

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0167-2024-0004

Status: APPROVED  
Date Approved: 04/22/2026

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## General Information

Agency or Establishment	National Institute of Standards and Technology
Record/Scheduling Group	0167 - Records of the National Institute of Standards and Technology
Records Schedule Applies To	Agency-wide
Schedule Subject	Energy-Related Inventions Program Records
Additional Schedule Information	The purpose of the Energy-Related Inventions program is to provide an opportunity for independent inventors and small businesses with promising energy related inventions to obtain federal assistance in developing and commercializing their inventions. NIST evaluates the inventions and recommends those considered sufficiently promising to the Department of Energy for support.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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## Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 2

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0167-2024-0004

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Energy-Related Invention Disclosures	Temporary
0002	Consultant Files	Temporary

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Records Schedule Items

<b>DAA-0167-2024-0004-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Energy-Related Invention Disclosures	
Item Description	<p>Invention disclosures of private individuals submitted for evaluation of technical and commercial merit or feasibility, or other review and assessment by NIST staff or NIST consultants for the Department of Energy. The disclosure records include written descriptions of energy related inventions, drawings, photographs, data, videotapes, and other materials required to make the initial or subsequent submissions, and the final evaluation of the commercial potential of the invention written by NIST or a NIST consultant.</p> <p style="text-align: right;">Office of Record: Technology Partnerships Office</p> <p style="text-align: right;">Restrictions: Privacy Act records System Number: Commerce/NIST 2</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-167-92-001/ 45	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Retention Period	Other: Destroy when 20 years old	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

<b>DAA-0167-2024-0004-0002</b>	<b>STATUS: Active</b>
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<b>ITEM GENERAL INFORMATION</b>	
Item Title	Consultant Files
Item Description	Records documenting the use of private consultants in the evaluation of Energy Related Invention Proposals submitted to NIST. The records include non-disclosure and conflict of interest statements, resumes, invoices for services, evaluation and review correspondence with the consultant, and similar records.
	Restrictions: Privacy Act records System Number: COMMERCE/NIST 2
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded in Part? Explanation
N1-167-92-001/ 46	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy 5 years after the last date of service.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	Edward Forst (Acting Archivist)	04/22/2026



Office of the Chief  
Records Officer for the  
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.