

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>N1-167-09-4</i>	
1 FROM (Agency or establishment) National Institute of Standards and Technology		Date Received <i>9/25/09</i>	
2 MAJOR SUB DIVISION		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Donna S Miller	5 TELEPHONE (301)975-3980	DATE <i>8/23/11</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>1</u> page(s) are not needed now for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 8/20/09	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE NIST Records Management Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached sheets	N1-167-98-1	

National Voluntary Laboratory Accreditation Program Records

The National Voluntary Laboratory Accreditation Program (NVLAP) accredits testing and calibration laboratories found competent to perform specific tests and calibrations. The program was established in 1976, and operates under the requirements set forth in the U S Code of Federal Regulations (CFR), Title 15, Part 285, and augmented by NIST Handbook 150, NVLAP Procedures and General Requirements. The following types of records regardless of physical media or format are maintained by NVLAP:

1 Active Laboratory Files (organized by NVLAP Laboratory Code, a unique alphanumeric identifier)

NVLAP shall maintain records to demonstrate that accreditation procedures have been effectively fulfilled. These records shall include laboratory applications, fee payment records, laboratory correspondence, on-site assessment reports, proficiency testing results, certificate and scope of accreditation, and any other records which indicate that the various stages of the accreditation process have been completed. Files for active accreditations are maintained in the NVLAP office for a laboratory's most recent five (5) full renewal years.

Close files at the end of a laboratory's renewal year. (A renewal year is defined as a laboratory's 12-month accreditation cycle that starts on one of four effective dates: January 1, April 1, July 1 or October 1.) Transfer to the Federal Records Center five (5) years after closure. Destroy fifteen (15) years after closure.

2 Inactive Laboratory Files (organized by NVLAP Laboratory Code within fiscal year of termination)

NVLAP shall maintain records to demonstrate that accreditation procedures have been effectively fulfilled. These records shall include laboratory applications, fee payment records, laboratory correspondence, on-site assessment reports, proficiency testing results, certificate and scope of accreditation, and any other records which indicate that the various stages of the accreditation process have been completed. Files for inactive accreditations (laboratories that no longer participate in the NVLAP program) are maintained in the NVLAP office for two (2) fiscal years, including the fiscal year in which the accreditation expired or was terminated. For example, if Laboratory X left the NVLAP program in FY 07, NVLAP would keep the laboratory's file in the office for the remainder of FY 07 and all of FY 08. Then at the beginning of FY 09, the entire laboratory file would be transferred to the Federal Records Center with the other inactive files for FY 07.

Close file at the end of the fiscal year in which the accreditation expires or is terminated. Transfer to the Federal Records Center one (1) year after closure. Destroy eleven (11) years after closure.

3 NVLAP Assessor (Contractor) Records (organized alphabetically by assessor last name)

NVLAP purchases the services of assessors who are approved to perform on-site assessments and other evaluation functions for the accreditation programs. The following records shall be maintained in each assessor file: qualifications summary, criteria and training worksheets, correspondence, signed Assessor Declaration, certificates, and miscellaneous records related to an assessor's qualifications, training, and service. Assessor records shall be maintained in the NVLAP office as long as an assessor has an agreement or contract with NIST.

Close files at the end of the fiscal year in which assessor termination occurred. Transfer to the Federal Records Center two (2) years after closure. Destroy four (4) years after closure.

4 Assessor Contracts (organized by contract number within fiscal year)

These files contain copies of purchase requests, contracts, government estimates, invoices and NIST 162 (approval for payment). Original of contract is kept in the NIST, Acquisition and Assistance Division. NVLAP contract files are maintained in the office for the most recent two (2) fiscal years.

Close files annually at the end of the fiscal year. Transfer to the Federal Records Center two (2) years after closure. Destroy four (4) years after closure.