

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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Superseded by N1-167-09-001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# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

*(See Instructions on reverse)*

Malcolm Baldrige National Quality Award  
(Confidential Records containing proprietary 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.
5. 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 YEARS AFTER THE LAST DATE OF SERVICE, OR WHEN NO LONGER NEEDED FOR CURRENT AGENCY ~~SERVICE~~ <sup>BUSINESS</sup>, WHICHEVER IS LATER.
6. Examiner Assignments. Files show assignments of examiners to each application. ~~Break files annually; destroy when records are no longer needed.~~ DESTROY ~~ONE~~ 5 YEARS AFTER THE LAST DATE OF SERVICE, OR WHEN NO LONGER NEEDED FOR CURRENT AGENCY BUSINESS, WHICHEVER IS LATER.
7. Senior Examiner Reports. Consensus 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.