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|---|------------------------------|---|--|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br>(See Instructions on reverse)   |                              | <b>LEAVE BLANK (NARA use only)</b>  |  |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>WASHINGTON, DC 20408      |                              | JOB NUMBER<br>N1-167-98-3   | DATE RECEIVED<br>8-8-98                              |
| 1. FROM (Agency or establishment)<br>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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  |                              |   |  |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br>SUE C. COX                                 | 5. TELEPHONE<br>301-975-4064 | DATE<br>10/23/98  | ARCHIVIST OF THE UNITED STATES<br><i>[Signature]</i> |

6. AGENCY CERTIFICATION  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached \_\_\_ 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<br>8-5-98 | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>[Signature]</i> | TITLE<br>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 GRS OR SUPERSEDED JOB CITATION | 10.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) |
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58. Demonstration Project Payout Files

Records of all actions 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 15 years old.

This Authorized Disposition change is consistent with N1-167-92-1, Item 57, Demonstration Project Vacancy Case Files.

*Supersedes N1-167-92-1, Item 58*

OCT 28 1998 *MNR Copy to: Agency NWMW*

**RECOMMENDATION TO THE ARCHIVIST ON RECORDS  
DISPOSITION REQUEST**

Job No. N1-167-98-3

Item Count: 1

**SUMMARY**

The National Institute of Standards and Technology (NIST) submits this job to extend the retention period from 10 to 15 years for its Demonstration Project Payout Files. These records were previously approved for disposition in Job No. N1-167-92-1, Item 58, approved on January 6, 1994. This schedule also granted an exception to the provisions of GRS 1, Item 23, which would normally cover such records.

As NIST's Demonstration Project Payout files were previously approved as temporary, and this job extends the retention period, publication in the *Federal Register* is not required. NWMW is the only stake holder unit affected by this job, and no comments were submitted. I recommend approval.

**RECOMMENDATION**

- 1. **APPROVED FOR DISPOSAL.** The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research or other value to warrant their continued preservation by the Government.
- 2. **APPROVED FOR PERMANENT RETENTION.** The records described under the following item or items have been appraised by the National Archives and Records Administration (NARA) and are determined to have sufficient historical or other value to warrant their continued preservation by the United States Government. The agency will transfer these records to the National Archives as specified.
- 3. **DISPOSITION NOT APPROVED.** The records described under the following item or items are not approved for disposition.
- 4. **WITHDRAWN.** The records described under the following item or items have been withdrawn at the request of the agency and/or NARA.

**FEDERAL REGISTER NOTICE**

Not required.

Required

Publication Date:  
Copies Requested:  
Comments Received:

**SIGNATURES**

|                             | Title                                | Signature          | Date            |
|-----------------------------|--------------------------------------|--------------------|-----------------|
| APPRAISAL<br><i>10/8/98</i> | Appraiser                            | <i>Tanya Baume</i> | October 8, 1998 |
|                             | Director, Records Appraisal Division | <i>Mark Ball</i>   | 10-22-98        |
| CONCURRENCES                |                                      |                    |                 |
|                             |                                      |                    |                 |
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