

**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 17 JAN 1978 NC1 90	JOB NO. 78 9
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.	
1-20-78 (Date)	<i>James B. Rhoads</i> 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.

1/4/78 Date *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>Disposition:</p> <p>a. <u>Original paper file</u> - Destroy when microfilm has been accepted.</p> <p>b. <u>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> <p>NIH Certifies that records will be microfilmed in accordance with FPMR 101-11.504.</p>	NC1-90-77-4 1.a.	

THIS REQUEST IS FOR REVISION OF ITEM 1.a. of JOB NC1 90-77-4.

Sent to agency - 1/24/78