INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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Superseded by N1-167-09-001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

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER, A CA		
(See Instructions on reverse)		N1-161-92-2		
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		
2 MAJOR SUBDIVISION		In accordance with the provisions of 44 USC 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request, including amendments, is approved except for items that may be marked "disposition not approved 'or "withdrawn" in column 10		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 5 TELEPHONE		DATE	ARCHIVIST OF T	HE UNITED STATES
SUE C. COX	301-975-4064	11/92		
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, X				
7 ITEM 8 DESCRIPTION OF ITEM AND PRO	POSED DISPOSITION	SU	GRS OR PERSEDED CITATION	10 ACTION TAKEN (NARA USE ONLY)
7/21/92 Sur Cox, NIST record disposition institute since the Changes are	tions for items : a very minor.	ed to cha	nges en the ley teleph	e

NSN 7540-00-634-4064 PREVIOUS EDITION NOT USABLE STANDARD FORM 115 (REV 3-91)
Prescribed by NARA
36 CFR 1228

Malcolm Baldrige National Quality Award (Confidential Roords 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 DECLATER.

 6. 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 no longer needed. Destroy when seconds are no longer needed. Destroy when Seavice, 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.