

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-310-97-1</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>6-16-97</i>	
1. FROM (Agency or establishment)  United States Department of Agriculture		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION  Agricultural Research Service			
3. MINOR SUBDIVISION  <i>National Program Staff</i>			
4. NAME OF PERSON WITH WHOM TO CONFER  Stephen Pollard	5. TELEPHONE  202-720-3359	DATE  <i>7-6-98</i>	ARCHIVIST OF THE UNITED STATES  <i>John W. Carl</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 <u>2</u> 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  6/12/97	SIGNATURE OF AGENCY REPRESENTATIVE  <i>[Signature]</i>		TITLE  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 GRS OR SUPERSEDED JOB CITATION	10.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 style="text-align: center;">See Attached</p> <p>NARA reserves the right during archival processing to dispose of any marginal, duplicative, fragmentary, or non-identifiable audiovisual materials and records that are already scheduled under approved agency schedules and General Records Schedules, as well as those records lacking sufficient historical value to warrant permanent retention by the United States Government.</p>		

JUL 21 1998

MNV

copy to Agency  
NARA D. NE

## STUDIES INVOLVING HUMAN SUBJECTS

1. Studies Involving Human Subjects, such as Taste Test and Quality Evaluation Studies. Files consist of correspondence, written consent of participants, outline of research proposal, approvals, analyses, results, and related records. These records are filed by project number. Certain records created in these studies must be kept confidential to protect the rights of privacy of individuals participating in the research.

- a. Significant correspondence, application forms, consent forms, medical records, proposal, approval, and other documentation deemed necessary to protect the researcher and the Department against liability.

- (1) Research Investigator:

TEMPORARY. Cut off on completion of project. Retire to FRC 5 years after cutoff. Destroy 25 years after cutoff.

- (2) Other Offices:

Destroy when 5 years old or when no longer needed for current activities, whichever is sooner.

NOTE: Human Studies Review Committee records are covered under Item 23.

- b. Other records, not covered elsewhere in this Schedule, considered to have insufficient value to be included in the project files, e.g., daily menu checks.

- All Offices:

Destroy when data is no longer needed, if a competent research scientist has determined that the records have served all research and legal purposes.

NOTE: Laboratory Notebooks are covered in Item 196.

**SUPERCEDES NC1-310-80-2, ITEM 200.**

## HUMAN STUDIES REVIEW COMMITTEE

2. Human Studies Review Committee. Files consist of Human Studies research proposals, approvals, and all correspondence (regardless of media) relating to the use of human subjects for research. Arranged by year and project number.

(1) Chairperson:           TEMPORARY:       Cut off upon completion of project.  
Transfer to FRC 2 years after cutoff.  
Destroy 25 years after cutoff.

(2) Other Offices:   Destroy when 5 years old or no longer  
needed for current activities, whichever  
is sooner.

**SUPERCEDES NC1-310-80-2, ITEM 23b.**