

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N9-167-00-001

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

## Description:

Records schedules starting with the number N9 were created in response to NARA Bulletins 99-04 and 2000-02. The N9 records schedules created from 1999-2002 allowed agencies to create bulk updates to previously approved schedules to cover copies of records in word processing and email formats. Word processing and email formats are now scheduled in the General Record Schedules, superseding all N9 records schedules approved by NARA. See GRS 5.1 Item 020 Non-record keeping copies of electronic records (DAA-GRS-2016-0016-0002).

Date Reported: 09/16/2014

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)					
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408			LEAVE BLANK (NARA use only)		
1 FROM (Agency or establishment) <b>NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY</b>			JOB NUMBER <b>99-167-00-01</b>		
2 MAJOR SUBDIVISION			DATE RECEIVED <b>OCT 29 1999</b>		
3 MINOR SUBDIVISION			NOTIFICATION TO AGENCY  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.		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 <b>SUE C COX</b>		5 TELEPHONE <b>301-975-4064</b>		DATE <b>2-2-00</b>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 _____ page(s) are not now needed 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 <b>OCTOBER 6, 1999</b>		SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature: Sue C Cox]</i> <b>SUE C COX</b>		TITLE <b>NIST RECORDS MANAGEMENT OFFICER</b>	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION			9 GRS OR SUPERSEDED , JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED 99-04 SUBMISSION FOR TEMPORARY ELECTRONIC RECORDS				
FEB 07 2000 <i>[Handwritten: copy to agency]</i>					

115-109 NSN 7540-00-634-4064 PREVIOUS EDITION NOT USABLE STANDARD FORM 115(REV 3-91) Prescribed by NARA 36 CFR 1228 ADMINISTRATION/IPSG ELECTRONIC FORM

115-109

NSN 7540-00-634-4064

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV 3-91)

Prescribed by NARA

36 CFR 1228

99-04 Submission --- Temporary Electronic Records Schedule --- 10-6-1999

1 Electronic Mail and Word Processing System Copies

Electronic copies of records created on electronic mail and word processing systems and used solely to generate a record-keeping copy of the records covered by the items in

NARA Job Number N1-167-92-1, NIST Comprehensive Records Schedule,

NARA Job Number N1-167-92-2, Malcolm Baldrige National Quality Award Program,

NARA Job Number N1-167-98-3, Demonstration Project Payout Files (which supersedes NARA Job Number N1-167-92-1, Item 58),

NARA Job Number N1-167-97-1, Manufacturing Extension Partnership (MEP) Program, and

NARA Job No N1-167-98-1, National Voluntary Laboratory Accreditation Program (which supersedes NARA Job Number N1-167-92-1, Item 38),

with the exception of records that are authorized as "PERMANENT"

Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

In addition, this disposition does not apply to any item already covered by the General Records Schedules

a Copies that have no further administrative value after the record-keeping copy is made Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record-keeping copy

Destroy/delete after the record-keeping copy has been produced

b Copies used for dissemination, revision, or updating that are maintained in addition to the record-keeping copy

Destroy/delete when dissemination, revision, or updating is completed