

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-167-98-001

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Superseded by N1-167-09-004

Date Reported: 2/10/2021

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

(See Instructions on reverse)

Copy to: Agency NWMD
NWMD

Authorized Disposition - Temporary. Close file at the end of the fiscal year in which the

accreditation expires or is terminated. Transfer to the Federal Records Center one (1) year after closure. Destroy eleven (11) years after closure.

B. Electronic Records - created by electronic mail and word processing applications. Authorized Disposition - **Temporary**. Delete when file copy is generated or when no longer needed for reference or updating.

3. NVLAP Assessor (Contractor) Records (organized alphabetically by assessor last name).

NVLAP purchases the services of assessors who are approved to perform on-site assessments and other evaluative functions for the accreditation programs. The following records shall be maintained in each assessor file: qualifications summary, rating worksheets, correspondence, signed Assessor Declaration, copy of Blanket Purchase Agreement, training certificate, and miscellaneous records related to an assessor's qualifications, training, and service. Assessor records shall be maintained in the NVLAP office as long as an assessor has an agreement or contract with NIST.

A. Terminated Assessors.

Authorized Disposition - **Temporary**. Close files at the end of the fiscal year in which termination occurred. Transfer to the Federal Records Center two (2) years after closure. Destroy four (4) years after closure.

B. Electronic Records - created by electronic mail and word processing applications. Authorized Disposition - **Temporary**. Delete when file copy is generated or when no longer needed for reference or updating.

4. Blanket Purchase Agreement (BPA) Orders (organized by order number within fiscal year).

These files contain copies of Charge Account Order Logs and Assessor Services Invoices for assessor services performed against a specific Blanket Purchase Agreement (BPA). Originals of these two documents are kept by the NIST Accounts Payables Office. Government estimates for each task are also kept in these files. BPA Order files are maintained in the NVLAP office for the most recent 2 fiscal years.

A. Textual files.

Authorized Disposition - **Temporary**. Close files annually at the end of the fiscal year. Transfer to the Federal Records Center two (2) years after closure. Destroy four (4) years after closure.

B. Electronic Records - created by electronic mail and word processing applications. Authorized Disposition - **Temporary**. Delete when file copy is generated or when no longer needed for reference or updating.