmittal. For test fees, the money, the transmittal and order are sent to the Office of Measurement services.		
	<u>General Technological Records</u>		
20.	Test Folders. Under statutory authority, the National Bureau of Standards is authorized to undertake the testing, calibration and certification of standards and standard measuring apparatus when the need may arise in the operations of Government agencies (Federal agencies, State Government and the District of Columbia), scientific institutions and industrial enterprises. A specific fee for service is charged the purchaser to compensate the Government for its expense. One of the records resulting from this service is the Test Folder. A typical folder shows the following data on its face: the test number, name of requestor, brief description of item submitted (instrument, device, mechanism, standard, or material) and the number of the division and section performing the service. The contents of a typical folder are: the purchase order and shipping instructions, a copy of the certificate and/or report showing specification limits, calibration factors and related correspondence. No fiscal documents are filed in the test folder. The completed test folders are maintained in 2 groups: Government and Public, by the Office of Measurement Services. Each group is arranged numerically by assigned test number. a) Test folders deemed by the creating section to have short-term value may be disposed of in January of the fourth year after the year in which the test was completed.		

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	b) Test folders deemed by creating section to have long-term value will be sent to the Records Management Office for storage, and may be disposed of in January of the twenty-first year after the year in which the test is completed.		
	c) Test folders deemed by the creating section or the National Archives to have exceptional value because of the highly significant nature of the test or technique involved, or uniqueness of the item, will be offered for transfer~~red~~ to the National Archives and Records Service ~~where they will be retained permanently.~~ PERMANENT.		
	Included will be the following test folders: 1. those that show the development of new and significant testing techniques. 2. those that relate to new and significant arts and materials. 3. those that were the subject of congressional investigation or came under intensive public scrutiny. 4. those that result in court decisions or legislative actions affecting the functions and activities of the Bureau. 5. those relating to basic national weights and measures.		
	d) Duplicate copies of certificates and reports maintained by the issuing sections for reference purposes may be disposed of at the discretion of the section chief.		
21.	Laboratory Test Notebooks or Equivalent. ~~Review~~ Dispose when 10 years old ~~from the date placed in storage.~~		
	(a These are laboratory test notebooks or the equivalent in which the scientists note their observations and findings of their tests, research projects, investigations and development activities progress. The findings, analyses and conclusions are partially reported in publications, scientific journals, reports and tests, and calibration certificates (Items 1 and 20).		
	(b Notebooks containing routine or fragmentary information should be disposed 1 year after termination of the related project or projects.		

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22.	Battery Additive Records. (a) Offer ~~any of these~~ to the National Archives for permanent retention. (b) Dispose of those not accepted, immediately. These files include correspondence, reports, foreign information, press clippings, magazine articles, resumes of Senate hearings, reports, test data, and related papers documenting battery additives since 1924.		
23.	Technical Standards Coordinator's Specification File. Retain 1 record copy for 15 years, ~~and review.~~ Then dispose. Copies of selected specifications have been accumulated from other Government agencies, underwriter's labs and foreign countries. Superseded and obsolete copies of the specifications are held as a historical record to compare against current methods. These records are usually of contin;ing use to the Bureau in performance of its activities in the field of commodity testing and standardization in its consultation and advisory services.		
24.	Standards and Specifications Development Files. ~~Retain for 15 years and review.~~ PERMANENT. These records, including correspondence, tests, reports and related papers pertain to the development of standards and specs. and are retained as a documentation of their development. They include matter relating to electricity, optics and metrology, heat and power, atomic and radiation physics, chemistry, building technology, electronics, radio propogation, applied mathematics, basic instrumentation, weights and measures and materials used as standard samples.		
25.	Standards and Specifications published by Non-Government Laboratories (exclusive of Technical Standards Coordinator's Specification File). Dispose when superseded or obsolete or when 5 years old, whichever is sooner. Copies of standards and specifications are published by the American Standards Association, Underwriter Laboratories, the American Society		

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	for Testing Materials, foreign research labs and similar organizations. Though the Bureau cooperates in testing and formulating such standards as building and safety codes and materials specifications, many of the standards are actually released by non-government labs. Copies of standards and specifications are of major importance to the staff in performing its research and test activities and assisting in amending the codes and specifications.		
26.	Apparatus Research and Development Records. ~~Retain for 15 years and review.~~ PERMANENT. These include drawings, specifications, system design, development and construction data and related papers describing the development of machines and apparatus produced and improved in the expansion and opening of new fields by science and industry.		
27.	Test, Research, and Development Records (except as noted elsewhere in this schedule). Dispose 2 years after the essential data have been incorporated in reports, publications, technical papers and the establishment of codes and standards. These files are maintained in the various technical divisions and offices as part of their official records and by individual scientists and technical staff as "personal" research and work papers. (Though the more important findings are reported or published periodically or upon completion of the project, the records accumulated and created contain data that may not have been published as they are not important findings, but are considered of indefinite use and are preserved for long periods at the discretion of the scientist concerned.) The records exist as separate entities relating to a specific assignment or filed together with other papers as technical subject and reference files, including basic work papers relating to the individuals or the unit's field of endeavor, i.e., copies of certificates and reports, duplicate and official copies of memoranda and		

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	correspondence, records of committees and conferences, blueprints, lab notebooks or equivalent, charts, drawings, photos, reprints, applied math computations, project material, purchase orders, manuscript, tabulations and background data accumulated in the performance tests, calibrations, projects and investigations; and establishment of standards, codes, specs, equipment development and related matters. Records for the most part documenting the completed action pertaining to these records are described and evaluated on their own merits elsewhere in this schedule (Items 1, 20, 21, 24, 25 and 34).		
28.	Test Fee Records in Technical Divisions (pink copy or equivalent). a) Index to test folder. Dispose when ~~Retain for~~ 15 years old. ~~and review.~~ b) Administrative test controls. Dispose when 3 years old. These records consist of the pink copy of the test fee form disclosing test number, name of purchaser, date of receipt and dispatch, action, determination, fee charge and related info. The copy used as an index to the test folders (Item 20) is the finding media and is retained for a longer period, whereas those copies used as an administrative control lose their value in a few years.		
29.	Technical Subject Files (excluding official project files, Item 30). Dispose 10 years after date. These files contain correspondence, work papers, catalogs, publications, committee papers and research, investigative and test documents, and related papers pertaining to the technical, advisory and development activities of the Bureau. Included are the technical subject files of employees no longer with the Bureau.		

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30	Project Files. Dispose when ~~Retain for~~ 15 years old. ~~and review~~ These files include all technical papers, correspondence and related matters accumulated in the technical divisions pertaining to specifically authorized projects sponsored by other Government agencies or by Bureau funds for fundamental research and technical activities in physics, math, chemistry and engineering, whether filed by project code number or otherwise. Many of these projects continue year after year. Though project findings and conclusions are reported in Bureau publications, scientific papers, and reports to sponsoring agencies, some of the basic data and documents supporting the findings and conclusions are only obtainable in the actual project file. These files are retained for a long period for possible reactivation of terminated projects and use in supporting the conclusions.		
31.	Test Data posted to Laboratory Test Books or equivalent.....tapes. Dispose when 2 years old. These lose their value shortly after the data are posted.		
32.	Test apparatus Instructions and Drawings. Dispose 3 years after equipment is removed from agency control. Instructions and drawings disclosing engineering data, circuits, components, formulas, calibration of equipment data, and related instructions, prescribing operation of apparatus in use in the labs, are retained as long as the equipment or apparatus is under the Bureau's control, and 3 years to allow for any need that may arise.		
33.	Technological Investigative Correspondence Files (Data Forms). Dispose when ~~after~~ 5 years old. Inquiries are sent to many sources and the data and correspondence are maintained by the technical division doing the research.		

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	Radio Propagation Laboratory Records		
	The Central Radio Propagation Laboratory formerly was the centralizing agency for propagation predictions and studies in the field of radio communications. The data accumulated was utilized for the better understanding of those factors affecting radio communications through theoretical framework acquired from the interpretation and evaluation of the results of the experimental projects.		
	However, over the years, the functions of this Laboratory were distributed to the World Data Center, NOAA, and various divisions in NBS.		
	For purposes of this Schedule, two items formerly included as Radio Propagation Lab Records are retained.		
	These are Items: 45 and 48, now being changed to Items 34 and 35.		
34.	Field Station Subject File. Close file when 10 years old and dispose 5 years later.		
	This file relates to the activities and problems of field stations and includes correspondence, reports, and related papers. The records are retained for a sufficient period for all possible needs that may arise.		
35.	Measurement Standards Records. ~~Close file after 10 years and~~ Dispose when 5 years ~~later~~ old.		
	These are working files relating to the research and development of methods of measurement for determining the constant and power factor of materials and equipment.		

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	Building Technology Records		
35-1	Construction and Safety Codes of State and Local Governments and Related Studies. Retain 15 years and review periodically. Non-record.		
	These files contain copies of State and Local government construction and safety codes and related studies that have not been published. They document the relationship of the local codes to the establishment of recommended building codes.		
	The Building Code is an example of the kind of project where the Gederal Government in cooperation with the American Standards Assn, American Society for Testing Materials, National Safety Council, National Fire Protection Assn., Federal Safety Council and Federal Fire Council, plus others, must provide guidance to assure a reasonable degree of safety from hazards created by thoughtlessness.		
	Thousands of municipal ordinances, state and county codes create the pattern for building codes. These codes, largely local in character, show considerable lack of uniformity. Over a period of years, the variations in code requirements have been reduced considerably, a process in which technical information available from NBS has played an essential part.		
	The local codes are of continuing use in the development of building safety requirements.		
36.	Building and Housing Studies of the Former Division of Building and Housing. ~~Retain 15 years and review periodically.~~ PERMANENT.		
	These are record copies of studies of the predecessor to the current Center for Building Technology and document the activities, findings and decisions of the old Division of Building and Housing.		

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37.	Elevator Inter-Lock and Buffer Test Records. ~~Retain for 10 years.~~ (a) ~~Then~~ Offer to NARS for permanent retention. (b) If NARS refuses them, ~~review for possible destruction.~~ dispose of immediately. These records are considered the legal standard for elevator inter-locks and buffers, and include reports of tests, illustrations, blueprints and performance charts. Local governments use these standards when seeking redress in court against a manufacturer who has installed inferior elevator equipment supposed to meet the local code standards as well as the requirements of the American Safety Code. Certification of the equipment may have been made by NBS or the Underwriter's Labs.		
38.	Fire Extinguisher Test Records. ~~Retain for 10 years. Then~~ (a) Offer to NARS for permanent retention. (b) If NARS refuses them, ~~review for possible destruction.~~ dispose of immediately. This file contains drawings, blueprints and related papers used to obtain data on construction features of fire extinguishers. It is used in evaluating the behavior of equipment and materials purchased by the various government agencies (including the U. S. Coast Guard). The records are used to compare fire extinguishers and materials purchased against previously approved older models delivered by the manufacturer in order to ascertain that the standards are met.		
39.	Materials Behavior in Reaction to Fires. (a) Offer these records to NARS for permanent retention. (b) Dispose of records not accepted, immediately. This file contains test and research data on characteristics of materials consumed by fire. These data do not age as material reaction to fire doesn't change. These records are of continuing use in fire hazard studies to prevent and reduce losses resulting from accidental fires.		

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40.	Texas City, Texas, Disaster Investigative File. Offer any accretions ~~and all record copies~~ to NARS. PERMANENT.		
	The Bureau assisted other Government agencies in determining the cause of the ammonia-nitrate explosion on a ship in the harbor of Texas City, Texas. Reports are retained as documentation of the investigation. The basic data and investigative material has been retained by the National Research Council.		
41.	Elevator Test Records. Dispose when equipment is removed from building.		
	These records relate to elevator inspection in specific Government buildings. They include copies of certificates, film showing action readings of tests, approval documents and related correspondence which are retained for the life of the equipment.		
	Applied Mathematics Records		
42.	Applied Mathematics Punch Cards, Tabulations and Paper and Magnetic Tapes.		
	a. Final result cards, tabulations and tapes: 1) Record desired by sponsor. Transfer to sponsor upon completion of project. 2) Record not desired by sponsor. Dispose 1 year after completion of report. 3) Records of math tables, codes and comparable material. Dispose when superseded by new results.		
	b. Subsidiary or preliminary cards, tabulations and tapes. Dispose when project is terminated.		
	These machine records are compiled in collaboration with NBS staff on computational problems arising in Bureau scientific and administrative operations or in undertaking research problems of applied math of interest to other Government agencies. ~~A copy of the final report is retained for 15 years and reviewed.~~ (Final report viewed as NBS report)		

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	Gauge Records		
43.	Screw Thread Survey. All ~~papers~~ accretions related to this should be offered to the National Archives for permanent retention. The survey was undertaken in 1932 to measure an estimated 7,000 bolts and nuts and obtain measurements of threads in order to establish standards which were issued by the American Standards Association. Summary reports are retained as documentation of the survey. All other papers will be fully exploited as they are now over 40 years old.		
44.	National Screw Thread Commission Records. Permanent. Offer accretions to National Archives. The Commission was originally established by Congress in 1918 to study and establish standards for screw threads, under the technical guidance of NBS. It was terminated in 1933 by Executive Order 6166. The records include orders, minutes of meetings, correspondence, digest of congressional hearings, technical data, blueprints and related papers. In addition to the orders and minutes, four reports decumenting the activities and determinations of the Commission were published by the Bureau and are retained. Currently, activities connected with the standardization of screw threads are carried on nationally, by the American National Standards Institute, and on a broader scale to ensure compatibility, by the International Org. for Standards.		
	Electronic Computer Records		
45.	Electronic Computers Operation Log. Data Automation Program Records. ~~Offer to NARS for permanent retention. Those not accepted by NARS, are to be~~ Offer~~ed~~ to Patent Office; destroy those not accepted. The information posted to the logs relates to operational and engineering matters noted by operators during the compilation of a data for a specific project and used to obtain cost data and to determine operating efficiency.		

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	Scientific Publication Records		
46.	Editorial Record (NBS 114, Manuscript Approval Form) and related papers. This record is generated within a division and accompanies the manuscript on its approval route to the Editorial Review Board. This documentation of manuscript approval (or disapproval), maintained by the Office of Technical Publications, may be disposed of after it has been microfilmed for administrative purposes, or after 5 years, whichever is sooner.		
47.	Technical Reports Development Subject File.		
	a. Policy Implication correspondence. ~~Retain~~ Dispose when 15 years old. ~~review.~~		
	b. Processed Material. Dispose 1 year after essential data are published.		
	c. All Other Material. Dispose when 2 years old.		
	This file maintained by the Office of Technical Publications, for the most part contains processed material developed both internally and externally and utilized in the preparation of technical reports. The correspondence relates to public relation activities. Except for some correspondence authorizing the use of the NBS name or data and complaints, the correspondence is of little use after the period indicated.		
48.	Manuscript Control Card. Dispose of individual card when manuscript is published.		
	This file is a control record of the manuscript from the time received in the Office of Technical Publications, noting exitorial review, approval and publication.		
49.	Certification File. Dispose when 5 years old.		
	The Bureau is called on by firms and individuals to certify as to the authenticity of technical data released by the Bureau and needed for legal use.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
50.	Dental Film Loan and Sale File. Dispose when 2 years old. This file includes correspondence, shipping orders and fiscal documents pertaining to the loan and sale of dental film through the Office of Technical Publications.		
51.	Library Accession Book. ~~Retain for~~ Dispose when 15 years old, ~~review.~~ Ledgers are maintained noting the accession of all books purchased, with related data as to authorization, voucher number, date received, cost, when removed and other information.		
52.	Library Overdue Notice (Charge Card). Dispose when 2 years old. These card records are used as a control over books loaned.		
	Program Review Board Files		
53.	Project Case Files. Dispose 10 years after termination of project. The Board reviews the current and proposed scientific and technical programs of the Bureau. It assists the Director to coordinate Bureau programs by conducting systematic analyses of the operational plans and accomplishments of the scientific divisions. Projects are the basic program of the Bureau, undertaken by the technical divisions upon the approval of the Director, which are either sponsored by other government agencies or by Bureau funds for fundamental research and technical activities in physics, math, chemisty, etc. This file includes statement of objective, justification, plan of work, cost estimate, progress evaluation reports, etc.		
54.	Proposed Project File. ~~Retain for~~ Dispose when 10 years old, ~~review.~~ This file contains copies of correspondence and related data pertaining to proposed projects		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	referred to the Director for review and comments by interested technical divisions. It is possible for the proposal never to become a project.		
55.	Board Members' Files. Dispose when 3 years old. These are copies of papers which are maintained by board members. All pertinent papers relating to a specific project are in the case file and further documented by records covered in Items 1, 21, 26 and 27.		
	Patent Records		
56.	Lowell-Dunmore Patent Case and Policy Files. Permanent Records. Offer to National Archives. The file was developed by the Bureau and ~~sup plants~~ SUPPLEMENTS in part the investigative records of the Department of Justice on Government patent practices and policies that supported the legal action in U. S. vs. Dubilier Condenser Corporation.		
57.	NBS Committee on Patents Records. a. Minutes of Meetings. ~~Retain 20 years and review for all Patent Records.~~ PERMANENT. b. All other papers. Dispose when 5 years old. The minutes of the Committee meetings are a documentation of the Committee's actions and decisions. All other papers of importance are duplicated in the individual case folders (Item 58) and are being retained for a sufficient period to provide for legal needs.		
58.	Patent Records. Dispose when 20 years old or 20 years after patent approved, whichever is later. The files maintained in the Patent Advisor's office and in the technical divisions include records of patent applications, pending, allowed and abandoned, invention disclosures and their disposition, all patents issued; assignments and licenses; and related correspondence and papers.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Records in the Patent Advisor's Office are set up to provide for a uniform patent policy as provided by Executive Order 10096 as implemented in 37.CFR 300, and orders of the Government Patent Board and the Department of Commerce. The records in the technical divisions include the work papers and laboratory notebooks of individual employees (showing development of ideas and equipment) that can be used as evidence in the event of controversy. Under current legislation, the life expectancy of a patent is 17 years. The records are retained for that length of time to cover the statute of limitations and an additional 3 years should any other possible need arise.		
	<u>International Relation Records</u>		
59.	Foreign Scientific Trainee, Guest Worker, Visitor Case Files. Dispose 5 years after case is closed. These include correspondence, personnel and fiscal data, reports and related papers.		
60	Foreign Scientific Visitors', Trainees' and Guest Worker Subject Files. Dispose ~~after~~ when 8 years old. These subject files relate to the Bureau's foreign scientific and trainee programs. Papers documenting the program are in the custody of the sponsoring agency.		
	<u>Weights and Measures Records</u>		
61.	Visitation Reports. Dispose upon receipt of new report or ~~review every 5 years~~ when 5 years old, whichever is sooner. Representatives of the Office of Weights and Measures visit State and Local Government weights and measures offices and fill out questionnaires regarding the offices' administration, education and training of inspectors, lab and field equipment, special problems, legislative and related information. This is then used to assist offices.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
62.	National Conference Program Records, except Annual Report and Bulletin. Dispose when 2 years old. This office plans for and coordinates the Annual National Conference on Weights and Measures. The papers accumulated in planning for the agenda are disposable but the Annual Report and Bulletin published by the Bureau are retained (Item 1).		
63.	Copies of State Laws and Regulations on Weights and Measures. Dispose when superseded or obsolete. ✓ ~~In any event, review every five years.~~ Non-record. Questionnaires are sent out yearly to all State weights and measures offices requesting a current copy of their legislative authorities. These materials ~~records~~ are used in assisting manufacturers who desire to trade in the States and are interested in the legal requirements before undertaking the activity. The legislation is also used in assisting the State offices to abide by their legislative requirements.		
64.	Investigative files on use of Seals and Labels. Dispose when findings are reported to National Conference on Weights and Measures. ~~In any event, review every five years.~~ or when 5 years old, whichever is sooner The file includes correspondence, reports and related papers pertaining to use of seals and labels in State weights and measures activities. The findings are reported to the National Conference on Weights and Measures for their information and are documented in the Report of the National Conference.		
65.	Commodity Subject File. Dispose when superseded or obsolete or ~~In any event, review every 5 years.~~ when 5 years old, whichever is sooner. This file contains general reference material, with some correspondence, utilized in answering telephone inquiries in the general area of measurements. All calls concerning general measurement matters that are received by phone are normally routed to the Office of Weights and Measures by the telephone operators, unless otherwise requested by the inquirer.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
66.	Manufacturers' Correspondence File. Dispose when 2 years old. This file contains correspondence with manufacturers of weight and measurement equipment and their related brochures. If any of the papers have continuing informational use, they are transferred to the Commodity Subject file.		
67.	Weights and Measures Specification File. a. Correspondence. Dispose when 1 year old. b. Specifications. Dispose when equipment is no longer in use. ~~In any event, review every 5 years.~~ This file includes specifications, photos of equipment, and related correspondence pertaining to testing equipment used by the States. Inquiries are received asking info as to the merits of measuring devices. The Office of Weights and Measures advises the inquirer as to equipment specifications of various manufacturers but will not give an opinion as to their merits; instead it advises what State utilizes specific devices.		
68.	State and Local Offices Calibration of Standards File. Dispose when 10 years old. The Office of Weights and Measures in its promotion of efficiency among the local weights and measures jurisdictions advises them of requirements of their local laws and regulations that they may not be aware of. The file includes correspondence and related papers which are maintained alphabetically by State. Excerpts from the local laws are quoted to the local offices and they are advises that they may call upon the Bureau for any assistance they may require in rectification or adherence to their legislative requirements.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
69.	Records of the Standing Committee on Specifications and Tolerances of the National Conference of Weights and Measures. Dispose 2 years after positive action completed. ~~In any event, review every 5 years~~.		
	A member of the Office of Weights and Measures is the secretary of the Committee. The Bureau publishes the Specifications, tolerances and regulations for Commercial Weighing Devices which are developed from the problems acted on by the Committee. Amendments are published yearly and a new book is published about every 5 years.		
70.	Training Material. ~~Retain for 5 years and review for possible changes and/or disposal.~~ Dispose when superseded, obsolete, or when 5 years old, whichever is sooner. The Bureau prepares and issues training material of assistance to the State and Local offices administering weights and measures programs.		
	Records Pertaining to the Plans and Specifications of Physical Facilities		
71.	Record Copies of Blueprints and Sketches of Buildings. Dispose when building is no longer in custody of NBS. ~~In any event, review every 15 years.~~		
	The Bureau designs, manages, and controls the buildings under its jurisdiction. A record copy of all building plans with any subsequent modifications is retained by building number as long as the building is in custody of the Bureau.		
72.	Building Construction Files (except those portions covered by provisions of the GRS). Dispose 10 years after termination of project. ~~Review these files every 10 years.~~		
	These records relate to alteration and construction of buildings by contract between the builder and DoC. The files includes engineering, drafting, planning, estimating, space and inspection papers relating to preliminary plans, specs and estimates developed prior to the award as well as copies of the contract, changes in plans, tracings, extra cost documents and related papers and correspondence.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS- Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Except for correspondence relating to the contracts and reasons for extra costs, the papers covered by the GRS are disposable a few years after completion of the project.		
	Record copies of the contract and fiscal documents are maintained by the appropriate units. The remainder of the case file is retained for a longer period should any defects or non-compliance to contract be uncovered.		
73.	Building Construction Subject Files. Dispose 5 years after project is terminated. ~~Review every 5 years, in any event~~		
	These files relate to the construction of Bureau buildings in the field, and include charts, estimates, specifications, modifications and related correspondence. The file is partially duplicated in the building case file (item 72) and is retained for a period sufficient for the administrative needs of the Bureau.		
74.	Temperature Control Charts. Dispose when 1 year old. ~~In any event, review every 5 years.~~		
	Readings are made of the temperature in various buildings for the purpose of determining whether there is a justification for the installation if AC. Within one year, the installation is either approved or disapproved and the charts are of no further value.		
75.	Power Plant Maintenance Log. Dispose when 2 years old. ~~In any event, review every 5 years.~~		
	These are daily logs maintained by the power plant showing readings of the various meters and steam pressure gauges. Their purpose is served and they have no further use after the readings have been posted.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Committee Records		
76.	Bureau Sponsored and Bureau Associated Technical Committee and Conference Files.		
	a. Files of the Secretary. Transfer to the succeeding Secretary. ~~Review every 10 years to ascertain whether or not any or all may be disposable.~~ PERMANENT.		
	b. Files of the Chairman. Dispose when appointment is terminated.		
	c. Files of Defunct Committee, except those of the Secretary. Dispose 2 years after inactivated.		
	d. Files of Members. Dispose 2 years after specification or standard is published.		
	In conformance with the NBS activity to develop and improve new scientific technological processes, materials, standards and codes, the Bureau designates certain members of the staff to become members of technical committees and commissions of national and international scope that they sponsor or co-sponsor. In each case, the files of the Secretary (exclusive of item 69) contain the files documenting the committees' activities; the files of other members are disposable after the period indicated. In those instances where the chairman of a committee or subcommittee operates in the dual function as secretary, the records will be considered as records of the secretary.		
77.	Files of Technical Committees not Sponsored by or affiliated with NBS. Dispose when 5 years old. ~~In any event, review every 5 years.~~		
	These records relate to papers of committees having no direct bearing on the activities of the Bureau. They are retained long enough to satisfy the reference needs of the staff.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
78.	Government Standards Committee Records, excluding those of the Secretary. Dispose 5 years after standard is established. ~~(In any event, review every 5 years.)~~ These records include the committee records accumulated in the development of standard Government purchase specifications for the coordinating agency, GSA, Fed. Supply Service and predecessor agencies (the Federal Specification Board and the Federal Coordinating Service). Records of the Secretary are retained under Item 76 a.		
79.	Committee Card File. ~~Retain~~ Dispose when F-15 only ~~one~~ original ~~active~~ copy of the Directory ~~for~~ 15 years old. F-15 For reference purposes, retain for 15 years the "Directory of Committee Memberships of the NBS Staff on Engineering Standards Committees," published by the Office of Engineering and Information Processing.		
80.	Standing Administrative Committee's Records. a. Reports and minutes of meetings. ~~Retain for 20 years and review.~~ PERMANENT. b. All other papers. Dispose when 5 years old. ~~In any event, review every 5 years.~~ (Administrative committees are established by the Director to assist and advise him in discharge of his administrative responsibilities. Included are the Shops, Mechanical Facilities, Library, Editorial, Educational, etc. committees.) Records of employees' rewards are covered in the GRS; those pertaining to Board of U. S. Civil Service Examiners are records of the Civil Service Commission and not covered herein. The records of the Program Review Board and the Committee on Patents are covered in Items 53 and 57.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Personal and Physical-Security		
81.	Employee Security Case File and Security Personnel Record Card, ASD-47. (a) Break inactive employee case files every year and dispose one year later. (b) Break card file every 10 years and dispose 10 years later. Security clearance is obtained through the Director, Office of Investigations and Security of the Department of Commerce. The case file contains copies of papers attesting to the security clearance of Bureau employees as well as research associates and guest workers. The Bureau's file includes papers that may not be in the Department security file, such as papers from sponsoring military agencies which have cleared Bureau employees to work on classified projects. Case files and card records of employees leaving the Bureau are maintained in an inactive file.		
82.	Certification of visits. Dispose when 2 years old. These files include telephonic notes, correspondence, memoranda, and registers certifying visits of Bureau employees to security areas outside of the Department and for visitors to be admitted to security areas within the Bureau. The information is of use in determining what persons were authorized to be admitted to the area in question.		
83.	Key Receipt Records. Dispose of individual card when key is accounted for. This is a card record of accountability of keys to areas within the Bureau. The file is maintained by the name of employee and by room number. When a key is charged to an individual employee, he signs a receipt which is then filed by his name. Upon return of the key, the receipt is returned and the room card record is destroyed.		

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REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS--Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
84	Personal and Physical Security Subject Files. Dispose when 10 years old. These are the subject files containing correspondence, memoranda, reports, forms and related papers pertaining to personal and physical security matters. The more important records are evaluated on their own merits (items 81 and 82).		
85	Security Violation Reports. Dispose when 3 years old. Reports are made to the Security Officer advising of violations of Department security regulations, i.e., leaving security area or safes unlocked. The record is of short time use as the individual designated to maintain security in the violated area is contacted by phone when area or safe is found unlocked. This is then followed up by a memo from the Security Officer, (covered in Item 84).		
86	Special Authorization to Admit Employees to Security Areas. Dispose at expiration of period covered by authorization. ~~In any event, review every 5 years.~~ This file consists of memoranda from the Security Officer authorizing personnel to be admitted to security areas. The presence of persons in security areas is registered by the guards, (Item 90).		
87	Lists of Persons Authorized to be Admitted to Security Areas and those having combinations to Safes. Dispose when superseded. Four copies of lists are prepared for personnel authorized to be admitted to security areas and those having the combinations to safes. All copies are disposable when superseded by a current list.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
88.	Guards' Clock Charts. Dispose when 1 year old. These are machine charts that record the time that the guard making the round of his stations inserted the key into the clock.		
89.	Post Assignments Form ASD-40. Dispose when ~~Review for disposal~~ 5 years old. ~~date.~~ This is a record of guards on and off duty, for each watch, pistol and radio assignments, and other pertinent information.		
90.	Log Books and Registers. a. Central guard office master logs. Dispose when 2 years old. b. Register of employees admitted after working hours. Dispose when 2 years old. These logs and registers note names of guards on duty, special instructions, messages for guard coming on duty, reports of accidents, property passes collected and reports of related guard duties. The logs are retained long enough to satisfy all administrative and security needs.		
91.	Accident Records and Related reports. Dispose 6 years after case is closed. These records relate to motor vehicle and other accidents on or off Bureau grounds, and related tort claims. The files are retained long enough to satisfy the administrative and legal needs.		
92.	Civil Defense wardens card records. (Not active at this time, but cards assigning individuals do exist.) Dispose of individual card when appointment is terminated. These cards show name and station of the Civil Defense wardens.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
93.	Report of Lost Property (NBS 20). Dispose ~~after~~ when one year old. This form is used to show article(s) lost, date, owner, etc., and action taken by the guard. It is retained only long enough to satisfy administrative needs. (This form is also used when property is found.)		
94.	Emergency Request for Leave. Dispose ~~after~~ when 1 year old. This is an internal form showing person requesting emergency leave, who made the request and the reason. It is retained long enough to satisfy administrative needs.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS- Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	BUDGETARY RECORDS		
95.	The activities of the National Bureau of Standards are financed from three sources: from appropriations provided by the Congress; from payments by other agencies for specific research and development tasks; and from payments by industrial concerns, universities, research institutions and government agencies for specific calibration or testing services.		
	In carrying out its budgetary functions, the Bureau creates or compiles, on a continuing basis, the following series of records:		
	a. Correspondence files showing Bureau policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for Bureau programs. ~~Retain~~ PERMANENT permanently; however, ~~review every 25 years.~~		
	b. Official file copies of budget estimates prepared or consolidated at the Bureau, comprising appropriation language sheets, narrative statements and related schedules and data. ~~Retain permanently, however, review every 25 years.~~ Dispose when 25 years old.		
	c. Correspondence files of the Budget Section not otherwise covered in this schedule, as well as copies of Item (a) in various offices and dividions in the Bureau. Destroy 1 year after the close of the fiscal year covered by the budget.		
	d. Workpapers, cost statements and rough data accumulated in preparation of annual budget estimates, including duplicates of papers described in Item (b). Dispose 3 years after the close of the fiscal year covered by the Budget.		
	e. Apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation. Dispose 2 years after the close of the fiscal year involved.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	f. Appropriation folders containing a complete contractual and financial history of each research project sponsored by another Government agency. Destroy 12 years after the fiscal year in which the project was closed.		
	g. Project folders for each sponsored research project. Includes the project authorization notice and occasionally the project order and related correspondence. Destroy 7 years after the fiscal year in which the project was closed.		
	h. Periodic reports on the status of appropriation accounts and apportionments.		
	1. End of fiscal year report. Dispose 4 years after the close of the fiscal year covered by the report.		
	2. All other reports. Dispose 2 years after the close of the fiscal year covered by the report.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
96.(a	Supply Division - Property Management Computer Output Microfilm - Hard copies of the NBS Capital Equipment Reports are produced monthly, accumulated for three (3) months, and then microfilmed via computer. After the COM is produced, the hard copy is destroyed and the microfilm is retained. The original COM is stored in a safe in the Accounting Division offices. A copy is retained by Supply Division for reference purposes. Both the original and the copy may be destroyed at the end of 9½ years.		
(b	Procurement - Contract, requisition, purchase order, lease and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection, and payment. 1. Procurement or purchase org. copy and related papers. a. Transactions of more than $~~2,500~~ 10,000. Dispose 6 years after final payment. b. Transactions of $~~2,500~~ 10,000 or less. Dispose 3 years after final payment.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	ACCOUNTING RECORDS		
	Administrative		
97.	Administrative correspondence, reports and data relating to voucher preparation, administrative audit and to other accounting and disbursing operations. EXCEPT as otherwise provided in the following schedule for Accounting program records. a. Files used for workload and personnel management purposes. Dispose after 2 years. b. All other files. Dispose after 4 years.		WITHDRAWN
98.	Quarterly History (individual earnings by quarter, by division). Records Office transfers to NPRC, St. Louis, Mo. and they are to be disposed of 56 years after date of last entry.		WITHDRAWN
99.	Out Folders (Personnel folder of separated employee). Records Office transfers to WNRC, Suitland, Md., after audit by GAO or after 3 yrs., whichever is earlier. WNRC destroys when 10 years old.		WITHDRAWN
00.	T&A Card for separated employees. Records Office transfers to NPRC, St. Louis, Mo. after audit by GAO or after 3 yrs., whichever is earlier. NPRC destroys when 10 years old.		WITHDRAWN
01.	T&A Card for Active employees. Records Office transfers to WNRC, Suitland, Md. after audit by GAO or after 3 yrs., whichever is earlier. They are destroyed after 10 years old.		WITHDRAWN
02.	Authorization Card and Record of allotment. Dispose when bond allotment is cancelled or changed.		WITHDRAWN
03.	Bond Listings. May be disposed of after 4 years.		WITHDRAWN

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
104.	Application for Leave SF 71. Dispose after audit by GAO or after 3 years, whichever is earlier.		WITHDRAWN
105.	Application for Leave SF 1150 (leave transcript) taken immediately prior to separation. Filed in employee's Personnel Folder.		WITHDRAWN
106.	Notifications of personnel action, exclusive of those in Official Personnel Folders. a. Pay or fiscal copy. Dispose after GAO audit or after 3 yrs., whichever is earlier. b. Chrono file copies. Dispose after 2 years. c. All other copies. Dispose after 1 year.		
107.	Quarterly Federal Tax Returns. Destroy when GAO audit has been completed or after 3 years, whichever is earlier.		WITHDRAWN
108.	Withholding Statements (W-2). Dispose after 4 years.		WITHDRAWN
109.	Withholding tax exemption certificates (W-4). Dispose 4 years after card is superseded or obsolete.		WITHDRAWN
110.	Reports of insurance deductions and related papers including copies of vouchers and schedule of payment. Dispose after 4 years.		WITHDRAWN
111.	Retirement Transactions and Separations. Dispose when GAO audit for the following fiscal year is complete or after 4 years, whichever is earlier.		WITHDRAWN
112.	Memorandum copies of payrolls, check lists and related certification sheets; and Memorandum copies of discal schedules involved in payroll processing. Dispose after audit by GAO or after 3 years, whichever is earlier.		WITHDRAWN
113.	Payroll control registers.(and Payroll change slips. Dispose after audit by GAO or after 3 years, whichever is earlier.		WITHDRAWN

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
114.	Voucher and Schedule of Payments. Destroy 4 years after period covered by account.		WITHDRAWN
115.	Labor Distribution Corrections. Destroy when GAO audit for the following fiscal year is complete, or when 3 years old, whichever is earlier.		WITHDRAWN
116.	Advance of Funds, Application and Account for. Records Office transfers to FRC when GAO audit for the following fiscal year is complete, or when 3 yrs. old whichever is earlier. Review every 5 yrs.		WITHDRAWN
117.	Bills for Collection. Destroy 4 years after period covered by account.		WITHDRAWN
118.	Cost Reimbursement Contract Folder. Destroy after 10 years.		WITHDRAWN
119.	Cost Reimbursement Type Contacts (R&D). Records office transfers to FRC after obtaining approval from GAO, or when 3 years old, whichever is earlier. Review every 5 years.		WITHDRAWN
120.	Numbered Contract. Includes Invitation, Bid and Award, and Construction Contract. Records Office transfers to FRC when GAO audit for the following fiscal year is complete, or when 3 yrs. old, whichever is earlier. Review ever 5 yrs.		WITHDRAWN
121.	Batch Control. Destroy when GAO audit for the following fiscal year is complete, or when 3 years old, whichever is earlier.		WITHDRAWN
122.	Invoice Received Card File. Destroy 10 years after the last activity.		WITHDRAWN
123.	Deposits, Certificate of. Destroy 4 years after period covered by account.		WITHDRAWN
124.	Cash Journal. Destroy 4 years after period covered by account.		WITHDRAWN
25.	Detail of Projects Transactions. Destroy when GAO audit for the following fiscal year is complete or when 3 years old, whichever is earlier.		WITHDRAWN
26.	Allotment Ledger. Destroy 10 years after close of fiscal year involved.		WITHDRAWN

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
127.	Limitation Ledger. Destroy 10 years after close of fiscal year involved.		WITHDRAWN
128.	General Ledger. Destroy 10 years after close of fiscal year involved.		WITHDRAWN
129.	Real Property Subsidiary Ledger. Retain for 20 years from date and review for possible destruction.		WITHDRAWN
130.	Nonexpenditure Transfer Authorizations. Destroy 4 years after period covered by account.		WITHDRAWN
131.	Purchase Order. Includes receiving and inspection reports and reservation cost folder. Records Office transfers to FRC when GAO audit for the following fiscal year is complete or after 3 years, whichever is earlier. Review for disposal 6 years after final payment.		WITHDRAWN
132.	Vendor's Invoice. Records Office transfers to FRC when GAO audit for the following fiscal year is complete or after 3 years, whichever is earlier. Review for disposal 6 years after final payment.		WITHDRAWN
133.	Accounting Data. Destroy 10 years after close of fiscal year involved.		WITHDRAWN
134.	Project Authorization. Destroy when audit for the following fiscal year is complete.		WITHDRAWN
135.	Bills Issued Register. Destroy 4 years after period covered by account.		WITHDRAWN
136.	Consolidation of Daily Batch Control into weekly totals. Destroy when GAO audit for the following fiscal year is complete or after 3 years, whichever is earlier.		WITHDRAWN
137.	Report of Agent Cashier Accountability. Destroy 4 years after period covered by the report.		WITHDRAWN
138.	Budget Status. Destroy 4 years after period covered by the report.		WITHDRAWN
139.	Printing and Binding Requisition. Records Office transfers to FRC when GAO audit for the following fiscal year is complete or after 3 years, which-		WITHDRAWN

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	ever is earlier. Review 3 years later for disposal.		
0.	Purchase Requisition. Including open end contract, petty cash purchases and charge accounts. Records office transfers to FRC when GAO audit for the following fiscal year is complete or after 3 years, whichever is earlier. Review for disposal 6 years after final payment.		WITHDRAWN
1.	Apportionment (SF 132) Canceled Checks Collections Reapportionment Voucher Deductions Destroy above 4 years after period covered by the schedule.		WITHDRAWN
42.	Unliquidated Obligations. Destroy all schedules except the June 30 schedule when the GAO audit for the following fiscal year is complete. Destroy the June 30 schedules after 10 years.		WITHDRAWN
43.	Appropriation, Fund and Receipt Transactions. Destroy 4 years after period covered by the statement.		WITHDRAWN
44.	Project Summary Statement. Destroy all reports except the June 30 report when the GAO audit for the following fiscal year is complete. Destroy the June 30 report after 10 years.		WITHDRAWN
45.	Summary Statement of Projects. Destroy when GAO audit for the following fiscal year is complete, or after 3 years, whichever is earlier.		WITHDRAWN
46.	Transactions, (domestic and foreign). Destroy 4 years after period covered by the statement.		WITHDRAWN
47.	Transportation Request (copy). Destroy 3 years after period covered by related account.		WITHDRAWN
48.	Travel Order Folder. Destroy after 10 years, following GAO concurrence.		WITHDRAWN

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
149.	Undisbursed Appropriation Account. Destroy 4 years after period covered by the account.		WITHDRAWN
150.	Correction of Errors, Voucher and Schedule to effect. Destroy 4 years after period covered by the voucher.		WITHDRAWN
151.	Journal. (SF 1917G). Destroy 4 years after period covered by voucher.		WITHDRAWN
152.	Payment, Voucher and Schedule of (copy). Destroy 4 years after period covered by voucher.		WITHDRAWN
153.	Transfer between Appropriation abd/or Funds, Voucher for. Destroy 4 years after period covered by account.		WITHDRAWN
154.	Transportation Charges, Public Voucher for. After payment, Transfer to GAO for audit. (Memo copy is destroyed when GAO audit for following yr. is complete or after 3 years, whichever is earlier.)		WITHDRAWN
155.	U. S. Government Bill of Lading (SF 1103). After payment, Transfer to GAO for audit. (Memorandum Copy is to be destroyed after 10 years.)		WITHDRAWN
156.	Voucher and Schedule of Withdrawals and Credit. Destroy 4 years after period covered by voucher.		WITHDRAWN
157.	Appropriation Warrants. Destroy 4 years after period covered by warrant.		WITHDRAWN
58.	Procurement Files, consisting of formal contracts or agreements with universities, commercial concerns and individuals for R&D work and related papers. a. Transactions of more than $2,500. Dispose 6 years after final payment. b. Transactions of $2,500 or less. Dispose 3 years after final payment.		WITHDRAWN

APPROVED Floyd Sandlin 10/7/74
Department of Commerce Records Management Officer

All changes made to this schedule were approved by Philip Proulx, NBS Records Officer. [illegible] 20 Aug 75