

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>NI-167-11-2</i>	
1 FROM (Agency or establishment) National Institute of Standards and Technology		Date Received <i>2/7/11</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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>17 Feb 2011</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
<b>6 AGENCY CERTIFICATION</b> 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>2</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 1/31/2011	SIGNATURE OF AGENCY REPRESENTATIVE <i>Donna S Miller</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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		

## **NIST Construction Grant Program (NCGP) Records Schedules**

These records pertain to the competition aspects of the NCGP regardless of media or format (media neutral records)

The NCGP is a cost-shared Federal financial assistance program to provide competitively awarded grant funds for research science buildings through the construction of new buildings or expansion of existing buildings. The NCGP was first established/funded in 2008 by the Consolidated Appropriations Act, 2008 (Public Law 110-161), which appropriated "\$30,080,000 for a competitive construction grant program for research buildings." Subsequent funding was authorized as follows:

- The American Recovery and Reinvestment Act of 2009 (Public Law 111-5) appropriated \$180 million to NIST "for a competitive construction grant program for research science buildings."
- The Omnibus Appropriations Act, 2009 (Public Law 111-8) appropriated \$30 million to NIST for a competitive construction grant program for research science buildings.
- The Consolidated Appropriations Act, 2010 (Public Law 111-117) appropriated \$20 million to NIST for a competitive construction grant program for research science buildings.

U.S. institutions of higher education and U.S. non-profit science research organizations are eligible to apply for awards under the NCGP. Research to be performed in the buildings after completion must complement one or more programs of the Department of Commerce's three science organizations: NIST, the National Oceanic and Atmospheric Administration (NOAA), and the National Telecommunications and Information Administration (NTIA). Specifically, these include science related to measurements, oceans and atmosphere, and telecommunications. More information about those programs can be found on the agencies' Web sites ([www.nist.gov](http://www.nist.gov), [www.noaa.gov](http://www.noaa.gov), and [www.ntia.doc.gov](http://www.ntia.doc.gov)).

Typically, NCGP records include the initial NIST-1102, Letter of Intent, administrative reviews, corresponding full proposal, which includes a project narrative, architectural designs, budget information, and required forms, correspondence to and from the applicant, scientific and technical and construction merit reviews, Evaluation Board documentation, selecting official decisions, and the like.

### **TEMPORARY**

- a** Funded Proposals Destroy 6 years and 3 months after awards are announced
- b** Unfunded Proposals Destroy 3 years after funded proposals are announced
- c** General Program and Correspondence (e.g., Competition-specific and miscellaneous files) Destroy 6 years and 3 months after specific competition awards are announced

## NIST Construction Grant Program (NCGP) Access Database

The NCGP Access Database is a centralized repository for NCGP competition-specific data and final selection outcomes

### Input

Paper submissions of the NIST-1102, Letter of Intent, and corresponding full proposals, as well as electronic submissions of the corresponding full proposals received from U S institutes of higher education and U S non-profit science research organizations applying for grant funding, scientific and technical (S&T) and construction merit reviewer names and scores, Evaluation Board rankings, and Selecting Official decisions (GRS 20 item 2a4)

TEMPORARY Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes or to support the reconstruction of or serve as a backup to the electronic records, or (applicable to permanent records only) 60 days after NARA has been provided the notification required by 36 CFR 1225 24(a)(1), whichever is later (N1-GRS-07-4 item 2a4)

*GRS item*

### Output

Printed emails to applicants, reports and/or spreadsheets of proposal-related information (GRS 20 item 6)

TEMPORARY Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes (N1-GRS-95-2 item 6)

*GRS item*

### Master Files

The NCGP Access Database contains six (6) tables and multiple forms under the tables for data entry of the NIST-1102, Letter of Intent, and the corresponding full proposal There are forms for S&T and construction merit reviewer assignments and scores

TEMPORARY Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, but no earlier than 6 years and 3 months after competition-specific awards are announced

### Documentation

System documentation consists of developer notes and user instructions (GRS 20 item 11a1)

TEMPORARY Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later (N1-GRS-07-4 item 11a1)

*GRS item*