

770656

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)

DEPARTMENT OF HEALTH, EDUCATION AND WELFARE

2. MAJOR SUBDIVISION

PUBLIC HEALTH SERVICE

3. MINOR SUBDIVISION

NATIONAL INSTITUTES OF HEALTH

4. NAME OF PERSON WITH WHOM TO CONFER

Betty Barnett

5. TEL EXT

496-4606

6. CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK	
DATE RECEIVED 26 AUG 1977	JOB NO
NC1 448 90 77 4	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10	
9-21-77 (Date)	James B. Rhoads Archivist of the United States

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

7/19/77 Eugene J. Reed, Jr. for RUSSELL O. HESS

(Signature of Agency Representative)

DEPARTMENT RECORDS MANAGEMENT OFFICER

(Title)

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p><u>Medical Record Case Files of Patients of the NIH Clinical Center</u>, filed by the unit system using hospital number and patient name. Each case file includes the complete record of admissions and medical treatment for a patient accepted in a research project. Inactive records for patients who have not received treatment for a period of five consecutive years will be microfilmed periodically.</p> <p><u>A. Disposition:</u> Original paper file - destroy when microfilm has been accepted, except that originals will be held for 1 year after microfilming has begun and 1 year whenever micro-filming is done by a new contractor. Transfer to Federal Records Center after microfilm is inspected. Destroy 1 year after transfer to FRG.</p> <p><u>B. Microfilm file</u> - Destroy when the Director of the Clinical Center determines that it is no longer needed for scientific reference.</p> <p>Note: The inactive records will be needed for reference for more than 10 years.</p> <p>These records are irreplaceable and cannot be reconstructed. They are used for continuing patient care, insurance and medicolegal purposes, as well as a basis in the accumulation and retrieval of administrative and medical statistics and clinical research and review.</p>		

115-106

Sent to agency & NCW - 9/20/77