

REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER

NIH443-07-2

To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA)
WASHINGTON, DC 20408

DATE RECEIVED

3/6/07
2-23-2007

1. FROM (Agency or establishment)

Department of Health and Human Services

2. MAJOR SUBDIVISION

National Institutes of Health

3. MINOR SUBDIVISION

Office of the Director, Office of Management Assessment, *Agency* *WHS*

4. NAME OF PERSON WITH WHOM TO CONFER

Peggy Sanders Stefani Levesque

5. TELEPHONE

2463
301-496-2833

DATE

3/6/07

ARCHIVIST OF THE UNITED STATES

Alice Bettencourt

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 1 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,



is not required;



is attached; or



has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
02/20/2007	<i>Alice Bettencourt</i>	Acting HHS Records Manager

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Approval is requested to revise/modify/update the 1743 NIH Records Control Schedule, Section 8000-A: Public Affairs, Publications and Communications. The addition to this section will permanently maintain records created as a result of public health awareness and media campaigns. These items will appear in the NIH Records Control Schedule as follows:</p> <p>See attached.</p>		

3/10/2007 Copies sent to Agency, NWR, Name, NWR, NWR

Agency Wide

NEW: 8000-A-13

1. Series Title: Public Health and Media Campaign Programs

Series Description: Records created as a result of public health awareness and media campaigns. These records are created and maintained in paper and electronic format and include, but are not limited to, correspondence, memorandum, press releases, reports, brochures, pamphlets, posters, media kits, and audiotapes, videotapes, CDs, and DVDs containing public service announcements. These records document the development of campaigns from inception through completion and final report. Examples of such campaigns include NHLBI's "The Heart Truth," NICHD's "Back to Sleep," and NIMH's "Real Men, Real Depression."

Disposition: PERMANENT. Cut off files after completion of campaign. Maintain files in originating office or appropriate records center. Transfer to National Archives 3 years after cut off or when no longer needed for reference, whichever is sooner.

Disposition: PERMANENT. Cut off files after completion of campaign. Maintain files in originating office or appropriate records center. Transfer 2 copies of each poster to NARA immediately after printing. Transfer to National Archives 3 years after cutoff or when no longer needed for reference, whichever is sooner.

All other records

According to 36 CFR 1228.266, audiovisual records appraised as permanent shall be transferred to the National Archives as soon as they become inactive or whenever the agency cannot provide proper care and handling of the records, including adequate storage conditions to facilitate their preservation by the National Archives (see 36 CFR 1232).

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Clearances:

William Gillen:

William A. Gillen

Acting Director,
Division of Management Support

12/5/2006

DATE

Brooke Fox:

Brooke J.

Archivist, Office of NIH History

12/6/2006

DATE

Dr. Alan Schechter:

Alan N. Schechter

Acting Director,
Office of NIH History

12/9/06

DATE

William G. Ketterer:

William G. Ketterer

Office of the General Counsel

1/23/2007

DATE

Stefani Levesque

Peggy Sanders:

J. Stefani Levesque
Acting, NIH Records Management Officer

1/25/2007

DATE