

## Request for Records Disposition Authority

Records Schedule Number      DAA-0167-2016-0007  
Schedule Status      Approved  
  
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      Major Subdivision  
Major Subdivision      National Voluntary Laboratory Accreditation Program  
Schedule Subject      National Voluntary Laboratory Accreditation Program Records  
Internal agency concurrences will be provided      No

Background Information      The National Voluntary Laboratory Accreditation Program (NVLAP) accredits testing and calibration laboratories found competent to perform specific tests and calibrations. The program was established in 1976, and operates under the requirements set forth in the U.S. Code of Federal Regulations (CFR), Title 15, Part 285, and augmented by NIST Handbook 150, NVLAP Procedures and General Requirements.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
6	0	6	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0167-2016-0007

Sequence Number	
1	Laboratory Accreditation Program Records
1.1	NVLAP Information System (rNIS) Laboratory Accreditation Records Disposition Authority Number: DAA-0167-2016-0007-0001
1.2	Assessor Files - Assessors and technical experts in active or inactive status (indexed by assessor last name plus first name) Disposition Authority Number: DAA-0167-2016-0007-0002
1.3	Assessor Files - Assessors and technical experts in terminated status (indexed by assessor last name plus first name) Disposition Authority Number: DAA-0167-2016-0007-0003
1.4	Laboratory Accreditation Program (LAP) files Disposition Authority Number: DAA-0167-2016-0007-0004
1.5	NVLAP Management System Records Disposition Authority Number: DAA-0167-2016-0007-0005
1.6	Records related to NVLAP accreditation process, NVLAP assessors, and assess or contracts created prior to June 11, 2015 Disposition Authority Number: DAA-0167-2016-0007-0006

## Records Schedule Items

Sequence Number	
1	<p><b>Laboratory Accreditation Program Records</b></p> <p>The National Voluntary Laboratory Accreditation Program (NVLAP) accredits testing and calibration laboratories found competent to perform specific tests and calibrations. The program was established in 1976, and operates under the requirements set forth in the U.S. Code of Federal Regulations (CFR), Title 15, Part 285, and augmented by NIST Handbook 150, NVLAP Procedures and General Requirements. The following types of records, regardless of physical media or format, are maintained by NVLAP. Office of record: National Voluntary Laboratory Accreditation Program (NVLAP)</p>
1.1	<p><b>NVLAP Information System (rNIS) Laboratory Accreditation Records</b></p> <p>Disposition Authority Number      <b>DAA-0167-2016-0007-0001</b></p> <p>The NVLAP Information System (rNIS) is a web-based application that uses a central database to store all captured data relevant to the NVLAP accreditation process; e.g., information collected during the application process; financial transaction data; correspondence; on-site assessment data; proficiency testing results; other data supporting accreditation decisions; and assessor contract files including copies of purchase requests, contracts, government estimates, invoices, and approvals for payment that pertain to the purchase of contractor services.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?           <b>No</b></p> <p>Explanation of limitation            <b>Master files consist of all data related to the NVLAP accreditation process entered into rNIS.</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                      <b>Yes</b></p> <p>GRS or Superseded Authority Citation      <b>N1-167-09-004, item 1</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Close files at the end of a laboratory's accreditation cycle (defined as a 12-month cycle that starts on one of four effective dates: January 1, April, 1, July 1, or October 1). Delete all data associated with a specific</b></p>

1.2		laboratory accreditation cycle ten (10) years after closure.
	Retention Period	Destroy 10 year(s) after closure
	Additional Information	
	GAO Approval	Not Required
	<b>Assessor Files - Assessors and technical experts in active or inactive status (indexed by assessor last name plus first name)</b>	
	Disposition Authority Number	DAA-0167-2016-0007-0002
	Regardless of format, records of the purchasing of services of assessors and technical experts who perform on-site assessments and other evaluative functions for NVLAP. These records include, but are not limited to, forms and documents that support the qualification, training, selection, and approval of assessors and technical experts.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	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	N1-167-09-0004, item 3.
	Disposition Instruction	
1.3	Cutoff Instruction	For assessors and technical experts who are in active status or inactive status (i.e., temporarily unavailable for use by NVLAP), maintain the records in the NVLAP office as long as an assessor or expert is in active or inactive status.
	Retention Period	Maintain the records in the NVLAP office as long as an assessor or expert is in active or inactive status.
	Additional Information	
	GAO Approval	Not Required
	<b>Assessor Files - Assessors and technical experts in terminated status (indexed by assessor last name plus first name)</b>	
	Disposition Authority Number	DAA-0167-2016-0007-0003

Regardless of format, records of the purchasing of services of assessors and technical experts who perform on-site assessments and other evaluative functions for NVLAP. These records include, but are not limited to, forms and documents that support the qualification, training, selection, and approval of assessors and technical experts.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

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 N1-167-09-004, item 3

#### Disposition Instruction

Cutoff Instruction For assessors and technical experts who are in terminated status (i.e., no longer available for performing NVLAP assessments or other services), close files at end of fiscal year in which the termination occurred. Delete/destroy five (5) years after closure.

Retention Period Destroy 5 year(s) after closure

#### Additional Information

GAO Approval Not Required

#### Laboratory Accreditation Program (LAP) files

Disposition Authority Number DAA-0167-2016-0007-0004

The Laboratory Accreditation Program (LAP) files contain records pertaining to the development, implementation, and maintenance of a LAP. These records include, but are not limited to, the original request for the LAP; references to laws that require NVLAP accreditation, if applicable; copies of Federal Register Notices pertaining to a LAP; minutes of public workshops or videotapes of proceedings; comment letters received and summary of comments, if applicable; documentation supporting the decision to develop a LAP; records documenting changes to a LAP; and other correspondence and documents relative to the LAP. Regardless of format, the files of LAPs that have active accreditations are maintained by NVLAP as long as the LAP has active accreditations. If hard copy records have been

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converted to an electronic medium, they may be destroyed after the information has been converted and verified.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

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 N1-167-92-0001, item 38

#### Disposition Instruction

Cutoff Instruction For LAPs that have been terminated, close files at the end of the fiscal year in which the LAP was terminated. Destroy all files of terminated LAPs ten (10) years after closure.

Retention Period Destroy 10 year(s) after closure

#### Additional Information

GAO Approval Not Required

#### NVLAP Management System Records

Disposition Authority Number DAA-0167-2016-0007-0005

The management system records provide objective evidence of the extent of fulfillment of the requirements of NVLAP's management system. These records include records of management reviews, internal audits, external evaluations, corrective and preventive actions, complaints, customer feedback, and document control.

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation Maintain electronic copies only

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

#### Disposition Instruction

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1.6	Cutoff Instruction	Maintain electronic copies of management system records and close annually at the end of the fiscal year. Delete files five (5) years after closure, but longer retention is authorized if required for business use.
	Retention Period	Delete files five (5) years after closure, but longer retention is authorized if required for business use.
	Additional Information	
	GAO Approval	Not Required
	<b>Records related to NVLAP accreditation process, NVLAP assessors, and assessor contracts created prior to June 11, 2015</b>	
	Disposition Authority Number	DAA-0167-2016-0007-0006
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	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	N1-167-09-004, item 2
	Disposition Instruction	
	Cutoff Instruction	Cutoff files at the end of a laboratory's renewal year, defined as a laboratory's 12 month accreditation cycle that starts on January 1, April 1, July 1, or October 1.
	Transfer to Inactive Storage	Transfer to the Federal Records Center 5 years after closure.
	Retention Period	Destroy 15 year(s) after closure
	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
09/02/2016	Certify	Donna Miller	Records Management Officer	Director's Office - Management and Organization Officer
03/02/2017	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - ACRA
03/09/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/09/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/13/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist