

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N9-167-00-002

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Records schedules starting with the number N9 were created in response to NARA Bulletins 99-04 and 2000-02. The N9 records schedules created from 1999-2002 allowed agencies to create bulk updates to previously approved schedules to cover copies of records in word processing and email formats. Word processing and email formats are now scheduled in the General Record Schedules, superseding all N9 records schedules approved by NARA. See GRS 5.1 Item 020 Non-record keeping copies of electronic records (DAA-GRS-2016-0016-0002).

Date Reported: 09/16/2014

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(See Instructions on reverse)

301-975-4064

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 1 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

NIST RECORDS MANAGEMENT OFFICER

10 ACTION
TAKEN (NARA
USE ONLY)

**SEE ATTACHED SUBMISSION FOR PERMANENT
ELECTRONIC RECORDS**

FEB 07 2000

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

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

99-04 Submission --- Permanent 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 authorized as "PERMANENT" 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)

Delete/destroy 30 days after the record-keeping copy has been produced