

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-167-92-2	DATE RECEIVED 4-28-92
1 FROM (Agency or establishment) NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION		In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION		DATE 8/19/92	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
4 NAME OF PERSON WITH WHOM TO CONFER SUE C. COX	5 TELEPHONE 301-975-4064		

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,

is not required, is attached, or has been requested

DATE 4-47-1992	SIGNATURE OF AGENCY REPRESENTATIVE <i>Sue C. Cox</i>	TITLE NIST RECORDS MANAGEMENT OFFICER
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED RECORDS SCHEDULE FOR MALCOLM BALDRIGE NATIONAL QUALITY AWARDS		
	<p>7/21/92 Sue Cox, NIST records officer, concurred to changes in the disposition instructions for items 5 and 6 by telephone since the changes are very minor.</p> <p><i>[Signature]</i></p> <p>Copies sent to agency, NN-W, NNT, NOE, NIA 9/15/92</p>		

Malcolm Baldrige National Quality Award
(Confidential Records containing proprietary information subject to both FOIA and Privacy Act.)

1. Award Applications. Written applications submitted by companies applying for the Baldrige Award.
(These records are filed by coding numerically.)
 - A. Original. Break files annually; destroy records 6 months after feedback report is sent to applicant.
 - B. Copies. Break files annually; destroy when records are no longer needed.
2. Applicant Files. Files include name and address and correspondence from applicants. Break files annually; destroy records when no longer needed.
3. Feedback Reports. Reports include written evaluation of applicant's strengths and areas for improvement.
 - A. Final Printed Version. Break files annually; destroy records when 10 years old.
 - B. Draft Copy (with comments). Break files annually; destroy records 6 months after report is prepared.
4. Score Books (for applications). Score books are from each examiner at each evaluation stage, including site visit reports.
 - A. Original. Break files annually; destroy records when 3 years old.
 - B. Copies. Break files annually; destroy when records are no longer needed.
5. Examiner Files. Examiner files include the original application, Conflict of Interest Statement, expense reports including travel and per diem, and correspondence. ~~Break files annually; destroy records when no longer needed.~~ DESTROY 5 YEARS AFTER THE LAST DATE OF SERVICE, OR WHEN NO LONGER NEEDED FOR CURRENT AGENCY SERVICE, WHICHEVER IS LATER.
6. Examiner Assignments. Files show assignments of examiners to each application. ~~Break files annually; destroy when records are no longer needed.~~ DESTROY ~~ONE~~ 5 YEARS AFTER THE LAST DATE OF SERVICE, OR WHEN NO LONGER NEEDED FOR CURRENT AGENCY BUSINESS, WHICHEVER IS LATER.
7. Senior Examiner Reports. Consensus reports of Senior Examiner Panel. Break files annually; destroy records 6 months after feedback report is sent to applicant.
8. Electronic Data Storage. Not Authorized.
9. Annual Report to Overseers. The Official Record Copy of report prepared on year's activities, statistical data, and plans. Transfer to NARA in cubic feet blocks when records are 20 years old. Permanent.
10. Reports to Congress. The Official Record Copy of Report includes both interim and final reports. Transfer to NARA in cubic feet blocks when records are 20 years old. Permanent.