INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-167-92-002

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Superseded by N1-167-09-001

Date Reported: 2/10/2021

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

		t			
REQUEST FOR RECORDS DISPOSITION AUTHORITY			LEAVE BLANK (NARA use only) JOB NUMBER		
(See Instructions on rev		N	7-767-92-2	ر	
^{TO} NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 4-28-92			
1 FROM (Agency or establishment) NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY		NOTIFICATION TO AGENCY			
MAJOR SUBDIVISION			ordance with the pro		
		includ	3303a the disposit ing amendments, is ap	proved except	
MINOR SUBDIVISION		not app	ns that may be marked proved ' or "withdrawn"	a "disposition in column 10	
NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF TH	E UNITED STATES	
SUE C. COX	301-975-4064	1/19/92		>>	
and that the records proposed for disposal on of this agency or will not be needed after the the General Accounting Office, under the pr Agencies, X is not required, is at OATE SIGNATURE OF AGENCY REPF 4-47-1992 SUE C. Cox	Title 8 of the second s	he GAO Ma has been	anual for Guidan	ce of Federal	
7 TEM 8 DESCRIPTION OF ITEM AND PRO	POSED DISPOSITION		9 GRS OR SUPERSEDED	10 ACTION TAKEN (NARA	
SEE ATTACHED RECORDS SCHEDULE FOR 7/21/42 Sur Core, NIST record disposition instance since the changes as		nea to co 5° and 6		me	
	4 NA-W, NNT, NO		115/102		
115-109 NSN 7540-00-63 PREVIOUS EDITION		STA	NDARD FORM 1 Presc	15 (REV 3-91) ribed by NARA 36 CFR 1228	

- Malcolm Baldrige National Quality Award (Confidential R ords containing proprietor, information subject to both FOIA and Privacy Act.)
- 1. Award Applications. Written applications submitted by companies applying for the Baldrige Award. (These records are filed by coding numerically.)
 - A. Original. Break files annually; destroy records 6 months after feedback report is sent to applicant.
 - B. Copies. Break files annually; destroy when records are no longer needed.
- 2. Applicant Files. Files include name and address and correspondence from applicants. Break files annually; destroy records when no longer needed.
- 3. Feedback Reports. Reports include written evaluation of applicant's strengths and areas for improvement.
 - A. Final Printed Version. Break files annually; destroy records when 10 years old.
 - B. Draft Copy (with comments). Break files annually; destroy records 6 months after report is prepared.
- 4. Score Books (for applications). Score books are from each examiner at each evaluation stage, including site visit reports.
 - A. Original. Break files annually; destroy records when 3 years old.
 - B. Copies. Break files annually; destroy when records are no longer needed.
- Examiner Files. Examiner files include the original application, Conflict of Interest Statement, expense reports including travel and per diem, and correspondence. Break files annually; destroy records when no longer needed. DESTROY 5 VEARS AFTER THE LAST DATE OF SERVICE, OR WHEN NO LONGER NEEDED FOR CORRENT AGENCY SERVICE, WHICHEVER IS LATER.
 Examiner Assignments. Files show assignments of examiners to each
- 6. Examiner Assignments. Files show assignments of examiners to each application. Break files annually; destroy when records are nolonger needed. DESTROY WHE 5 YEARS AFTER THE LAST DATE OF SERVICE, OR WHEN NO LONGER NEEDED FOR CURRENT AGENCY BUSINESS, WHICHEVER IS LATER.
- 7. Senior Examiner Reports. Consenus reports of Senior Examiner Panel. Break files annually; destroy records 6 months after feedback report is sent to applicant.
- 8. Electronic Data Storage. Not Authorized.
- 9. Annual Report to Overseers. The Official Record Copy of report prepared on year's activities, statistical data, and plans. Transfer to NARA in cubic feet blocks when records are 20 years old. Permanent.
- 10. Reports to Congress. The Official Record Copy of Report includes both interim and final reports. Transfer to NARA in cubic feet blocks when records are 20 years old. Permanent.