

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (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 NI-167-98-1	
DATE RECEIVED 6-16-98	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 4-23-99	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

6. AGENCY CERTIFICATION		
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>2</u> 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,		
<input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		
DATE 6-11-98	SIGNATURE OF AGENCY REPRESENTATIVE <i>Sue C. Cox</i>	TITLE NIST RECORDS MANAGEMENT OFFICER

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See Attached	NI-167-92-1, item 38	

Gene C. Coy  
1-27-99

## National Voluntary Laboratory Accreditation Program Records

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

### **1. Active Laboratory Files (organized by NVLAP Lab Code, a unique alphanumeric identifier).**

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

#### **A. Textual Files.**

Authorized Disposition - **Temporary**. Close files annually at the end of the fiscal year. Transfer to the Federal Records Center five (5) years after closure. Destroy fifteen (15) years after closure.

**B. Electronic Records** - created by electronic mail and word processing applications. Authorized Disposition - **Temporary**. Delete when file copy is generated or when no longer needed for reference or updating.

### **2. Inactive Laboratory Files (organized by NVLAP Lab Code within fiscal year of termination).**

NVLAP shall maintain records to demonstrate that accreditation procedures have been effectively fulfilled. These records shall include: laboratory applications, fee payment records, laboratory correspondence, on-site assessment reports, proficiency testing results, certificate and scope of accreditation, and any other records which indicate that the various stages of the accreditation process have been completed. Files for inactive accreditations (laboratories that no longer participate in the NVLAP program) are maintained in the NVLAP office for two fiscal years, including the fiscal year in which the accreditation expired or was terminated. For example, if Lab X left the NVLAP program in FY 97, NVLAP would keep the lab's file in the office for the remainder of FY 97 and all of FY 98. Then at the beginning of FY 99, the entire laboratory file would be transferred to the Federal Records Center with the other inactive files for FY 97.

#### **A. Textual Files.**

Authorized Disposition - **Temporary**. Close file at the end of the fiscal year in which the

accreditation expires or is terminated. Transfer to the Federal Records Center one (1) year after closure. Destroy eleven (11) years after closure.

B. Electronic Records - created by electronic mail and word processing applications. Authorized Disposition - **Temporary**. Delete when file copy is generated or when no longer needed for reference or updating.

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

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

A. Terminated Assessors.

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

B. Electronic Records - created by electronic mail and word processing applications. Authorized Disposition - **Temporary**. Delete when file copy is generated or when no longer needed for reference or updating.

**4. Blanket Purchase Agreement (BPA) Orders (organized by order number within fiscal year).**

These files contain copies of Charge Account Order Logs and Assessor Services Invoices for assessor services performed against a specific Blanket Purchase Agreement (BPA). Originals of these two documents are kept by the NIST Accounts Payables Office. Government estimates for each task are also kept in these files. BPA Order files are maintained in the NVLAP office for the most recent 2 fiscal years.

A. Textual files.

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

B. Electronic Records - created by electronic mail and word processing applications. Authorized Disposition - **Temporary**. Delete when file copy is generated or when no longer needed for reference or updating.