

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NA-167-00-01	
1 FROM (Agency or establishment) NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY		DATE RECEIVED OCT 29 1999	
2 MAJOR SUBDIVISION		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER SUE C COX	5 TELEPHONE 301-975-4064	DATE 2-2-00	ARCHIVIST OF THE UNITED STATES <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 <u>1</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 OCTOBER 6, 1999	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> SUE C COX	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED , JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 99-04 SUBMISSION FOR TEMPORARY ELECTRONIC RECORDS		
	FEB 07 2000 <i>[Handwritten: copy to agency]</i>		

99-04 Submission --- Temporary Electronic Records Schedule --- 10-6-1999

1 Electronic Mail and Word Processing System Copies

Electronic copies of records created on electronic mail and word processing systems and used solely to generate a record-keeping copy of the records covered by the items in

NARA Job Number N1-167-92-1, NIST Comprehensive Records Schedule,

NARA Job Number N1-167-92-2, Malcolm Baldrige National Quality Award Program,

NARA Job Number N1-167-98-3, Demonstration Project Payout Files (which supersedes NARA Job Number N1-167-92-1, Item 58),

NARA Job Number N1-167-97-1, Manufacturing Extension Partnership (MEP) Program, and

NARA Job No N1-167-98-1, National Voluntary Laboratory Accreditation Program (which supersedes NARA Job Number N1-167-92-1, Item 38),

with the exception of records that are authorized as "PERMANENT"

Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

In addition, this disposition does not apply to any item already covered by the General Records Schedules

a Copies that have no further administrative value after the record-keeping copy is made Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record-keeping copy

Destroy/delete after the record-keeping copy has been produced

b Copies used for dissemination, revision, or updating that are maintained in addition to the record-keeping copy

Destroy/delete when dissemination, revision, or updating is completed