ACTIVE ITEMS. These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

INACTIVE ITEMS. These items may no longer be used to disposition records.
They are superseded or obsolete. References to more recent schedules are provided below as a courtesy. Some items may be annotated on the schedule.

NA ITEMS. These items have no applicable status (active or inactive). These items cannot be used for disposition.
For example, not applicable items were filing instructions, describe non-records, pointed to another disposition authority, listed as "reserved", were lined off and not approved at the time of scheduling or had an instruction of "disposition not approved".

(P) Permanent - item with permanent disposition

ITEM	STATUS	WHY INACTIVE
1 / a	P (Active)	
1 / b	T (Active)	
1 / c	T (Active)	
2	T (Active)	
3 / a	T (Active)	
3 / b	T (Active)	
4 / a	P (Active)	
4 / b	T (Active)	
4 / c	T (Active)	
5	T (Active)	
6	T (Active)	
7 / a	P (Active)	
7 / b	P (Active)	
7 / c	T (Active)	
7 / d	P (Active)	
7 / e	T (Active)	
8 / a	P (Active)	
8 / b	T (Active)	
9	P (Active)	

10	T (Active)	
11	T (Inactive)	superseded by DAA-0167-2016-0006, item 0005
12	T (Active)	
13	T (Active)	
14 / a	T (Active)	
14 / b	T (Active)	
14 / c	T (Active)	
15	T (Active)	
16 / a	T (Active)	
16 / b	T (Active)	
17 / a	P (Active)	
17 / b	T (Active)	
17 / c	T (Active)	
17 / d	T (Active)	
18	T (Active)	
19	T (Active)	
20 / a	P (Active)	
20 / b	T (Active)	
21	P (Inactive)	Superseded by DAA-0167-2025-0005-0001
22 / a	P (Inactive)	Superseded by GRS 6.2, 010 (DAA-GRS 2015-0001-0001)
22 / b	T (Inactive)	Superseded by GRS 6.2, 050 (DAA-GRS 2015-0001-0005)
23	P (Inactive)	Superseded by DAA-0167-2025-0005-0002
24	P (Inactive)	Superseded by DAA-0167-2025-0005-0003
25 / a (1)	T (Active)	
25 / a (2)	T (Active)	
25 / b	T (Active)	
26 / a	T (Active)	
26 / b	T (Active)	
27 / a	P (Inactive)	superseded by DAA-0167-2019-0001-0001
27 / b	T (Inactive)	superseded by DAA-0167-2019-0001-0002
28 / a	P (Inactive)	superseded by DAA-0167-2019-0001-0001
28 / b	T (Inactive)	superseded by DAA-0167-2019-0001-0002
29	T (Active)	
30	T (Active)	
31	P (Active)	
32	T (Active)	
33 / a	T (Active)	
33 / b	T (Active)	
33 / c	T (Active)	
34 / a	T (Active)	

34 / b	T (Active)	
35 / a	T (Active)	
35 / b	T (Active)	
36	T (Active)	
37 / a	P (Active)	
37 / b	T (Active)	
38	T (Inactive)	superseded by N1-167-98-1, which was later superseded by DAA-0167-2016-0007-0004
39	T (Active)	
40	T (Active)	
41	T (Active)	
42 / a	T (Active)	
42 / b	T (Active)	
43	T (Active)	
44	T (Active)	
45	T (Inactive)	superseded by DAA-0167-2024-0004-0001
46	T (Inactive)	superseded by DAA-0167-2024-0004-0002
47	T (Active)	
48	P (Active)	
49	T (Active)	
50	T (Active)	
51	P (Active)	
52	T (Active)	
53	T (Active)	
54 / a	P (Inactive)	superseded by DAA-0167-2024-0006-0001
54 / b	T (Active)	superseded by DAA-0167-2024-0006-0002
54 / c	T (Active)	superseded by DAA-0167-2024-0006-0002
55	T (Active)	
56	T (Active)	
57	T (Active)	
58	T (Inactive)	superseded by N1-167-98-003
59	T (Active)	
60	T (Active)	
61 / a	T (Active)	
61 / b	T (Active)	
61 / c	T (Active)	
61 / d	T (Active)	
62	T (Active)	
63	T (Active)	
64 / a	T (Active)	

64 / b	T (Active)	
64 / c	T (Active)	
65	T (Active)	
66 / a	T (Active)	
66 / b	T (Active)	
67	T (Active)	
68 / a	T (Active)	
68 / b	T (Active)	
68 / c	T (Active)	
69 / a	T (Active)	
69 / b	T (Active)	
70	T (Active)	
71 / a	T (Active)	
71 / b	T (Active)	
72	T (Active)	
73	T (inactive)	superseded by DAA-0167-2016-0006, items 0002, 0003, and 0004
74	T (Active)	
75 / a	T (Active)	
75 / b	T (Active)	
76	T (Active)	
77	T (Active)	
78	T (Active)	
79	T (Active)	
80	T (Active)	
81	T (Active)	
82	T (Inactive)	Superseded by DAA-0167-2025-0004-0001
83	T (Inactive)	Superseded by DAA-0167-2025-0004-0002
84	T (Inactive)	Superseded by DAA-0167-2025-0004-0003
85	T (Inactive)	Superseded by DAA-0167-2025-0004-0004
86	T (Inactive)	Superseded by DAA-0167-2025-0004-0005
87	T (Inactive)	Superseded by DAA-0167-2025-0004-0006
88	T (Inactive)	Superseded by DAA-0167-2025-0004-0007
89	T (Partially Inactive)	Agency reported all records have been destroyed, no more will be created.
90	T (Inactive)	superseded by GRS 1.3, item 010 (DAA-GRS-2015-0006-0001) FY 2017 and forward
91	T (Inactive)	superseded by GRS 1.3, item 040 (DAA-GRS-2015-0006-0005)
92	T (Inactive)	superseded by GRS 1.3, item 020 (DAA-GRS-2015-0006-0002)

93	T (Inactive)	superseded by GRS 1.3, item 050 (DAA-GRS-2015-0006-0007)
94 / a	T (Inactive)	superseded by GRS 1.3, item 030 (DAA-GRS-2015-0006-0003)
94 / b	T (Inactive)	superseded by GRS 1.3, item 031 (DAA-GRS-2015-0006-0004)
95	T (Inactive)	superseded by GRS 1.2, item 020 (DAA-GRS-2013-0008-0001)
96	T (Inactive)	superseded by GRS 1.1, item 010 (DAA-GRS-2013-0003-0001)
97	T (Active)	
98	T (Active)	
99	T (Active)	
100 / a	n/a	filing instruction
100 / b	T (Active)	
101	T (Active)	
102	T (Active)	
103	T (Active)	
104	n/a	disposition not authorized
105	n/a	disposition not authorized
106	n/a	disposition not authorized
107	T (Active)	
108	T (Active)	
109	T (Active)	

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE
SUE C. COX	301-975-4064

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-167-92-1

DATE RECEIVED
4-30-92

NOTIFICATION TO AGENCY

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.

DATE	ARCHIVIST OF THE UNITED STATES
1-6-94	Cindy Hukeny Peterson

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 _____ page(s) are not now needed 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,

[X] is not required; [ ] is attached; or [ ] has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
4-10-1992	Sue C. Cox	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 REVISED NIST RECORDS SCHEDULE (ITEMS HAVE BEEN RENUMBERED TO INDICATE DELETIONS AND NEW RECORDS)		

All changes to this proposed schedule have been approved by:

Larry Barnes 8/25/93 — NARA appraiser — date

Sue C. Cox 8-25-93 — Agency representative — date

Copies sent to Agency, NSR, NN-W, NNS, NNT, NIA 1/31/94

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

U.S. Department of Commerce
National Institute of Standards and Technology

Comprehensive Records Schedule

Table of Contents

Introduction 1

General Records 3
1. Publications 3
2. Unofficial, Routine, or Informal Publications, Newsletters, Bulletins, Technicalendars, and Announcements 4
3. Manuscripts 4
4. Administrative Issuances 4
5. Technical and General Reference Materials 5
6. Reading Files (also known as "Chron" or Day Files) 5
7. Negatives, Photographic Prints, Posters, and Graphic Arts 5
8. Audiovisual Records 7

Operating Unit or Division Administrative Records 8
9. Administrative Correspondence Subject Files Maintained at the Operating Unit (OU) Level 9
10. Administrative Correspondence Subject Files Maintained at the Division Level or Lower 9
11. Domestic Guest Researcher Records 9
12. Participants in Experiments, Studies, and Surveys . 9
13. Project Labor and Cost Distribution Records 10
14. Test Fee Records 10
15. Interdivision Work Orders 11
16. Cash Transmittal Records 11

Committee, Board, and Conference Records 11
17. NIST Committee and Conference Records 11
18. Non-NIST Sponsored Committee and Conference Records 12
19. Committee Member Directory and Index Records . . . 13
20. Standing Administrative Committee Records 13

Records of the Director's Office 13
21. Director's Administrative Correspondence Subject Files 13
22. Visiting Committee on Advanced Technology and Board of Assessment Records 14
23. Deputy Director's Administrative Correspondence Subject Files 14
24. Associate Director's Administrative Correspondence Subject Files 15

Scientific and Technological Records 15
25. Test Folders (Calibration, Certification, and Measurement Test Records) 15
26. Indexes to Test Folders in Technical Divisions . . 16
27. Project Case Files 17
28. Research notebooks 19
29. Machine, Instrument, and Laboratory Log Books . . . 20
30. Technical Standards and Specification Reference Files 20
31. NIST Standard Reference Material (SRM), Standard Reference Data (SRD), and Other National Standard Technical Development and Specification Records . . 20
32. Equipment, Machine, and Instrumentation Design Drawings, and Related Records 20

Patent Records 21
33. Patent Filing Records 21
34. Foreign Patent Filing Records 21
35. Patent Licensing Records 22

Cooperative Research Records 23
36. Cooperative Research and Development Agreement (CRADA) Records 23

Advanced Technology Program Records 23
37. Advanced Technology Program (ATP) Cooperative Agreement Proposals 23

Accreditation Program Records 24
38. Accreditation Case Files 24

Standards Code and Information Program (SCIP) Records 24
39. Accreditation Body Case Files 25
40. Laboratory Status Records 25

Weights and Measures Program Records 25
41. National Type Evaluation Certification Case Files . 25
42. Weights and Measures Specifications Files 26
43. State and Local Government Legislative Reference Records 26
44. Weights and Measures Training Modules 26

Energy-Related Inventions Program Records 26
45. Energy-Related Invention Disclosures 27
46. Consultant Files 27
47. Energy-Related Inventions Program Conference Records 27

Metric Program Records 28
48. Interagency Committee on Metric Policy (ICMP) Records 28
49. Metric Program Implementation Plans and Reports . . 28

50. Metrication Operating Committee (MOC) Records. . . 29

Public Affairs Records 29
51. Publications and News Releases 29
52. Media Query Records 29
53. Conference, Meeting, and Seminar Records 29

Physical Plant and Building Services Records 30
54. Architectural, Design, Modification, Service Drawings and Related Records 30
55. Design Project (DP) Case Files 30
56. Building Construction and Service Work Orders . . . 31

Personnel Records 31
57. Demonstration Project Vacancy Case Files 31
58. Demonstration Project Payout Files 31
59. Time and Attendance Source Records 31
60. Time and Attendance Input Records 32
61. Labor-Management Relations Records 32
62. Standards of Conduct Records 33
63. Intergovernmental Personnel Act Assignment Folders 33
64. Reduction in Force (RIF) Records 33
65. Classification Appeal Case Files 34
66. Employee Awards Records 34
67. Performance Improvement Plans 35
68. Thrift Savings Plan (TSP) Records 35

Personnel and Physical Security Records 36
69. Employee Security Clearance Case Files and Cards . 36
70. Key Control Records 36
71. NIST Employee Locator System Records 36
72. Personal and Physical Security Administrative Subject Files 37

International and Academic Affairs Records 37
73. Foreign Scientific Guest Researcher Records 37
74. Foreign Visitors and VIP Records 38
75. NIST/National Research Council (NRC) Postdoctoral Associateship Records 38
76. Postdoctoral Associateship Appointment Records . . 38
77. Foreign Trip Reports 39
78. Sensitive Mail Records 39
79. Country Files 39
80. International (Bilateral or Multilateral) Agreement Records 39
81. International Projects Records 40

Congressional and Legislative Affairs Records 40
82. Appropriation and Authorization Records 40
83. Legislative Proposals 40
84. Congressional Hearings Records 40

85. State Files and Constituent Correspondence 41
86. Current Legislation Records 41
87. Weekly Reports/Legislative Summary 41
88. Hearing and Markup Reports 41
89. Monthly Update Report on Bills 41

Budget Office Program Records 42
90. Official Budget Submission Records 42
91. Budget Workpapers and Cost Statements 42
92. Budget Office Apportionment Records 42
93. Budget Office Correspondence Subject Files 42
94. Budget Reports 43

Purchasing, Acquisition, and Assistance Records 43
95. Grant, Cooperative Agreement, and Fellowship Case Files 43
96. Purchase Orders, Requisitions, and Contracts . . . 43

Environmental, Health, and Safety Records 44
97. Environmental Hazard Files 44
98. Hazardous Waste Disposal Manifests and Reports . . 44
99. Occupational Health and Safety Building Area Monitoring, Testing, and Exposure Level Compliance Records 44
100. Employee Exposure Records 45
101. Injury Reports and Case Files 45
102. Safety Equipment Allowance Records 46

Health Physics Records 46
103. Regulatory Compliance Subject Files 46

Nuclear Reactor Program Records 46
104. Nuclear Reactor Licensing Records 46
105. Nuclear Reactor Operator License Files 47
106. Console Logbooks, Supervisor's Logbooks, and Instrumentation Logbooks 47
107. Employee Training and Indoctrination Records . . . 47

Information and Library Services Records 47
108. Interlibrary Loan Requests 47
109. Library Overdue Notices (Charge Cards) 48

U.S. Department of Commerce
National Institute of Standards and Technology

Comprehensive Records Schedule

Introduction

The National Institute of Standards and Technology (NIST), formerly the National Bureau of Standards, was established on March 3, 1901, by "An Act to Establish the National Bureau of Standards" (31 Stat. 1449). In 1988, with the passage of the Omnibus Trade and Competitiveness Act (Public Law 100-418, 15 U.S.C. 272), the name was changed to NIST, and the agency was directed to assist industry in developing technology to improve product quality; to modernize manufacturing processes; to ensure product reliability; and to facilitate rapid commercialization of products based on new scientific discoveries. As a nonregulatory agency of the Department of Commerce, NIST aids U.S. industry through research and services; carries out selected programs in public health and safety and environmental improvement; and supports the U.S. scientific and engineering research communities through fundamental research.

NIST conducts basic and applied research in the physical sciences and engineering, and develops measurement techniques, test methods, standards, and related services. The Institute also conducts generic and precompetitive research and development work on new advanced technologies to facilitate technology transfer and commercialization. NIST offers direct technical and financial assistance to U.S. based companies to assist in leveraging research and development investments; maintains measurement and standards services such as Standard Reference Materials, Standard Reference Data, and equipment calibrations and testing; conducts joint research with industry, university, or other government scientists and engineers; participates in standards activities with local, state, and federal governments, private industry, and international standards organizations; and makes selected facilities available for cooperative research and proprietary projects. Major research areas include electronics and electrical engineering, manufacturing engineering, chemical science and technology, physics, materials science and engineering, building and fire research, computer systems, and computing and applied mathematics.

This comprehensive agency records schedule identifies ongoing series of records maintained throughout NIST by all operating units and divisions, and provides authorized disposition instructions for the unique program records created and maintained at NIST. This schedule should be used in conjunction with the General Records Schedules which cover common administrative and housekeeping records created, received, and maintained in many government agencies, or throughout the entire

federal government. The use of both of these schedules is mandatory.

Records management in the federal government is a statutory responsibility of the Archivist of the United States and the heads of federal agencies, as defined in 44 U.S.C. Chapters 29 and 33. The Federal Records Act, 44 U.S.C. Chapter 33, defines federal records as "all books, papers, maps, photographs, machine readable materials, and other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successors . . . ." There are other laws and regulations that govern recordkeeping in the federal government contained in the Code of Federal Regulations, the Privacy Act, the Freedom of Information Act, and other statutes. Federal records must be scheduled, and may not be destroyed without authorization from the Archivist of the United States in the form of an approved disposition instruction. The authorized dispositions in this schedule apply to all information regardless of the media, physical characteristics, or physical format of the records unless disposition authorization for a specific record media or format is listed separately.

Record disposition and destruction applies to all such documents regardless of whether records are already in storage or in operating units' files. To arrange for storage of inactive records, prepare Form NIST-1153, Records Transmittal and Receipt. Send the original and two (2) copies to the NIST Records Management Office; one (1) copy is to be placed in the front of the first box of records that is to be sent to storage. Unscheduled records (records that are not listed on this record schedule or other approved authority) cannot be removed from office space or stored at a Federal Records Center.

Destruction of all agency records must be approved by the NIST Records Management Officer, and must be coordinated through the NIST Records Management Office. Authorized disposition is based on the actual date of creation of records (files), or the actual date of closure of records (files).

For assistance concerning the disposition of records not listed in this schedule, or for questions concerning the definition of federal records, records management at NIST, or the procedures to retire records from active office space, records destruction procedures, or other records matters, refer to NIST subchapter 2.06, Records Management, or contact the NIST Records Management Office or the division records liaison in the appropriate operating unit.

General Records

This section describes common records that may be located throughout all NIST operating units, divisions, sections, and other offices. The provisions of this schedule apply wherever records performing the function or functions described below are found regardless of the operating unit, division, or the location of the records in NIST. In some instances, specific NIST offices are identified as the office of record, and disposition instructions for records in those custodial offices are provided.

1. Publications

One copy of all official NIST and NCWM (National Conference on Weights and Measures) publications formally coordinated, prepared, and printed by the Government Printing Office, private contractors, or the agency itself including annual reports to Congress and the Secretary of Commerce; special studies conducted by NIST or under contract to NIST; journals, technical reports, catalogs, and other research or scientific publications; procedural or policy manuals, handbooks, and other agency guidance; public relations and educational materials prepared to furnish information or to promote agency programs and operations to the public.

Office of Record: Washington and Boulder Editorial Review Board offices

AUTHORIZED DISPOSITION:

a. **Official record set.** One copy of each official NIST and NCWM publication, scientific paper, project report, or other published material.

PERMANENT. Break files annually and transfer to the Federal Records Center. Transfer to the National Archives when 25 years old.

b. **All other copies.** Duplicate copies of official NIST and NCWM publications maintained by operating units and divisions for convenience of reference.

Destroy when no longer needed for current agency business.

c. **Publication clearance and review records.** Files containing official documentation of the NIST publication review and approval process, including Form NIST-114, Manuscript Review and Approval, or equivalent.

Destroy 3 years after notification of publication.

2. Unofficial, Routine, or Informal Publications, Newsletters, Bulletins, Technicalendars, and Announcements

Publications circulated or distributed to NIST staff for informational purposes. These publications are not considered to be official NIST publications, nor have they been submitted to editorial review board offices or received other formal review and approval prior to publication.

AUTHORIZED DISPOSITION: Destroy when no longer needed for current agency business.

3. Manuscripts

Preliminary drafts and final copies of research reports, articles, bibliographies, and other professional work usually submitted for review to NIST or other publisher by the author.

AUTHORIZED DISPOSITION:

a. Published manuscripts

Destroy after publication, or when no longer needed for current agency business.

b. Unpublished manuscripts

Destroy when 15 years old.

4. Administrative Issuances

The original copy, or distribution copies, of all NIST directives, bulletins, organization charts, functional statements, administrative manuals, and similar records.

Office of Record: Management and Organization Division

AUTHORIZED DISPOSITION:

a. Official Record Set

The original file copy of all NIST directives, bulletins, organization charts, functional statements, and administrative manuals.

PERMANENT. Break files every 5 years and transfer to the Federal Records Center. Transfer to the National Archives when 25 years old.

b. All other copies

Destroy when superseded or when no longer needed for current agency business.

c. Working papers and background materials. Files containing a record of concurrence, comments, clearances, and other background notes or issuance history records for agency directives, issuances and bulletins.

Break files annually and transfer to the Federal Records Center. Destroy when 10 years old.

5. Technical and General Reference Materials

Non-record or duplicate copies of books, publications, manuals, reports, newsletters, professional journals, reprints, trade catalogs, and other similar materials maintained solely for convenience of reference.

AUTHORIZED DISPOSITION: Destroy when superseded, obsolete, or no longer needed for current agency business.

6. Reading Files (also known as "Chron" or Day Files)

Duplicate copies of outgoing correspondence prepared by NIST organizational units and circulated to staff, or maintained in offices solely for convenience of reference.

AUTHORIZED DISPOSITION: Destroy when no longer needed for current agency business, or when 5 years old, whichever is sooner.

7. Negatives, Photographic Prints, Posters, and Graphic Arts

Photographic negatives, prints, transparencies, and slides of laboratory and scientific instruments, special lab apparatus, tests, and research in progress; portraits of senior Institute officials and prominent staff; and illustrations for publications, technical papers, presentations, and exhibitions. Photographic negatives, prints, and slides are normally maintained in operating units and divisions throughout the Institute.

NOTE: For each type of audiovisual record designated as permanently valuable, the specific components required by 36 CFR 1228.184 for preservation, reproduction, and reference are listed below.

Black and white and color negative photography: the original negative, a captioned print, or for color negative photography, a duplicate negative, if one exists.

Color transparency and slide photography: The original and one duplicate copy.

Slide sets or filmstrips and accompanying audio recordings or scripts: Two copies.

Graphic arts and posters: Two copies.

AUTHORIZED DISPOSITIONS:

a. Original or master negatives, slides, and photographic prints

Photographic records of the NIST research campus including architecturally or historically significant NIST buildings, research facilities, and laboratories; especially significant or precedental laboratory equipment or apparatus, and research projects and experiments that are not maintained as a part of the official project case file (Item 27); noted disaster investigations; and portraits of senior agency officials or distinguished NIST researchers.

PERMANENT. Break files every 5 years and transfer to the National Archives in 5-year blocks when 25 years old.

b. Posters and other graphic arts

PERMANENT. Transfer two copies of each poster or graphic art product to the National Archives immediately upon publication.

c. Routine photographs, negatives, slides, graphics arts, and posters

Photographic records, posters, and graphic arts of routine award ceremonies, common laboratory equipment, routine research projects, and duplicate copies of slides, transparencies, or photographs used for audiovisual presentations.

Destroy when no longer needed for current agency business, or when 10 years old, whichever is sooner.

d. Public Affairs photographs, negatives, and slides

Photographs, slides, negatives, graphic arts, and posters documenting NIST public affairs activities, or used for annual reports or other publications, news releases, project bulletins, exhibits, and other public affairs or communications purposes.

Office of Record: Public Affairs Division

PERMANENT. Break files annually and transfer to the National Archives when 10 years old.

e. Physical plant and facilities photographs, negatives, and slides

Photographs of routine facilities modifications, minor office renovations, mechanical, heating, ventilating equipment, and minor building alterations.

Break files annually and transfer to the Federal Records Center. Destroy when 20 years old.

8. Audiovisual Records

Sound recordings, videotapes, motion picture films and equivalent or related records created or produced by NIST, or acquired from other outside sources.

NOTE: For each type of audiovisual record designated as permanently valuable, the specific record components required by 36 CFR 1228.184 for preservation, reproduction, and reference are listed below.

Video recordings: The original or earliest generation of each video recording, and a dubbing, if one exists.

Sound recordings: The original or earliest generation of each audiotape recording, and a dubbing, if one exists.

Motion pictures:

Agency-sponsored films: The original negative or color original plus separate sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print or video recording.

Acquired films: Two projection prints or one projection print and a video recording.

Unedited footage: The original negative or color original, work print, and an intermediate master positive or duplicate negative, if one exists, appropriately arranged, labeled, and described.

Office of Record: Public Affairs Office, Audiovisual Records Group

AUTHORIZED DISPOSITION:

X **a. Official record set**

The original master sound or video recording, or the original film negative and one print of motion picture film that documents scientific and engineering research activities conducted at NIST; public affairs or news interviews with NIST officials and staff; news releases and public service announcements; and other productions created to disseminate agency information regarding NIST operations and programs to the public.

PERMANENT. Break files every 5 years and transfer directly to the National Archives.

NOTE: The National Archives reserves the right to dispose of any material already appraised as disposable under the General Records Schedules or other approved agency schedules, as well as all duplicate, unidentifiable, fragmentary, unrelated, or non-archival materials during archival processing without further agency notification.

b. All other copies

Destroy when no longer needed for current agency business.

Operating Unit or Division Administrative Records

This section covers administrative records maintained by both administrative and technical operating units and divisions. It pertains to management and administrative functions of the operating unit or division as opposed to technical or scientific functions. Covered elsewhere in this schedule are general records such as publications, reference materials, administrative issuances, test folders, project case files, and NIST scientific

and technological records. Unique administrative or program records are also covered in separate functional sections of this schedule.

9. Administrative Correspondence Subject Files Maintained at the Operating Unit (OU) Level

Correspondence, memoranda, reports, studies, and other materials relating to the administration of NIST Operating Units, and filed by subject.

AUTHORIZED DISPOSITION: PERMANENT. Break files annually and transfer to the Federal Records Center when 6 years old; transfer to the National Archives when 25 years old.

10. Administrative Correspondence Subject Files Maintained at the Division Level or Lower

Correspondence, memoranda, reports, and other records documenting the management of administrative or technical divisions within Operating Units, and filed by subject.

AUTHORIZED DISPOSITION: Break files annually and destroy when 5 years old, or 5 years after the file is closed.

11. Domestic Guest Researcher Records

Records that document guest researchers who pursue individual or private scientific or technical projects using NIST laboratories or other facilities. The records contain an agreement stating the researcher's name, citizenship, social security number, supervisor, arrival and departure dates, security clearance or assurance information, conditions and terms governing the use of NIST equipment or facilities, and similar records.

Restriction: Privacy Act records
System Number: COMMERCE/NIST-1

AUTHORIZED DISPOSITION: Destroy 5 years after the researcher departs or the agreement is terminated.

12. Participants in Experiments, Studies, and Surveys

Records created that document the voluntary or paid participation of individuals participating in authorized NIST tests, surveys, studies, or other research projects. Records may contain the participant's name, address, date of

birth, sex, telephone number, medical, dental and physical health history, and data derived from the participant's responses or participation in the study, or other information as required by the project.

Restrictions: Privacy Act records
System Number: COMMERCE/NIST-6

AUTHORIZED DISPOSITION: Destroy 10 years after the end of the project.

13. Project Labor and Cost Distribution Records

Time and Cost Distribution Report Forms, personnel activity reports, work orders, copies of contractual service project documents, etc., used to determine production costs of projects to be paid for by sponsoring agencies and related activities. The cost data are reflected in the accounting general ledger accounts being retained for a longer period. **NOTE:** Time and Attendance records are scheduled under General Records Schedule 2, Item 3.

AUTHORIZED DISPOSITION: Destroy when 3 years old.

14. Test Fee Records

Form NIST-64, Test Record, or equivalent, that contains an itemized list of the test performed and the fee charged.

NOTE: Copies of Test Fee records in technical divisions that are used as an index or instrument control log are covered in Item 26.

Office of Record: Office of Measurement Services

AUTHORIZED DISPOSITION:

a. Official Record Set

Destroy when 10 years old.

b. Numerical Index

Destroy when Test Folder is destroyed according to instructions listed in Item 25a.

c. Alphabetical Index

Destroy when Test Folder is destroyed according to instructions listed in Item 25a.

15. Interdivision Work Orders

Form NIST-461, Interdivision Work Order, or equivalent, that originates in technical units requesting services performed by another technical division. These records are also used by all divisions requesting service from a support division.

AUTHORIZED DISPOSITION: Destroy 3 years after completion of work or service requested.

16. Cash Transmittal Records

A record of cash received for test fees (Form NIST-766A, Transmittal Sheet for Cash Collections, or equivalent) prepared by NIST divisions and operating units and forwarded to the Office of the Comptroller.

AUTHORIZED DISPOSITION:

a. Official Record Set (accountable officer's copy)

Destroy 6 years and 3 months after account is closed (General Records Schedule 6, Item 1).

b. All other copies

Destroy when 1 year old.

Committee, Board, and Conference Records

X **17. NIST Committee and Conference Records**

Records created by NIST sponsored committees, conferences, boards, or other advisory, governing or policy bodies or organizations to develop or amend uniform laws and regulations for weighing and measuring devices; to develop standards for scientific and technological processes and materials for the federal government, the United States, or for international standard coordination activities; to implement new legislation or programs affecting NIST; and for other purposes that are consistent with NIST's mission. The disposition instructions apply to all such committees unless specific committees are individually listed in separate program areas of this records schedule.

In each case, NIST has certain designated sponsorship, governing, policy, or recordkeeping responsibilities for these committees. The files of the Secretary, recordkeeper, or designated federal officer are considered to be the official records of the committees' activities. The files of other members are considered to be duplicate copies of official records, and are disposable as indicated in subitem "e". In those instances where the chairman of a committee operates in the dual function as a recording secretary, the chairman's records will be considered the records of the Secretary.

AUTHORIZED DISPOSITION:

a. Minutes or meeting summaries, agendas, transcripts, reports, studies, and publications in the Secretary's office, or the designated recordkeeping office.

PERMANENT. Break file when new Secretary is in place and transfer to the Federal Records Center. Transfer to the National Archives when 25 years old.

b. Membership records, administrative correspondence, mailing or distribution records, and other routine administrative committee records.

Destroy when superseded, or when no longer needed for current agency business.

c. Records of the Chairperson or other officers

Transfer records to incoming chairman or other officer, or destroy when no longer needed for current committee business.

d. Records of defunct committees, except those records listed in Item 17a.

Destroy 2 years after the committee is terminated.

e. Records of Committee Members

Destroy when no longer needed for current committee business.

18. Non-NIST Sponsored Committee and Conference Records

These records document the functions of committees having no direct bearing on the activities of NIST such as staff professional association committees, private voluntary standards committees, federal interagency committees or task

forces, and other committees NIST staff may participate in but for which NIST does not serve as a designated sponsoring or coordinating agency with official governing, policy, or recordkeeping responsibilities.

AUTHORIZED DISPOSITION: Destroy when 5 years old.

19. Committee Member Directory and Index Records

Indexes or directories listing NIST staff on various committees, terms of service, and related information.

AUTHORIZED DISPOSITION: Destroy when superseded, updated, or no longer needed for current agency business.

20. Standing Administrative Committee Records

Standing administrative committees are established by the Director to offer assistance and advice in discharging the Director's administrative responsibilities.

AUTHORIZED DISPOSITION:

a. Agendas, minutes or meeting summaries, transcripts, and reports or publications of committees or committee meetings

PERMANENT. Break files annually and transfer to the Federal Records Center. Transfer to the National Archives when 25 years old.

b. All other records

Destroy when 5 years old.

Records of the Director's Office

The records listed in this section of the schedule are located in the Office of the Director and are usually filed alphabetically according to subject matter. The records document the essential decisions, policies, procedures and program activities of NIST.

21. Director's Administrative Correspondence Subject Files

Official copies of all correspondence, memoranda, annual reports and program area reports; long-range planning

records; speeches, addresses, or presentations made by the Director; and other materials documenting NIST programs, policies, procedures, decisions, initiatives, long-range planning, organization, functions, and other administrative matters.

AUTHORIZED DISPOSITION: PERMANENT. Break files annually and transfer to the Federal Records Center 6 years after the Director leaves office. Transfer to the National Archives when 25 years old.

22. Visiting Committee on Advanced Technology and Board of Assessment Records

a. Minutes or summaries of meetings, meeting agendas, panel briefing books, final reports, annual reports, and similar records of the NIST Visiting Committee Panels and Board of Assessment that describe and review NIST program accomplishments, needs, problems, plans, and evaluations, or make program recommendations.

AUTHORIZED DISPOSITION: PERMANENT. Break files annually and transfer to the Federal Records Center when 5 years old. Transfer to the National Archives when 25 years old.

b. Working papers, membership records, meeting facilities and arrangement records, and duplicate or distribution copies of final reports.

AUTHORIZED DISPOSITION: Destroy closed files when no longer needed for current agency business, or when 5 years old, whichever is earlier.

23. Deputy Director's Administrative Correspondence Subject Files

Official copies of all correspondence, memoranda, reports, and other records received and sent by the Deputy Director documenting NIST programs, policies, procedures, decisions, initiatives, long range planning, organization, functions, and other administrative matters.

AUTHORIZED DISPOSITION: PERMANENT. Break files annually and transfer to the Federal Records Center 6 years after the Deputy Director leaves office. Transfer to the National Archives when 25 years old.

24. Associate Director's Administrative Correspondence Subject Files

Official copies of correspondence, memoranda, reports, and other records of the Associate Director documenting NIST program management, operations, planning, organization, decisions, policies, procedures, and other administrative matters.

AUTHORIZED DISPOSITION: PERMANENT. Break files annually and transfer to the Federal Records Center 6 years after the Associate Director leaves office. Transfer to the National Archives when 25 years old.

Scientific and Technological Records

The records listed below document NIST testing, calibration, measurement, standards development, and other scientific or engineering research or investigation regardless of media or physical format, i.e. textual, electronic, photographic, microform, audiovisual, or other media or format. The records may be created and maintained by all NIST operating unit laboratories, or by laboratory divisions, groups, project teams, or individual staff researchers. Research projects undertaken may be funded directly through NIST appropriations, by other government agencies, by contract with private-sector businesses or other enterprises, in conjunction with various research consortia, or in collaboration with other NIST laboratories. Other specific types of records maintained in NIST operating units may also be listed in separate sections of this schedule, i.e. General Records, Operating Unit Administrative Records, Committee or Conference Records, or other heading.

25. Test Folders (Calibration, Certification, and Measurement Test Records)

Records created during the testing, measurement, calibration, or certification of instrumentation or apparatus for other government agencies, universities, and other public or private institutions, research enterprises, or businesses.

A typical folder is clearly labeled "Test Folder" on its face, and contains a box to check for the appropriate retention period to be determined by NIST guidelines or the staff member conducting the test. The Test Folder contains the unique test number, name of requestor, brief description of the item submitted (instrument, device, mechanism,

standard, or material) to NIST for testing, and the name and number of the NIST division and section performing the service. The contents of a typical folder are: a copy of the purchase order or customer request for service, Form NIST-64 (Test Record, or equivalent), return shipping instructions, a copy of the certificate and/or final report showing specification limits, calibration factors, test results, and other related correspondence.

No official financial or fiscal records are maintained in the test folder. The completed test folders are maintained in two series: Government and Public Test Folders. Each series is arranged numerically by assigned test number.

Office of Record: Office of Measurement Services

AUTHORIZED DISPOSITION:

a. Official record set

(1) Test folders that have short-term value as determined by NIST procedures or by the staff member conducting the official test or calibration service.

Break files annually and destroy when 3 years old.

(2) Test folders that have long-term value as established by NIST procedures, or by the staff member conducting the official test or calibration service.

Break files annually and transfer to the Federal Records Center when 3 years old. Destroy when 20 years old.

b. All other copies

Duplicate copies of test certification records, calibration records, test reports, and copies of records usually contained in official Test Folders that are maintained solely for convenience of reference.

Destroy when no longer needed for current agency business.

26. Indexes to Test Folders in Technical Divisions

These records consist of a copy of Form NIST-64, Test Record, or equivalent, containing the test number, name of purchaser, date of receipt and dispatch, action,

determination, fee charge and related information. The indexes serve two purposes: as an index to the Test Folders, and as an administrative control or instrumentation history record in NIST technical divisions.

AUTHORIZED DISPOSITION:

a. Indexes or finding aids to Test Folders maintained outside the Office of Measurement Services

Destroy 10 years after the last entry.

b. Administrative control and tracking, or instrument calibration history records maintained outside the Office of Measurement Services

Destroy when no longer needed for current agency business.

27. Project Case Files

Records containing information regardless of the physical media or format that are created by NIST staff, project groups, sections, or technical divisions related to specific research projects or assignments that may be sponsored or funded by NIST, other government agencies, private-sector businesses or other collaborators, scientific research consortia, or NIST interagency collaboration.

Research notebooks created by the principal investigator or an investigating group or project team in the course of completing a specific research project are related to these project case files, and are separately scheduled in Item 28.

A project case file should provide a reasonable record of a project which would allow another person to reconstruct and/or verify the procedures and analyses. A typical file contains, but is not limited to, incoming and outgoing correspondence, memoranda, e-mail printouts, copies of contracts or other requests for service, technical papers, preliminary and final reports, photographs and negatives related to the project, references or indexes to related electronic records and data, periodic progress reports, notes and working papers, specifications, draft and final approved standards, preliminary and final research data, statistical analyses, tables, charts, graphs, computer printouts or analyses of scientific or engineering data, reprints of the final project report, study, or journal article, and other records accumulated in NIST laboratories or technical divisions documenting the progress and completion of agency research projects. Related records may

include computer disks, tapes, and other electronic media and information.

NOTE: Prior to closing project case files and transferring them to the Federal Records Center, project case files and the corresponding research notebooks should be reviewed by the appropriate division chief to determine if the records meet any or all of the permanent records selection criteria described below. Project case files (and the related research notebooks) meeting one or more of the criteria listed will be selected for permanent retention, clearly identified as permanently valuable records, and maintained separately from nonselected case files (and research notebooks) while in the custody of the agency. All selected project case files and research notebooks must be retired separately from nonselected records to the Federal Records Center.

Selection criteria:

Case files (and related research notebooks) that are particularly significant for documenting NIST research projects that:

1. received national or international awards of distinction, i.e. the Nobel Prize;

2. were the work of prominent NIST investigators of widely recognized professional stature, or who have received national or international recognition outside their professional discipline;

3. were the subject of widespread national or international media attention;

4. resulted in significant social, political, or scientific controversy;

5. were the subject of extensive Congressional, Department of Commerce, or other government agency scrutiny or investigation; or

6. established a precedent for significantly changing NIST research or administrative policies.

AUTHORIZED DISPOSITION:

a. Selected project case files

PERMANENT. Break closed files annually and transfer to the Federal Records Center. Transfer to the National Archives when 30 years old.

b. Nonselected project case files

Break closed files annually and remove duplicate copies and unnecessary nonrecord materials. Transfer to the Federal Records Center. Destroy when 30 years old.

28. Research notebooks

Research notebooks are maintained by individual scientists, engineers, or project teams and document the progress of research and experimentation. The records include, but are not limited to, notes of the investigator's observations and research progress, scientific methodology, preliminary conclusions, indices and other references to relevant electronic files, sketches and drawings, formulas or equations, statistical analyses, preliminary or final results of tests, experiments, research, investigations or other technological and scientific development activities.

NOTE: Prior to closing research notebooks and transferring them to the Federal Records Center for temporary storage, all research notebooks and their related project case files should be reviewed by the appropriate division chief to determine if the records meet any or all of the permanent records selection criteria described in Item 27. Research notebooks (and the related project case files) meeting one or more of the criteria listed will be selected for permanent retention, clearly identified as permanently valuable records, and maintained separately from nonselected research notebooks (and project case files) while in the custody of the agency. All selected project case files and research notebooks must be retired separately from nonselected records to the Federal Records Center.

AUTHORIZED DISPOSITION:

a. Selected research notebooks

PERMANENT. Transfer directly to the National Archives with the selected project case files (Item 27) when 30 years old. **NOTE:** Closed research notebooks may be transferred to the Federal Records Center for storage with the selected project case files, and then transferred to the National Archives with the project case files when 30 years old.

b. Nonselected research notebooks

Destroy when 30 years old or when no longer needed for current agency business, whichever is later.

29. Machine, Instrument, and Laboratory Log Books

Log books documenting the operation or use of scientific equipment and instrumentation, or the use of laboratory facilities by NIST employees, guest researchers, or other private or public clients and contractors.

AUTHORIZED DISPOSITION: Destroy when no longer needed for current agency business.

30. Technical Standards and Specification Reference Files

Nonrecord copies of standards and specifications received from other government agencies, Underwriter's Laboratories, the American National Standards Institute, the American Society for Testing Materials, or other standards-making organizations or foreign countries that are maintained solely for convenience of reference.

AUTHORIZED DISPOSITION: Destroy when no longer needed for current agency business.

31. NIST Standard Reference Material (SRM), Standard Reference Data (SRD), and Other National Standard Technical Development and Specification Records

Official record copies of correspondence, memoranda, reports, technical standards and specifications, standard approval records, and background materials or history records relating to the development of Standard Reference Materials, Standard Reference Data, or other standard for which NIST has the principal authority in the development, maintenance, or coordination as a Federal Standard, National Standard, or International Standard.

AUTHORIZED DISPOSITION: PERMANENT. Close files when standard is superseded or obsolete, and transfer to the Federal Records Center 1 year later. Transfer to the National Archives 20 years after closure.

32. Equipment, Machine, and Instrumentation Design Drawings, and Related Records

Drawings, specifications, instruction manuals, system design records, development and construction data, and other related records describing the design, fabrication, use, improvement, and modification of laboratory instrumentation, equipment, machinery, and apparatus.

AUTHORIZED DISPOSITION: Destroy when the related instrumentation, machinery, or equipment is destroyed, or donate design drawings to the NIST museum or other federal agency or institution with the instrumentation, machinery, or equipment in accordance with 36 CFR 1228.60.

Patent Records

33. Patent Filing Records

Case files created during the application, prosecution, and the successful registration or abandonment of patents by NIST. A typical case file contains the invention disclosure, the patent application, correspondence between the Patent and Trademarks Office and NIST, the registered patent if it is issued, or patent abandonment documents if a patent is not issued or the application is withdrawn.

Office of Record: Patent Program Office

AUTHORIZED DISPOSITION:

a. Successful patent files

Break files annually after the patent is issued, and transfer to the Federal Records Center when 4 years old. Destroy when 25 years old.

b. Abandoned patent files

Break files annually and transfer to the Federal Records Center when 4 years old. Destroy when 10 years old.

c. Invention disclosure files

Case files created by NIST prior to filing for a patent, but for which no registration or application process is completed. Invention disclosure files contain a detailed description of the invention, drawings, correspondence, and other similar records.

Destroy when 10 years old.

34. Foreign Patent Filing Records

Case files created to support NIST's application for foreign patents, usually in European Economic Community countries,

Japan, China, Canada, and other foreign countries. A typical foreign filing case file contains the patent application, correspondence sent and received from the foreign patent office or the foreign firm or agent handling the registration for NIST.

Office of Record: Patent Program Office

AUTHORIZED DISPOSITION:

a. Successful filing records

Break files annually after the foreign patent is issued and transfer to the Federal Records Center when 4 years old. Destroy when 25 years old.

b. Abandoned filing records

Break files annually and transfer to the Federal Records Center when 4 years old. Destroy when 10 years old.

35. Patent Licensing Records

Case files documenting the licensing of NIST patents to private firms, organizations, institutions, or other enterprises.

AUTHORIZED DISPOSITION:

a. Preliminary licensing files

A typical preliminary licensing file is arranged by patent docket number and contains the announcement of the patent in the Federal Register or other publication, correspondence or announcements of the patent to potential licensees, inquiries from inventors or firms interested in licensing a patent from NIST, requests to license a patent, and similar records, but which do not result in a formal license application.

Destroy when 10 years old.

b. Licensed patent records

Files arranged by patent docket number and thereunder by licensee or company that contain the records described in Item 35a, as well as the formal license application and any licensing agreements, annual or other periodic reports, and copies of financial records related to the licensing agreement.

Break files at the expiration of the license agreement and transfer to the Federal Records Center. Destroy 10 years later.

Cooperative Research Records

36. Cooperative Research and Development Agreement (CRADA) Records

Case files created to monitor and track cooperative research agreements between NIST and the private sector. A typical file contains the agreement, correspondence, annual and progress reports, agreement amendments and renewals, and similar records.

AUTHORIZED DISPOSITION: Break files at the expiration of the agreement and transfer to the Federal Records Center. Destroy 10 years after the agreement expires.

Advanced Technology Program Records

These records pertain to the administration and operation of the Advanced Technology Program to assist businesses in carrying out research on precompetitive, generic technologies. The program provides direct technology development grants to single businesses or joint research and development ventures involving such organizations that would offer significant benefits to the nation's economy. The program was established by the Technology Competitiveness Act of 1988 (Subpart C, Section 5131).

X **37. Advanced Technology Program (ATP) Cooperative Agreement Proposals**

Typically, an ATP proposal contains an application, proposal narrative, drawings, correspondence to and from the applicant, screening review papers, a technical review report, business potential review report, elimination or selection reviews and assessments, and the like.

Office of Record: Advanced Technology Program

AUTHORIZED DISPOSITION:

X **a. Funded proposals**

PERMANENT. Break files every 5 years and transfer to the Federal Records Center. Transfer to the National Archives in 5-year blocks when 25 years old.

NOTE: Original copy of application is made a part of the cooperative agreement file maintained by the Acquisition and Assistance Division and shall be disposed of in accordance with Item 82, Grant, Cooperative Agreement, and Fellowship Case Files.

b. Nonfunded proposals

Break files annually and transfer to the Federal Records Center. Destroy when 10 years old.

Accreditation Program Records

NIST is authorized to accredit laboratories found competent to perform specific tests or types of tests, as well as for other purposes. The National Voluntary Laboratory Accreditation Program (NVLAP) was established in 1976. Other accreditation programs are the Fastener Quality Act accreditation program, and the Weights and Measures laboratory accreditation program. Other accreditation programs are established on the basis of requests, demonstrated need, or by statute. NIST personnel assess the capabilities and testing programs of each laboratory prior to accreditation, and evaluate the laboratory for compliance and accreditation renewal as required.

38. Accreditation Case Files

A typical accreditation folder consists of an application for accreditation or accreditation renewal, a self-assessment report, a NIST accreditation assessment report, correspondence, and a payment of fees record.

AUTHORIZED DISPOSITION: Break files every 4 years and transfer to the Federal Records Center. Destroy when 10 years old.

Standards Code and Information Program (SCIP) Records

Under the provisions of the Fastener Quality Act (P.L. 101-592), the Standards Code and Information Program (SCIP) must collect information on both testing laboratories and laboratory

accreditation bodies to be used in the evaluation of their ability to perform under the Act. The records are maintained to facilitate the resolution of problems that may occur due to fastener inventories being held for long periods of time, failure in long-term usage of applicable fasteners, or to provide evidence in litigation.

39. Accreditation Body Case Files

A typical case file contains application forms, quality system evaluation reports, on-site assessment reports, deficiency resolution documents, correspondence, and status of accreditation body.

Office of Record: Office of Standards Services

AUTHORIZED DISPOSITION: Break closed files annually and transfer in 4-year blocks to the Federal Records Center. Destroy when 25 years old.

40. Laboratory Status Records

A typical file contains the name and address of the laboratory, names of key personnel, name of accrediting agency, scope of accreditation, dates of accreditation, and correspondence.

Office of Record: Office of Standards Services

AUTHORIZED DISPOSITION: Break closed files annually and transfer in 4-year blocks to the Federal Records Center. Destroy when 25 years old.

Weights and Measures Program Records

41. National Type Evaluation Certification Case Files

The purpose of the National Type Evaluation program is to evaluate new commercial weighing and measuring devices and systems for compliance with existing regulations.

A typical case file contains an evaluation of the device, a written report with findings, a certificate of compliance if the device was certified, and any recertification or renewal records as required.

Office of Record: Office of Standards Services

AUTHORIZED DISPOSITION: Break files every 5 years and transfer to the Federal Records Center. Destroy when 15 years old.

42. Weights and Measures Specifications Files

Correspondence, photographs of equipments, specifications and related records pertaining to testing equipment used by state weights and measures inspection agencies.

AUTHORIZED DISPOSITION:

a. Correspondence and related records

Destroy when 1 year old.

b. Specifications of equipment

Destroy when equipment is no longer in use.

43. State and Local Government Legislative Reference Records

Records arranged alphabetically by state that contain correspondence relating to state legislation, copies of laws and regulations, excerpts of legislation, and other records that are used to promote standards and to advise state weights and measures inspection agency programs.

AUTHORIZED DISPOSITION: Destroy when superseded or obsolete, whichever is later.

44. Weights and Measures Training Modules

Training materials prepared by NIST to assist state and local government offices that administer weights and measures programs.

AUTHORIZED DISPOSITION: Destroy when superseded or obsolete, or when no longer needed for current agency business.

Energy-Related Inventions Program Records

The purpose of the Energy-Related Inventions program is to provide an opportunity for independent inventors and small businesses with promising energy-related inventions to obtain

federal assistance in developing and commercializing their inventions. NIST evaluates the inventions and recommends those considered sufficiently promising to the Department of Energy for support.

45. Energy-Related Invention Disclosures

Invention disclosures of private individuals submitted for evaluation of technical and commercial merit or feasibility, or other review and assessment by NIST staff or NIST consultants for the Department of Energy. The disclosure records include written descriptions of energy-related inventions, drawings, photographs, data, videotapes, and other materials required to make the initial or subsequent submissions, and the final evaluation of the commercial potential of the invention written by NIST or a NIST consultant.

Office of Record: Office of Technology Evaluation and Assessment

Restrictions: Privacy Act records
System Number: Commerce/NIST-2

AUTHORIZED DISPOSITION: Break files annually and transfer to the Federal Records Center. Destroy when 20 years old.

46. Consultant Files

Records documenting the use of private consultants in the evaluation of Energy-Related Invention Proposals submitted to NIST. The records include non-disclosure and conflict of interest statements, resumes, invoices for services, evaluation and review correspondence with the consultant, and similar records.

Restrictions: Privacy Act records
System Number: COMMERCE/NIST-2

AUTHORIZED DISPOSITION: Destroy 5 years after the last date of service.

47. Energy-Related Inventions Program Conference Records

Correspondence, transcripts of radio announcements or other conference advertising, logistical and planning records, workshop brochures and programs, conference or workshop agendas, and similar records that document the National

Innovation Workshop (NIW) meetings or other equivalent conferences, seminars, and workshops.

AUTHORIZED DISPOSITION: Destroy 10 years after the conference ends.

Metric Program Records

This section of the schedule lists dispositions for ongoing records created and maintained by NIST offices with metrication program responsibilities. NIST is the agency responsible for coordinating the conversion in the federal government for procurement, grants, and business-related activities to the metric system of measurement in accordance with Section 5164 of Public Law 100-418 (Omnibus Trade and Competitiveness Act of 1988), and regulations set forth in the Code of Federal Regulations. The metric program was transferred to NIST by Department of Commerce Organizational Order 30-2B, Amendment 1 on July 15, 1992. Noncontinuing records of the U.S. Metric Board, and previously organized boards and committees with metrication responsibilities are scheduled under N1-167-92-3.

48. Interagency Committee on Metric Policy (ICMP) Records

Correspondence, meeting notices, agendas, minutes or meeting summaries, and annual or other reports of the Committee.

Office of Record: Office of Metric Programs

AUTHORIZED DISPOSITION: PERMANENT. Break files every 3 years and transfer to the Federal Records Center. Transfer to the National Archives when 20 years old.

49. Metric Program Implementation Plans and Reports

Periodic high level or special reports from Executive Branch agencies, and the Secretary's Annual Report to Congress. These reports contain transition plans, specific problems, and recommendations from federal agencies in the transition to and the implementation of the metric system of measurement as required by Executive Order 12770, dated July 27, 1991.

Office of Record: Office of Metric Programs

AUTHORIZED DISPOSITION: Break files 2 years after the reporting period and transfer to the Federal Records Center. Destroy when 20 years old.

50. Metrication Operating Committee (MOC) Records.

Copies of correspondence, meeting notices, agendas, minutes or meeting summaries of the committee and subcommittees, and committee or subcommittee reports.

AUTHORIZED DISPOSITION: Destroy when 5 years old.

Public Affairs Records

51. Publications and News Releases

One copy of each publication, brochure, news release, newsletter, or other special or occasional published material.

AUTHORIZED DISPOSITION: PERMANENT. Break files annually and transfer to the Federal Records Center when 3 years old. Transfer to the National Archives when 25 years old.

52. Media Query Records

Summaries of responses from the Public Affairs Office to questions from the news media.

AUTHORIZED DISPOSITION: Destroy when 3 years old.

53. Conference, Meeting, and Seminar Records

Case files of NIST sponsored conferences, meetings, and seminars that include event name, meeting dates, conference arrangements, catering arrangements, registration records, participant lists, published notices or flyers, special equipment or facility requests, meeting agendas, and similar records.

AUTHORIZED DISPOSITION: Destroy when 3 years old.

Physical Plant and Building Services Records

54. Architectural, Design, Modification, Service Drawings and Related Records

Architectural plans, site plans, master plans, shop drawings, specifications, and other records documenting the construction, maintenance, modification, and other services for NIST agency buildings and grounds.

AUTHORIZED DISPOSITION:

a. Record set of original architectural and building plans, site plans, master plans, and building specifications

PERMANENT. Break records when 40 years old and transfer directly to the National Archives beginning in 1998.

b. Building modification plans and specifications

Destroy when no longer needed for current agency business after all modifications and specifications have been incorporated into the official record set of architectural plans in Item 54a.

c. Routine sketches and shop drawings

Destroy after close of project, or when no longer needed for current agency business.

55. Design Project (DP) Case Files

Case files arranged by Design Project Number containing correspondence, estimates, specifications, telephone call logs, charts and sketches, calculations, preliminary plans and other records that are used in the design of new building projects or modifications to existing buildings or spaces prior to a contract award; and copies of bid notices, awarded contracts, change orders, change order estimates, and correspondence related to the construction of a project.

AUTHORIZED DISPOSITION: Break files annually and transfer to the Federal Records Center. Destroy when 30 years old.

56. Building Construction and Service Work Orders

Work orders and related records pertaining to building modifications and design or physical plant services.

AUTHORIZED DISPOSITION: Destroy when 3 years old.

Personnel Records

57. Demonstration Project Vacancy Case Files

Case files relating to the promotion or hiring of an individual that document qualification standards, evaluation methods, and hiring procedures. The files contain position vacancy announcements, lists of qualified applicants, evaluations of applicants, and other documentation relating to hiring procedures for vacancies, offers of employment and acceptance, certificates of eligibles, and employment applications.

Exception to General Record Schedule 1, Items 4, 5, 15, 32, 33

AUTHORIZED DISPOSITION: Break files annually and transfer to the Federal Records Center. Destroy when 15 years old.

58. Demonstration Project Payout Files

Records of all actiona required to complete the end of cycle performance payout process for Demonstration Project employees. Records include establishment of pay pools, pay pool allocations, listings of performance evaluations and payouts, as well as special reports used to analyze the performance process.

Exception to General Records Schedule 1, Item 23.

AUTHORIZED DISPOSITION: Break files annually and transfer to the Federal Records Center. Destroy when 10 years old.

59. Time and Attendance Source Records

Time and attendance records upon which leave input data is based, such as time or sign-in sheets; time cards (such as OF 1130) flexitime records; leave applications for jury and military duty; authorized premium pay or overtime,

maintained at duty post, upon which leave is based. Records may be in machine readable or paper form.

Exception to General Records Schedule 2, Item 7.

AUTHORIZED DISPOSITION: Destroy after GAO audit or when 6 years old, whichever is sooner, unless a NIST contract specifically stipulates a longer retention period for audit purposes as per NIST Administrative Bulletin 93-16.

60. Time and Attendance Input Records

Records in either paper or machine readable form used to input time and attendance data into a payroll system, maintained either by NIST or other payroll processor.

Exception to General Records Schedule 2, Item 8.

AUTHORIZED DISPOSITION: Destroy after GAO audit or when 6 years old, whichever is sooner, unless a NIST contract specifically stipulates a longer retention period for audit purposes as per NIST Administrative Bulletin 93-16.

61. Labor-Management Relations Records

a. Labor-Management Relations General Correspondence and Agreement Case Files

Correspondence, memoranda, reports, and other records relating to the relationship between management and employee unions or other groups.

AUTHORIZED DISPOSITION: Destroy 5 years after the expiration of agreement, or 5 years after the file is closed.

b. NIST Collective Bargaining Agreements

Copies of NIST Collective Bargaining Agreements used solely for reference purposes.

AUTHORIZED DISPOSITION: Destroy when no longer needed for reference.

c. Labor Arbitration General Correspondence and Arbitration Case Files

Correspondence, forms, background and working papers relating to union arbitration cases.

AUTHORIZED DISPOSITION: Destroy 7 years after the final resolution of the case.

d. Unfair Labor Practices Case Files

Correspondience, forms, background and working papers, reports, and other documentation relating to an unfair labor practices claim.

AUTHORIZED DISPOSITION: Destroy 7 years after the final resolution of the case.

Exception to General Records Schedule 1, Item 28.

62. Standards of Conduct Records

Outside Activities Reports (Form NIST-1209 or equivalent), submitted by all NIST employees and which list outside personal or professional activities.

AUTHORIZED DISPOSITION: Destroy 6 years after approval or close of investigation.

63. Intergovernmental Personnel Act Assignment Folders

Case files documenting the temporary assignment of NIST staff and individuals from outside organizations in accordance with the Intergovernmental Personnel Act.

AUTHORIZED DISPOSITION: Destroy 2 years after assignment ends.

64. Reduction in Force (RIF) Records

Case files maintained in accordance with FPM 351-1, Appendix A, and used to determine retention standing of competing employees who have received reduction in force notices.

a. Reduction in Force (RIF) Register

Computer printouts or electronic records containing a register of all RIF positions.

AUTHORIZED DISPOSITION: Destroy when 2 years old (GRS 1, Item 17b(1).

b. RIF Case Files

Case files documenting actions taken during a Reduction in Force in accordance with FPM Supplement 351-1, Appendix A. A typical file contains documentation relating to the employee's position description, competitive service position, official position, promotion, position description, tenure of employment, veteran's preference, performance ratings, and special retention protection records, and other personnel and service records.

AUTHORIZED DISPOSITION: Destroy 1 year after the effective date of RIF.

c. RIF Appeals Case Files

Case files documenting Reduction in Force appeals including copies of the appeal, interrogatory, investigations and reports, and final decisions.

AUTHORIZED DISPOSITION: Destroy 2 years after the final appeal decision is issued.

65. Classification Appeal Case Files

Case files relating to position classification appeals, excluding OPM Classification Certificate.

Exception to GRS 1, Item 7(2)d1

AUTHORIZED DISPOSITION: Destroy 7 years after case is closed.

66. Employee Awards Records

a. Departmental Employee Awards Case Files

Correspondence, memoranda, and other documentation for Departmental-level employee awards and recognition to NIST staff.

Exception to GRS 1, Item 12a.

AUTHORIZED DISPOSITION: Destroy 2 years after final approval or disapproval.

b. Award Development, Regulations, and Policy Records

Records containing background, policies, regulations, approvals, annoucements, graphic designs for plaques or certificates, eligibility criteria, requests for approval, and other related records for NIST sponsored awards.

AUTHORIZED DISPOSITION: Destroy when superseded, obsolete, or no longer needed for current agency business.

67. Performance Improvement Plans

Performance improvement plans and supporting documentation of the employee's performance under the plan.

Exception to GRS 1, Item 23.

AUTHORIZED DISPOSITION: Destroy 1 year after the date of the last acceptable performance rating.

68. Thrift Savings Plan (TSP) Records

a. Validation of Retirement Information Form (TSP-18, or equivalent)

AUTHORIZED DISPOSITION: Destroy when 3 years old or after GAO audit, whichever is sooner.

b. Transfer of Thrift Savings Plan Information between agencies (TSP-19, or equivalent)

AUTHORIZED DISPOSITION: Place original form in OPF. Destroy payroll office copy when superseded, obsolete, or no longer needed for current agency business.

c. Thrift Savings Plan Loan Payment Allotment Form (TSP-22, or equivalent)

AUTHORIZED DISPOSITION: Destroy when superseded, obsolete, or no longer needed for current agency business.

Personnel and Physical Security Records

69. Employee Security Clearance Case Files and Cards

Form NIST-1100, Security Personnel Record Card, or equivalent, and other records documenting the security clearance of NIST employees.

A typical case file contains copies of papers attesting to the security clearance of Institute employees as well as research associates, and guest researchers, such as records from sponsoring military agencies which have cleared Institute employees to work on classified projects. Case files and card records of employees leaving the Institute are maintained in an inactive file.

Exception to General Record Schedule 18, Item 22

AUTHORIZED DISPOSITION:

a. Closed Case Files

Break inactive employee case files every year; destroy when 1 year old.

b. Card Files

Break card file every year; destroy 10 years later.

70. Key Control Records

Card records of receipt and accountability of keys to areas within the agency (Form NIST-966, or equivalent).

Exception to General Record Schedule 18, Item 16

AUTHORIZED DISPOSITION: Destroy individual card when key is returned and accounted for.

71. NIST Employee Locator System Records

Names, telephone numbers, and addresses of certain NIST employees to contact in the event of an emergency.

Restrictions: Privacy Act records
System Number: COMMERCE/NIST-7

AUTHORIZED DISPOSITION:

a. Textual records

Destroy when 2 years old.

b. Electronic records

Update or delete records when no longer needed for current agency business.

72. Personal and Physical Security Administrative Subject Files

Subject files containing correspondence, memoranda, reports, forms and related papers pertaining to personal and physical security reports and surveys.

AUTHORIZED DISPOSITION: Break files annually and transfer to the Federal Records Center when 3 years old. Destroy when 10 years old.

International and Academic Affairs Records

The records in this section cover programs that document NIST international activities, special cooperative or other international agreements with foreign countries, guest researcher program records, foreign dignitaries and visitors to NIST, and other records.

73. Foreign Scientific Guest Researcher Records

Case files containing applications or other initiating correspondence, immigration papers, visa applications, and other travel-related documentation, agreements, security assurances and clearances, fingerprint records, memoranda, and similar records.

Office of Record: Office of International and Academic Affairs

Restrictions: Privacy Act records
System Number: Commerce/NIST-1

AUTHORIZED DISPOSITION: Close files when guest researcher departs NIST and transfer to the Federal Records Center when 5 years old. Destroy when 30 years old.

74. Foreign Visitors and VIP Records

Case files containing records documenting a visit to NIST by foreign visitors, VIPs, dignitaries, and others who are not conducting work in NIST laboratories as a Foreign Guest Researcher (See Item 62). Case files contain correspondence, meeting or lecture arrangements, tour arrangements, and other similar records.

Office of Record: Office of International and Academic Affairs

AUTHORIZED DISPOSITION: Destroy 2 years after the case is closed.

75. NIST/National Research Council (NRC) Postdoctoral Associateship Records

Records relating to the NIST/NRC Postdoctoral Research Associateship Program, including but not limited to, incoming and outgoing correspondence, memoranda, copies of contracts, lists of program applicants, approved advisors records, and *Research Opportunity* booklets.

Office of Record: Office of International and Academic Affairs

AUTHORIZED DISPOSITION:

a. Program records

Destroy when 30 years old.

b. Research Opportunity booklets

Destroy when superseded or no longer needed for current agency business.

76. Postdoctoral Associateship Appointment Records

Case files containing correspondence, appointment, and advisor's records relating to Postdoctoral Associates appointed to the NIST/NRC Postdoctoral Associateship program. Arranged by selection year, and thereunder alphabetically by surname.

Office of Record: Office of International and Academic Affairs.

Restrictions: Privacy Act records

System Number: COMMERCE/NIST-3

AUTHORIZED DISPOSITION: Break closed files every 2 years and transfer to the Federal Records Center when 5 years old. Destroy when 20 years old.

77. Foreign Trip Reports

Copies of reports that summarize foreign trips by NIST staff members that are prepared for the Department of Commerce.

Office of Record: Office of International and Academic Affairs

AUTHORIZED DISPOSITION: Destroy when 5 years old.

78. Sensitive Mail Records

Copies of outgoing correspondence that is mailed or sent to sensitive geographic areas as determined by the Department of State, Department of Defense, or other agency.

Office of Record: Office of International and Academic Affairs

AUTHORIZED DISPOSITION: Destroy when 3 months old.

79. Country Files

Correspondence, telegrams, cables, facsimiles, requests for publications, visitation acknowledgements, invitations to foreign residents to attend conferences, talks, and lectures, foreign inquiries regarding NIST research, reference materials and background information on foreign countries, biographies, and similar materials.

Office of Record: Office of International and Academic Affairs

AUTHORIZED DISPOSITION: Break files annually and destroy when 3 years old.

80. International (Bilateral or Multilateral) Agreement Records

Correspondence, memoranda, and other records relating to international agreements, memoranda of understanding, and other bilateral programs documenting NIST's cooperative relationship with foreign governments and universities.

Office of Record: Office of International and Academic Affairs

AUTHORIZED DISPOSITION: Break files annually and transfer to the Federal Records Center when 5 years old. Destroy when 30 years old.

81. International Projects Records

Correspondence, memoranda, proposals, project award records, project reports, funding and financial information, and other records that document cooperative projects between NIST scientists and foreign countries.

Office of Record: Office of International and Academic Affairs

AUTHORIZED DISPOSITION: Break closed files annually and transfer to the Federal Records Center when 3 years old. Destroy when 10 years old.

Congressional and Legislative Affairs Records

82. Appropriation and Authorization Records

Files documenting the amount of money Congress appropriates or authorizes for operating functions for each fiscal year.

AUTHORIZED DISPOSITION: Destroy when 6 years old.

83. Legislative Proposals

Legislative proposals and comments on proposals that concern NIST.

AUTHORIZED DISPOSITION: Destroy when 6 years old.

84. Congressional Hearings Records

Testimony, written statements, press releases, and hearing reports of Congressional committees.

AUTHORIZED DISPOSITION: Destroy when 6 years old.

85. State Files and Constituent Correspondence

Correspondence to NIST from members of Congress, and replies to Congress or Congressional constituents.

AUTHORIZED DISPOSITION: Break files at the end of each Congress (2 years) and transfer to the Federal Records Center. Destroy when 6 years old.

86. Current Legislation Records

Legislation and comments on legislation before Congress that concerns NIST or that was submitted by NIST

AUTHORIZED DISPOSITION: Break files at the end of each Congress (2 years) and transfer to the Federal Records Center. Destroy when 6 years old.

87. Weekly Reports/Legislative Summary

Weekly reports and summaries of legislation affecting NIST submitted to the Department of Commerce that contain information on hearings, markups, Congressional visits, courtesy calls, NIST grant announcements, and meetings.

AUTHORIZED DISPOSITION: Break files at the end of each Congress (2 years) and transfer to the Federal Records Center. Destroy when 4 years old.

88. Hearing and Markup Reports

Summaries of Congressional hearings and markups, comments or positions of members of Congress, and similar records related to pending legislation or issues affecting NIST.

AUTHORIZED DISPOSITION: Break files at the end of each Congress (2 years) and transfer to the Federal Records Center. Destroy when 10 years old.

89. Monthly Update Report on Bills

Monthly report on legislation before Congress.

AUTHORIZED DISPOSITION: Destroy when 2 years old.

Budget Office Program Records

90. Official Budget Submission Records

Official file copy of budget submissions prepared or consolidated at NIST containing appropriation language sheets, narrative statements, and related budget schedules.

Office of Record: Budget Office

AUTHORIZED DISPOSITION: Break files at the end of each fiscal year and transfer to the Federal Records Center when 3 years old. Destroy when 25 years old.

91. Budget Workpapers and Cost Statements

Workpapers, cost statements, and rough data accumulated in preparation of annual budget estimates, including duplicates of estimates, submissions, and other records contained in Item 77.

AUTHORIZED DISPOSITION: Destroy 3 years after the close of the fiscal year covered by the budget.

92. Budget Office Apportionment Records

Official file copies of apportionment and reapportionment schedules proposing quarterly obligations under each authorized appropriation.

Office of Record: Budget Office

AUTHORIZED DISPOSITION: Destroy 10 years after the close of the fiscal year covered by the budget.

93. Budget Office Correspondence Subject Files

Correspondence, reports, studies, analyses, responses to audits, and other records which document budget policy and procedures, reflect policy decisions that relate to the budget, and document decisions affecting program expenditures.

Office of Record: Budget Office

AUTHORIZED DISPOSITION: Break files annually and transfer to the Federal Records Center. Destroy when 10 years old.

94. Budget Reports

Annual and periodic reports, workpapers, and supporting documentation pertaining to the spending status of appropriation and other fund accounts.

AUTHORIZED DISPOSITION:

a. Annual Report.

Destroy 5 years after the budget covered by the report.

b. Other reports.

Destroy 3 years after the budget covered by the report.

Purchasing, Acquisition, and Assistance Records

95. Grant, Cooperative Agreement, and Fellowship Case Files

Proposals, correspondence, and technical reports; terms and conditions of the award; OMB Circulars, and other documentation relating to the award and financial management of NIST grants, cooperative agreements, and fellowships.

Office of Record: Acquisition and Assistance Division

AUTHORIZED DISPOSITION: Break closed files annually and transfer to the Federal Records Center. Destroy 6 years and 3 months after final payment or the close of the grant or agreement case file.

96. Purchase Orders, Requisitions, and Contracts

NIST purchase orders, contracts, requisitions, work orders, agreements with consultants or vendors, correspondence, reports, receipt and fulfillment records, inspection and payment records, and related papers pertaining to the contract, purchase order or other administrative records.

Exception to General Record Schedule 3, Item 3

Office of Record: Acquisition and Assistance Division

AUTHORIZED DISPOSITION: Break closed files annually and transfer to Federal Records Center. Destroy 6 years and 3 months after the final payment.

Environmental, Health, and Safety Records

These records are created and maintained primarily to track and report NIST compliance with various environmental, occupational health and safety, or other statutory or regulatory requirements or programs that protect the health and safety of NIST employees.

97. Environmental Hazard Files

Records documenting the location, use, removal, release, exposure, or cleanup of environmentally controlled materials such as PCBs, asbestos, chloroflourocarbons (CFCs), toxic or nuclear waste, hazardous chemicals, and similar substances, from storage tanks or other storage units, NIST facilities, and other equipment. The records may include contracts with private vendors, tests of materials, exposure and testing samples, and similar records.

Office of Record: Occupational Health and Safety Division

AUTHORIZED DISPOSITION: Destroy in accordance with current Environmental Protection Agency (EPA), Occupational Safety and Health Administration (OSHA), Nuclear Regulatory Commission (NRC), or other official federal regulations covering the specific type of hazard or material. If official federal regulations for specific hazards or materials do not cover records retention or disposition procedures, destroy 30 years after the close of the file.

98. Hazardous Waste Disposal Manifests and Reports

Signed manifests and biennial and exception reports relating to on-site or off-site hazardous waste disposal, storage, treatment, transportation, tests, or analyses.

Office of Record: Occupational Health and Safety Division

AUTHORIZED DISPOSITION: Destroy when 3 years old.

99. Occupational Health and Safety Building Area Monitoring, Testing, and Exposure Level Compliance Records

Records created to document the compliance testing, monitoring, or sampling of air, noise, hazardous chemicals, toxic substances, or other similar exposure levels in NIST offices and research facilities for compliance with Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), or other statutory or

regulatory programs. **NOTE:** These records do not document the actual or suspected exposure of NIST employees or other individuals to occupational or safety hazards. See Item 87 for Employee Exposure Records.

Office of Record: Occupational Health and Safety Division

AUTHORIZED DISPOSITION: Break files annually and transfer to the Federal Records Center. Destroy when 30 years old.

100. Employee Exposure Records

Employee health or medical records that document incidents and levels of exposure of NIST employees and other individuals to nuclear radiation, hazardous or toxic chemicals, noise, or other potentially hazardous substances.

Restrictions: Privacy Act records
System Number: COMMERCE/NIST-4

AUTHORIZED DISPOSITION:

a. Nuclear Radiation Exposure Records

Destroy in accordance with Nuclear Regulatory Commission regulations found in Title 10 CFR Chapter 20, or in other official NRC regulations or guidance for nuclear radiation exposure records.

b. All other exposure records

Destroy 75 years after the last entry.

101. Injury Reports and Case Files

Motor vehicle or property damage accident and injury reports, periodic or special reports, memoranda, and correspondence relating to accidents and injuries of NIST staff or other individuals, and used for statistical reporting and tracking purposes. **NOTE:** These files do not serve as official records of employment compensation claims, nor are they used as a substitute for official employee medical or health records.

AUTHORIZED DISPOSITION: Destroy 6 years after close of case.

102. Safety Equipment Allowance Records

Records maintained for each NIST employee eligible to receive an allowance for the purchase of required safety apparel such as safety shoes, safety glasses, or other equipment.

AUTHORIZED DISPOSITION: Break files annually and destroy when 2 years old.

Health Physics Records

103. Regulatory Compliance Subject Files

Files maintained in accordance with the Nuclear Regulatory Commission (NRC), Occupational Safety and Health Administration (OSHA), or other guidance and regulations relating to health and safety investigations, radioactive waste, license actions, quality assurance containers, personal dosimetry records, laser exams, whole body counts, slit eye tests, smear tests, survey meter calibrations, radiation work permits, material balance reports, and other regulatory forms and records that document the acquisition, storage, handling, and transportation of nuclear materials; the policies and procedures documenting the exposure of NIST employees to hazardous materials; or are required by the NRC or other agency for radioactive materials and health or safety program compliance. **NOTE:** These files do not document the actual exposure or overexposure of employees or other individuals to nuclear, chemical, toxic, or hazardous substances. See Item 87 for Employee Exposure Records.

Office of Record: Office of Health Physics

AUTHORIZED DISPOSITION: Destroy when no longer needed for current agency business.

Nuclear Reactor Program Records

104. Nuclear Reactor Licensing Records

Records containing the application for and renewal of the license to operate the NIST Nuclear Reactor.

Disposition not authorized.

105. Nuclear Reactor Operator License Files

Records relating to NIST employees who are licensed by the Nuclear Regulatory Commission to operate the NIST nuclear reactor. The records contain the application for a license, certifications of competency, medical history and medical examination records, medical certifications, reactor operator examination results, training records, the license or denial letter, and related records.

Restrictions: Privacy Act records
System Number: COMMERCE/NIST-5

Disposition not authorized.

106. Console Logbooks, Supervisor's Logbooks, and Instrumentation Logbooks

Logbooks documenting the operation of the nuclear reactor, employee shifts or shift summaries, and instrumentation readings and tests.

Disposition not authorized.

107. Employee Training and Indoctrination Records

Records documenting the safety and procedures training, facility orientation, and personnel indoctrination of individuals using the NIST nuclear reactor facilities.

AUTHORIZED DISPOSITION: Break files every 2 years and destroy when 4 years old.

Information and Library Services Records

108. Interlibrary Loan Requests

Library requests and information relating to items borrowed from other institutional libraries by NIST on behalf of agency staff and employees.

AUTHORIZED DISPOSITION: Destroy when 5 years old.

109. Library Overdue Notices (Charge Cards)

Cards used as a control over books loaned to NIST staff and when the automated LIBRO system is not functioning.

AUTHORIZED DISPOSITION: Destroy when 2 years old.

U.S. Department of Commerce
National Institute of Standards and Technology

Comprehensive Records Schedule

Cross-Index of Superseded Authorities

Item		Superseded Citation
1.	Publications	NC1-167-75-2/1, 46
2.	Unofficial Publications	New Item
3.	Manuscripts	NC1-167-75-2/4
4.	Administrative Issuances	NC1-167-75-2/3
5.	Technical Reference Materials	NC1-167-75-2/5, 14
6.	Reading or "Chron" Files	NC1-167-75-2/13
7.	Negatives and Photographs	NC1-167-75-2/8
8.	Audiovisual Records	New Item
9.	Admin. Correspondence/OU level	NC1-167-75-2/10, 12
10.	Admin. Correspondence/Div. level	NC1-167-75-2/10, 12
11.	Domestic Guest Researcher Records	NC1-167-75-2/59, 60
12.	Participants in Surveys	New item
13.	Project Labor Records	NC1-167-75-2/15
14.	Test Fee Records	NC1-167-75-2/6, 17
15.	Interdivision Work Orders	NC1-167-75-2/18
16.	Cash Transmittal Records	NC1-167-75-2/19
17.	NIST Conference Records	NC1-167-75-2/69, 76, 78
18.	Non-NIST Sponsored Committees	NC1-167-75-2/62, 77
19.	Committee Member Indexes	NC1-167-75-2/79
20.	Standing Admin. Committee Records	NC1-167-75-2/69, 80
21.	Director's Admin. Corr. Files	NC1-167-75-2/9a

22.	ATP Comm./Bd. of Visitors Reports	New Item
23.	Deputy Director's Corr. Files	NC1-167-75-2/9b
24.	Assoc. Director's Corr. Files	NC1-167-75-2/9c
25.	Test Folders	NC1-167-75-2/20
26.	Indexes to Test Folders	NC1-167-75-2/17, 28
27.	Project Case Files	NC1-167-75-2/24, 26, 27, 29, 30 and NC1-167-83-1/1
28.	Research notebooks	NC1-167-75-2/21
29.	Machine, Instrument Logbooks	New Item
30.	Tech. Standards Reference Files	NC1-167-75-2/23, 25
31.	NIST SRM, SRD, Other Standards Records	NC1-167-75-2/24
32.	Equipment, Machine Drawings	NC1-167-75-2/32
33.	Patent Filing Records	NC1-167-75-2/58
34.	Foreign Patent Filing Records	New Item
35.	Patent Licensing Records	New Item
36.	CRADA Records	New Item
37.	ATP Grant Proposals	New Item
38.	Accreditation Case Files	New Item
39.	Accreditation Body Case Files	New Item
40.	Laboratory Status Records	New Item
41.	National Type Evaluation Case Files	NC1-167-75-2/65, 66
42.	Weights and Measures Spec. Records	NC1-167-75-2/67
43.	Legislative Reference Files	NC1-167-75-2/68
44.	Weights and Measures Training Modules	NC1-167-75-2/70
45.	Energy-Related Invention Disclosures	New Item
46.	Consultant Files	New Item

47.	Energy-Related Inventions Conferences	New Item
48.	Interagency Committee on Metric Policy	New Item
49.	Metric Program Plans and Reports	New Item
50.	Metrication Operating Committee Records	New Item
51.	Public Affairs Pub./News Releases	New Item
52.	Media Query Records	New Item
53.	Conference, Meeting, Seminar Records	New Item
54.	Architectural Drawings	NC1-167-75-2/71
55.	Design Project Case Files	NC1-167-75-2/72, 73
56.	Building Construction Work Orders	New Item
57.	Demo. Project Vacancy Case Files	GRS 1/4,5,15,32 exc.
58.	Demo. Project Payout Files	GRS 1/23 exception
59.	T & A Source Records	GRS 2/7 exception
60.	T & A Input Records	GRS 2/8 exception
61.	Labor-Management Relations Records	New Item/GRS excpt.
62.	Standards of Conduct records	New Item
63.	Intergov't. Personnel Act Assign.	New Item
64.	Reduction in Force (RIF) Records	New Item
65.	Classification Appeals Case Files	New Item
66.	Employee Awards Records	New Item
67.	Performance Improvement Plans	New Item
68.	Thrift Savings Plan (TSP) Records	New Item
69.	Security Clearance Case Files	NC1-167-75-2/81
70.	Key Receipt Records	GRS 18/16 exception
71.	NIST Employee Locator Records	New Item
72.	Security Subject Files	NC1-167-75-2/84

73.	Foreign Guest Workers Records	NC1-167-75-2/59
74.	Foreign Visitors Records	NC1-167-75-2/60
75.	NIST/NRC Associateship Records	New Item
76.	Postdoctoral Associateship Appt. Records	New Item
77.	Foreign Trip Reports	New Item
78.	Sensitive Mail Records	New Item
79.	Country Files	New Item
80.	Bilateral Program Records	New Item
81.	International Projects Records	New Item
82.	Appropriation and Authorization Records	New Item
83.	Legislative Proposals	New Item
84.	Congressional Hearings Records	New Item
85.	State Files and Constituent Corr.	New Item
86.	Current Legislation Records	New Item
87.	Weekly Reports/Legislative Summaries	New Item
88.	Hearing and Markup Reports	New Item
89.	Monthly Update Report on Bills	New Item
90.	Official Budget Submission Records	NC1-167-75-2/95b
91.	Budget Workpapers and Cost Statements	NC1-167-75-2/95d
92.	Budget Office Apportionment Records	NC1-167-75-2/95e
93.	Budget Office Correspondence Files	NC1-167-75-2/95a
94.	Budget Reports	NC1-167-75-2/95h
95.	Grant and Coop. Case Files	New Item
96.	Purchase Orders, Contracts	NC1-167-75-2/96b and GRS 3/3 exception
97.	Environmental Hazard Files	New Item
98.	Hazardous Waste Disposal Manifests	New Item

99.	OSHA Building Area Monitoring	New Item
100.	Employee Exposure Records	New Item
101.	Injury Reports and Case Files	New Item
102.	Safety Equipment Allowance Records	New Item
103.	NRC Compliance Subject Files	New Item
104.	Nuclear Reactor Licensing Records	New Item
105.	Nuclear Reactor Operator License Files	New Item
106.	Console and Supervisor's Logbooks	New Item
107.	Employee Training Records	New Item
108.	Interlibrary Loan Requests	New Item
109.	Library Overdue Notices	New Item