

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>N1-167-09-1</i>	
1 FROM (Agency or establishment) National Institute of Standards and Technology		Date Received <i>4/20/09</i>	
2 MAJOR SUB DIVISION		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Donna S Miller	5 TELEPHONE (301)975-3980	DATE <i>9-16-09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</i>
6 AGENCY CERTIFICATION 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 <u>2</u> page(s) are not needed now 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>3/5/09</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Donna S Miller</i>		TITLE NIST Records Management Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached sheets	N1-167-92-2	

Malcolm Baldrige National Quality Award Program

(Confidential Records containing proprietary information subject to both FOIA and Privacy Act)

Records of the Malcolm Baldrige National Quality Award Program Regardless of the physical media or format, this schedule is written to authorize the disposition of the records in any media (media neutral) Records that are designated for permanent retention and are created and maintained electronically will be transferred to NARA in an approved electronic format

The Malcolm Baldrige National Quality Award Program was authorized on August 20, 1987 by Public Law 100-107, the Malcolm Baldrige National Quality Improvement Act of 1987. The purposes of the Award are to promote quality awareness, to recognize quality achievements of U S companies, and to publicize successful quality strategies The Secretary of Commerce and NIST were given the responsibilities to develop and administer the Award with the cooperation and financial support from the private sector. The Baldrige National Quality Program is office of record for all program records.

1 Applicant Files

Files include Feedback report, Award Application, Scorebook and name and address and other correspondence from applicants not included in the application itself

TEMPORARY. Close files at the end of the 18 month award cycle. Transfer to the Federal Records Center 3 years after files are closed Destroy 25 years after files are closed

2. Examiner Files and Examiner Assignments

Examiner files include the examiner's original application, Conflict of Interest statements, expense reports, travel and per diem reports and vouchers, correspondence, and other records related to the Examiner's qualifications, duties, and responsibilities

Examiner assignments are records showing the assignments of Examiners to each application.

TEMPORARY. Close files at the end of the 18 month award cycle Destroy 5 years after the last date of service, or when no longer needed for current agency business, whichever is later

3. Annual Report to Overseers

The official record copy of annual report covering the year's activities, statistical data, and plans for succeeding years will be maintained by the Secretary of the Director, BNQP.

PERMANENT. Close files when reports have been submitted to Overseers. Transfer to the National Archives in cubic foot blocks 20 years after files are closed.

4 Reports to Congress

The official record copy of reports to Congress, including both interim and final reports will be maintained by the Secretary of the Director, BNQP.

PERMANENT. Close files when reports have been submitted to Congress. Transfer to the National Archives in cubic foot blocks 20 years after files are closed.