

Request for Records Disposition Authority

Records Schedule Number DAA-0167-2016-0006

Schedule Status Modified Approved Version

Agency or Establishment National Institute of Standards and Technology

Record Group / Scheduling Group Records of the National Institute of Standards and Technology

Records Schedule applies to Agency-wide

Schedule Subject NIST Associates Records Schedule

Internal agency concurrences will
be provided No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	0	5	0

GAO Approval

Outline of Records Schedule Items for DAA-0167-2016-0006

Sequence Number	
1	NIST Associates
1.1	NIST Associates Information System (NAIS) Master Files Disposition Authority Number: DAA-0167-2016-0006-0001
1.2	Foreign Guest Researcher Hardcopy Case Files - prior to January 1, 2016 Disposition Authority Number: DAA-0167-2016-0006-0002
1.3	Other Foreign NIST Associate Hardcopy Case Files - prior to January 1, 2016 Disposition Authority Number: DAA-0167-2016-0006-0003
1.4	International and Academic Affairs (IAAO) Database Disposition Authority Number: DAA-0167-2016-0006-0004
1.5	Domestic Guest Researcher Hardcopy Case Files - prior to January 1, 2016 Disposition Authority Number: DAA-0167-2016-0006-0005

Records Schedule Items

Sequence Number	
1	<p>NIST Associates</p> <p>NIST Associates (NA) include foreign and domestic guest researchers, research associates, sole proprietor contractors, Intergovernmental Agency Personnel Act (IPAs), facility users, volunteer students, off-site collaborators, and other non-NIST people that require access to the NIST campuses or NIST resources. NA's personal information is used and maintained in accordance with System of Records NIST-1.</p>
1.1	<p>NIST Associates Information System (NAIS) Master Files</p> <p>Disposition Authority Number DAA-0167-2016-0006-0001</p> <p>The NIST Associates Information System (NAIS) is an automated system that supports the process of bringing NIST Associates (NA's) to the NIST campus and allowing them access to NIST resources. NAIS automates the preparation, review, and approval of all NA agreements, project information, entrance and exit checklists, security forms and documentation. Master files consist of all NA data and attachments entered into the NAIS system.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Electronic Record</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>GRS or Superseded Authority Citation N1-167-92-1, item 73</p> <p>Disposition Instruction</p> <p>Retention Period Destroy all NA data 15 years after the NA departs or the agreement is terminated, but longer retention is authorized for NA name, project title, dates at NIST, and affiliation if required for business use.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

1.2	Foreign Guest Researcher Hardcopy Case Files - prior to January 1, 2016	
	Disposition Authority Number	DAA-0167-2016-0006-0002
	Files containing applications or other initiating correspondence, immigration papers, visa applications, passport information, NIST agreements, arrival and departure notifications, relevant memoranda, and other pertinent or similar records.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	No
	Explanation of limitation	Hardcopy Records
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	N1-167-92-1, item 73
	Disposition Instruction	
	Retention Period	Destroy hardcopy case files 15 years after researcher has departed or the agreement is terminated.
	Additional Information	
	GAO Approval	Not Required
1.3	Other Foreign NIST Associate Hardcopy Case Files - prior to January 1, 2016	
	Disposition Authority Number	DAA-0167-2016-0006-0003
	Files containing visa and passport information, NIST agreements, arrival and departure notifications.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	No
	Explanation of limitation	Hardcopy Records
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	N1-167-92-1, item 73
	Disposition Instruction	

1.4	Retention Period	Destroy hardcopy case files 1 year after Associate has departed or the agreement is terminated.
	Additional Information	
	GAO Approval	Not Required
	International and Academic Affairs (IAAO) Database	
	Disposition Authority Number	DAA-0167-2016-0006-0004
	The IAAO database consists of Foreign Guest Researcher and other Foreign NA data maintained for IAAO reference only, all record keeping copies of NA data is maintained within the NAIS system master files.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	No
	Explanation of limitation	Electronic Records
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	N1-167-92-1, item 73
	Disposition Instruction	
1.5	Retention Period	Destroy database master files when no longer needed, but no more than 15 years after NA departs or the agreement is terminated.
	Additional Information	
	GAO Approval	Not Required
	Domestic Guest Researcher Hardcopy Case Files - prior to January 1, 2016	
	Disposition Authority Number	DAA-0167-2016-0006-0005
	Files containing NIST Domestic Guest Researcher agreements.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	No
	Explanation of limitation	Hardcopy Records

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
GRS or Superseded Authority Citation	N1-167-92-1, item 11
Disposition Instruction	
Retention Period	Destroy hardcopy case files when scanned into NAIS system and verified. After January 1, 2016 follow NAIS master file retention.
Additional Information	
GAO Approval	Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
06/24/2016	Certify	Donna Miller	Records Management Officer	Director's Officer - Management and Organization Officer
03/15/2017	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - ACRA
03/21/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/21/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/24/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist