

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Department of Health and Human Services

2. MAJOR SUBDIVISION

Public Health Service

3. MINOR SUBDIVISION

National Institutes of Health

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

Adrienne Bonnellycke 7/2/93

(301) 443-2055

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 2 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
6-15-93	<i>A. Prentice Barnes</i>	DHHS Records Management Officer

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 GRS OR SUPERSEDED JOB CITATION	10.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 modify the name of an existing record series (2300-293-4) and to modify the disposition to allow for the transfer of the records to the Federal Records Center. The purpose of this system is to maintain a complete comprehensive credentialing package on CC Medical Staff. (See attached Privacy Act System Notice.)</p> <p>2300-293-4 <u>Physicians' Medical Staffs'</u> <u>credential files</u>, documenting approval by Clinical Center of physicians, dentists, and other health professionals involved in patient treatment or other contacts. The files contain records of participation in patient care, signed agreements to abide by Medical Staff by-laws, privilege delineations, record of examinations taken, professional degrees, board certification, licensing information and related papers. [NOTE: These records pertain to a Privacy Act system of records 09-25-0169.]</p>	NCI-90-78-9	
	<i>Copies sent to NCF, Agency, NN-W, NNT 4/26/94</i>		

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JOB NUMBER

NI-443-93-1

DATE RECEIVED

6-4-93

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

4-21-94

Acting Archivist of the United States
Adrienne Barnes

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p><u>Located in CC, Office of Planning and Policy Development. Medical Record Department.</u></p> <p>a. Clinical Center Medical Staff.</p> <p><u>Disposition:</u> Transfer inactive records to Federal Records Center at 5 in 5 year blocks year intervals. 5 years after file closing. Destroy when 30 years old.</p> <p>Estimated Cubic Foot (5 yr. intervals): 5 cu. ft.</p> <p>b. Data Files:</p> <p><u>Disposition:</u> Delete inactive information in the data base when no longer needed.</p>	<p>Verbal concurrence from agency received on 4/8/94 - Yvonne Wilson</p>	
2300-293-5	<u>Investigatory Material from the Office of Personnel Management on employees or potential employees in non-sensitive positions.</u>		
	<u>Disposition:</u> Destroy after the decision is made on hiring or retention of the employee.		
300	<u>Employment (General)</u>		
2300-300-1	<u>Service Record Card (Standard Form 7 or its equivalent).</u>		
	<p>a. Cards of employees separated or transferred on or before December 31, 1947.</p> <p><u>Disposition:</u> Transfer to NPRC (CPR) St. Louis, Missouri. Destroy 60 years after earliest personnel action date.</p>		
Approved:	<p><i>S. O. Boyle</i></p> <p>Chief, Medical Records Department -Date Susan O Boyle, NIH Records Office 6/15/93</p>		