

Request for Records Disposition Authority

Records Schedule Number DAA-0167-2021-0001

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 Director's Office

Minor Subdivision NIST Ombuds

Schedule Subject NIST Ombuds Program Records

Internal agency concurrences will be provided No

Background Information The Ombuds Program is intended to support a more inclusive and just work environment by providing members of the NIST community with access to an Organizational Ombuds. An Organizational Ombuds is a neutral person who works to facilitate the informal resolution of work-related conflict; is independent from compliance related functions or services; and provides an opportunity for confidential assistance.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

0001

Outline of Records Schedule Items for DAA-0167-2021-0001

Sequence Number	
1	Inquiries and Resolutions Disposition Authority Number: DAA-0167-2021-0001-0001

Records Schedule Items

Sequence Number	
1	<p>Inquiries and Resolutions</p> <p>Disposition Authority Number DAA-0167-2021-0001-0001</p> <p>Records include inquiries for ombudsman services, as well as reviews and analysis, correspondence, notes, status updates, resolutions, and responses related to such inquiries.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff upon closure or resolution.</p> <p>Retention Period Destroy upon closure or resolution.</p> <p>Additional Information</p> <p>GAO Approval Required and Received</p>

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
04/06/2021	Certify	Donna Miller	NIST Forms and Records Management Officer	Director's Officer - Management and Organization Officer
09/28/2021	Submit for Concurrency	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
09/29/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/29/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
09/29/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist