

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: NC1-090-78-12**

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 7/27/2023

### **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items except those listed below are active

### **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Items 49, 50, 53, 54, 58-60 is superseded by DAA-0443-2018-0003-0001

Items 51, 52, 56 is superseded by DAA-0443-2018-0003-0002

Items 43, 44, 67, 68 is superseded by DAA-0443-2019-0004-0001

Items 25a/b, 64, 65, 72, 73 is superseded by DAA-0443-2019-0004-0002

Items 11, 79 is superseded by DAA-0443-2019-0005-0009

Items 90, 98 is superseded by DAA-0443-2019-0005-0008

Items 7b, 28b is superseded by DAA-0443-2019-0005-0004

Items 7a, 28a is superseded by DAA-0443-2019-0005-0003

Item 33 is superseded by N1-443-94-001

Item 62 is superseded by N1-443-98-002 #1300-B-7

Item 70 is superseded by N1-443-98-002 #1300-B-13

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

*Revised 11 Sept 78*

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED	JOB NO.
<b>NC 1 90 78 12</b>	<b>SEP 12 1978</b>
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.	
11-21-78 (Date)	<i>James B. Rhoads</i> Archivist of the United States

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: VARIOUS UNITS

4. NAME OF PERSON WITH WHOM TO CONFER

Lowell Peart

5. TEL. EXT.

496-4606

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

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 33 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

9/7/78  
Date

*James B. Rhoads*  
(Signature of Agency Representative)

*Dept. Rec. Mgt. Ofcr*  
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<u>CONTENTS OF THIS SCHEDULE</u>			
This is a four part schedule concerning the records created by various units of the National Institutes of Health, as follows:			
	<u>Audiovisual Service Records</u>	<u>Pages</u> 2-5	<u>Items</u> 1-6
	This part is largely an adaptation of General Records Schedule 21.		
	<u>Division of Computer Research and Technology</u>	6-16	7-23
	<u>Division of Research Services</u>	17-39	24-73
	<u>National Library of Medicine</u>	40-55	74-99
Each of the latter three parts is preceded by an introductory statement relating to administrative history, functions, values of the records, and other matters.			

*CC sent to NNF, NNU 115 items*

*(11-21-78)  
NWB, NCU + Agency 11-28-78 MS*

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p style="text-align: center;"><u>Audiovisual Services Records</u></p> <p>This portion of the schedule covers files of NIH organizational units providing audiovisual services to program and administrative offices. The services include the inception, production, and distribution of audiovisual materials, which normally comprise still pictures, motion pictures, film strips, sound recordings, video recordings, charts, graphs, posters, and similar materials. Such materials may be used as illustrations in publications, or for training purposes, or for dissemination of information to agency employees or to the public. This portion of the schedule does not cover, however, unique functions such as audiovisual training and research, which may be assigned in individual cases but which are not normally part of the audiovisual service function.</p> <hr style="width: 20%; margin: 20px auto;"/> <p>1. <u>Audiovisual materials</u> which, in the joint opinion of the NIH records officer and the appropriate BID information officer, provide documentation of the organization, functions, policies, procedures and essential transactions of NIH or one of its component organizations; or contain information that is unique in substance, arrangement, or manner of presentation and unavailable in another form; or document events or phenomena which are significant; or utilize a significant new technology and represent an advance in the state of the art.</p> <p><u>Disposition:</u></p> <p>Permanent. Offer to the National Archives at the intervals and under the conditions prescribed in General Records Schedule 21.</p> <p>These materials may be motion pictures, still pictures, film strips, or video or sound recordings. They involve mainly the following:</p> <ul style="list-style-type: none"> <li>A. Significant events in the history of NIH.</li> <li>B. Depiction of research procedures and results.</li> <li>C. Information for the public on the functions of NIH and on disease prevention.</li> </ul>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2.	<p><u>Audiovisual materials which are included as part of a project file, case file, report, or a similar type of record.</u></p> <p><u>Disposition:</u> transfer to NARS as permanent records Destroy or <del>otherwise dispose of</del> in accordance with the approved disposition instructions applicable to the records of which they are a part. If applicable, destroy in accordance with regulations governing salvaged film.</p>		
3.	<p><u>Audiovisual records which are not of permanent value, excluding those which are among the records of program and administrative users outside the audiovisual service.</u></p> <p><u>Disposition:</u> Destroy when no longer needed for administrative use. If applicable, destroy in accordance with regulations governing salvaged film.</p>		
4.	<p><u>Documentation materials in any form which are necessary or helpful for the proper identification, retrieval, and use of audiovisual records. Examples are materials such as shelf lists, review sheets, catalogs, or documentation in a machine readable form.</u></p> <p><u>Disposition:</u> See item 2 above.</p> <p><del>Destroy or otherwise dispose of together with the related audiovisual records</del></p>		
5.	<p><u>Production files or similar files which include production contracts, scripts, transcripts and related documentation.</u></p> <p><u>Disposition:</u> See item 2 above.</p> <p><del>Destroy or otherwise dispose of together with the related audiovisual records</del></p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
6.	<p>Administrative files relating to routine aspects of audiovisual services. May contain correspondence, reports, requisitions, memoranda and related papers pertaining to personnel, procurement, fiscal management, distribution of audiovisuals, and other matters involving day to day administration of the audiovisual service.</p> <p><u>Disposition:</u> Destroy when 4 years old.</p>		

# MEMORANDUM

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE  
PUBLIC HEALTH SERVICE  
NATIONAL INSTITUTES OF HEALTH

TO : Betty Barnett, NIH Records  
Management Officer

DATE: July 10, 1978

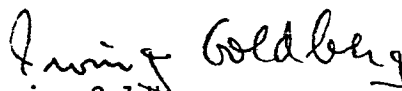
FROM : Director, Division of Public  
Information, OC

SUBJECT : Audiovisual Services Records

The information and instruction found in the Audiovisual Services Records sent this office is acceptable as noted.

A copy of this memo and the three pages titled Audiovisual Services Records are being distributed to BID's.

It is suggested that further inquiries regarding records be directed to Betty Barnett, of the NIH Records Management Officer, Building 31, Room 33-07, extension 496-4606.

  
Irving Goldberg

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p style="text-align: center;"><u>Division of Computer Research and Technology</u></p> <p><u>History and Functions</u></p> <p>The Division of Computer Research and Technology (DCRT) plans and conducts an integrated computer research and service program in support of basic NIH missions.</p> <p>In less than 20 years, computing at NIH has emerged from small, exploratory beginnings to become the largest biomedical resource in the world. Through practical applications of computer systems and theoretical research, the Division is the focal point of NIH computer use policies and specific applications to biomedical problems of research and diagnosis.</p> <p>In 1956 NIH established a Committee on Electronic Data Processing and Computers. In 1958 the first computer was installed, to be replaced by new equipment in 1962. In 1965 this Division was created. Since then computer technology has been applied to virtually every area of NIH program and administrative activities.</p> <p>Generally, the Division:</p> <ul style="list-style-type: none"><li>• Provides professional programming and ADP processing services for customers, both in and out of NIH.</li><li>• Conducts related theoretical and applied research.</li><li>• Provides resources for research, development, and consultation in connection with project-supporting computer systems.</li><li>• Provides scientific and administrative direction in formulating NIH-wide ADP policies, standards, methods, and procedures.</li></ul>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>DCRT Records: An Overview</u></p> <p>Records of the Division fall mainly into one of two categories:</p> <ul style="list-style-type: none"><li>• Those documenting the administration of the Division, including the development of NIH computer management policy.</li><li>• Those documenting the technological activities of the Division in computer hardware, software development, relationships with users, equipment operation, and theoretical research not related to individual applications.</li></ul> <p>DCRT is organized functionally into two branches which provide computer services, and four laboratories. The research functions are generally located in the laboratories.</p> <p>The key records are described in this schedule as functional items, because of their multiple locations crossing organizational lines, and because of their diversity within a single series.</p> <p><u>Previous Schedules</u></p> <p>Few records of the Division have been directly scheduled previously. Some records are covered by various General Records Schedules, and by National Archives Job No. NCl 90-77-2, which provides for the selective retention and disposition of various series wherever located in the National Institutes of Health. Among other records, that schedule covers the following seven types of files:</p> <ul style="list-style-type: none"><li>• Policy and program records.</li><li>• Organization and functions records.</li><li>• Record copies of directives.</li><li>• Reports files.</li></ul>		



REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<ul style="list-style-type: none"><li>• Committee files.</li><li>• Public affairs files.</li><li>• Research files.</li></ul> <p>Any records described in this schedule which may be covered in the NIH-wide schedule cited above are included so that they can be specifically identified in Division files.</p> <p>References to the NIH-wide schedule and the General Records Schedules are provided at pertinent places in this schedule.</p> <p><u>DCRT Records Not Covered By This Schedule</u></p> <p>Generally, this schedule does not cover records covered by the General Records Schedules, the NIH-wide schedule already cited, and machine readable records, which are being covered in a separate NIH-wide schedule now being prepared by the National Archives and Records Service.</p> <p>Later publication by NIH of this schedule, the General Records Schedules, and the NIH-wide schedule will provide this Division with a total retention plan covering all of its records.</p> <hr/> <p style="text-align: center;"><u>I.</u></p> <p style="text-align: center;"><u>Administration and Policy</u></p> <p>These records are created by the Office of the Director, including staff assistants and administrative specialists, but not including the two branches and the four laboratories. Records of the latter units are covered in <u>II</u> below.</p> <hr/>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
7.	<p><u>Administrative management central files, relating to the administration and coordination of division activities, development and implementation of policy, personnel and financial matters, reports and statistics, and related matters. Arranged under a subject-numeric filing system. Contains correspondence, forms, scattered reference materials, memoranda, and related papers.</u></p> <p>These records tend to document the long range planning and day to day activities of the division. Most components of this series are disposable after administrative needs of the division are satisfied. A few categories provide partial permanent documentation of the role of the division director as advisor to the Director of NIH in computer matters. Those records, together with record copies of division publications and certain records retained at higher NIH managerial levels, provide archival documentation.</p> <p>a. <u>Records filed under the following categories:</u></p> <ul style="list-style-type: none"><li>• Organization and functions.</li><li>• Program planning and evaluation.</li><li>• Reports and statistics.</li></ul> <p><u>Disposition:</u></p> <p>Permanent. Offer to the National Archives when 20 years old.</p> <p>b. <u>All other records.</u></p> <p><u>Disposition:</u></p> <p>Destroy when 7 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
8.	<p><u>Administrative files, maintained at various organizational levels, containing correspondence, memoranda, reports, and related papers pertaining to supplies and equipment, facilities, personnel, fiscal matters, and other routine activities involving daily administration and the program of the office.</u></p> <p><u>Disposition:</u> Destroy when 4 years old.</p>		
9.	<p><u>Project control fiscal records, relating to formal computer projects in the division for which there is reimbursement by users on a revolving fund basis. These records, maintained for administrative and fund control purposes, are arranged by account number. Contain account authorizations, address/information change notices, obligation documents, annual project updates, and related papers.</u></p> <p>Records relating to the technological aspects of projects, complementing these fiscal records, are covered in <u>II</u> below.</p> <p><u>Disposition:</u> Destroy 4 years after completion of project.</p>		
10.	<p><u>Programmer trouble reports and requests for refunds, pertaining to technological or administrative problems which may result in refunds to users.</u></p> <p><u>Disposition:</u> Destroy when 2 years old.</p> <p><u>Information Records</u></p>		
11.	<p><u>Record sets of publications prepared and issued by the division. (EXCLUDING TECHNICAL PUBLICATIONS)</u></p> <p><u>Disposition:</u> Permanent. Offer to the National Archives when 20 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
12.	<p><u>Visual materials used for special events, publications, press releases, and the like.</u></p> <p><u>Disposition:</u></p> <p>Destroy when superseded or no longer needed for division programs or activities.</p>		
13.	<p><u>Working papers, justifications and other materials accumulated prior to publication.</u></p> <p><u>Disposition:</u></p> <p>Destroy 2 years after publication is released.</p>		
14.	<p><u>Requests for information or publications.</u></p> <p><u>Disposition:</u></p> <p>Destroy when 3 months old.</p> <p><u>Library Records</u></p>		
15.	<p><u>Interlibrary loan forms and records.</u> Certain provisions of the Copyright Act (90 Stat. 2541) may affect retention of these records.</p> <p><u>Disposition:</u></p> <p>Destroy records initially 5 years after effective date of the Act (January 1, 1978), then every 2 years thereafter.</p>		
16.	<p><u>Transaction history files:</u> Computer listings of loan transactions.</p> <p><u>Disposition:</u></p> <p>Destroy when 3 months old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
17.	<p><u>Daily records used as input documents to computer transaction file.</u></p> <p><u>Disposition:</u></p> <p>Destroy when 2 years old.</p>		
18.	<p><u>Borrower sign-out logs, showing materials borrowed, names of borrowers, and related information.</u></p> <p><u>Disposition:</u></p> <p>Destroy when 2 years old.</p> <p>(NOTE: Other administrative and policy records are covered by the General Records Schedules and an approved NIH-wide schedule. Those retention provisions will be published on an NIH-wide basis.)</p> <hr/> <p style="text-align: center;"><u>II.</u></p> <p style="text-align: center;"><u>Computer Technology</u></p> <p>These records are created in the operating units of the division where the computer technology work is done. The Computer Center Branch develops and maintains the NIH Computer Center, provides hardware assistance to users, and coordinates a training program. The Data Management Branch develops computer programs (software) for users. The four specialized laboratories participate in custom designing computer technology or in applying statistical and mathematical techniques and other devices to computer systems applied to biophysical and biomedical problems.</p>		
19.	<p><u>Administrative subject files, maintained in various offices, and not relating to individual</u></p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
20.	<p>projects or research activities. Contain correspondence, memoranda, printed materials, and related papers pertaining to daily operations such as personnel, fiscal management, facilities, procurement and other non-policy and non-project matters. Include also reports and data on meetings, program planning, and operation of the Computer Center.</p> <p><u>Disposition:</u></p> <p>Destroy when 6 years old.</p> <p><u>Project and research records.</u> These records, created throughout the two branches and the four laboratories of the division, are largely accumulated by programmers, specialized technicians, and others who are involved in computer technology. The records may relate either to formal projects involving users in and out of NIH who pay for the services, or to theoretical research not related to formal projects. Results of the latter research normally appear in technical journals.</p> <p>With one exception noted below, the contents of these records are varied, diffuse, and unstandardized in format and content. Generally, they are a mixture of record and non-record materials accumulated during the life of the project. They may include, but clearly are not limited to, correspondence, test data, data on experimental procedures, printed reference materials, rough drafts, notes, progress and other reports, memoranda, and a variety of other materials. These records also comprise papers relating to project planning, procedures, and other aspects of the project.</p> <p>a. <u>Materials relating to formal projects.</u></p> <p><u>Disposition:</u></p> <p>Destroy 5 years after completion of project, or when technical data in the files are of no further value for research or other uses, as appropriate.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>b. <u>Materials accumulated in research studies, not related to formal projects.</u></p> <p><u>Disposition:</u></p> <p>Destroy 4 years after completion of study, or when data are of no further value for research, as appropriate.</p> <p>c. <u>Software data documentation.</u> These are division copies of standardized software system documentation prepared for delivery to users supplementing the users' manuals. They contain added data on system design. They include, but are not limited to, input formats, output formats, backup and recovery procedures, accuracy test data, and other methodological data.</p> <p><u>Disposition:</u></p> <p>Destroy data when superseded or obsolete if they are of no further value to programmers, or no longer needed in relations with the user, or 5 years after completion of project, as appropriate.</p>		
21.	<p><u>Manuscripts of articles, speeches, and other publications, including related clearances and other papers.</u></p> <p><u>Disposition:</u></p> <p>Destroy one year after speech is delivered or material is published.</p>		
22.	<p><u>Users' manuals and guides.</u></p> <p><u>Disposition:</u></p> <p>Retain file copy as long as needed in user relationships., THEN DESTROY</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
23.	<p><u>Files relating to computer training for potential users, comprising nomination forms, course materials, schedules, and related papers.</u></p> <p><u>Disposition:</u></p> <p>Destroy when 4 years old, or when training materials or other data are superseded or obsolete, as appropriate.</p> <p>(NOTE: Disposition standards for machine readable records will be provided by a separate retention plan being prepared by the National Archives and Records Service on an NIH-wide basis.</p> <p>All other records are covered by various General Records Schedules and by an existing NIH-wide schedule. Both will be issued on an NIH-wide basis, together with this retention plan.)</p>		



Division of Computer Research and Technology

CERTIFICATE OF AGENCY APPROVAL

Signature

August, 1978

1. *Richard R. Stey* Records Liaison Officer, Division  
of Computer Research and Technology
2. *L. Lee Trammell* Executive Officer, Division  
of Computer Research and Technology
3. *Conrad O'Rear* *Acting,*  
Records Management Officer,  
National Institutes of Health
4. *Sam M. Schwartz* Associate Director for  
Administration, National Institutes  
of Health

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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	<p style="text-align: center;"><u>Division of Research Services</u></p> <p><u>History and Functions</u></p> <p>The Division of Research Services (DRS) was created in 1955 to provide for NIH the vital services necessary to carry on research programs. The Division has grown as the general scope of NIH research has grown. Today, the Division does the following:</p> <ul style="list-style-type: none"><li>• Plans and conducts a centralized program of scientific, engineering and technical services in support of NIH activities.</li><li>• Collaborates with research scientists in providing support in research planning stages, in carrying out research projects, and in the presentation of findings.</li><li>• Furnishes services and specialized assistance in the following areas:<ul style="list-style-type: none"><li>Biomedical engineering and instrumentation design and development.</li><li>Centralized glassware, tissue culture and media preparation and issuance.</li><li>Environmental health and safety.</li><li>Biomedical library and translation services.</li><li>Medical arts and photography.</li><li>Research involving animal production, care, procurement, and animal disease identification and control.</li></ul></li></ul> <p><u>DRS Records: An Overview</u></p> <p>Records of DRS reflect the services and assistance provided to all elements of NIH research</p>		

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

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	<p>and investigation projects. The records fall essentially into the following categories:</p> <ul style="list-style-type: none"> <li>• Those concerned with furnishing materials used in research and investigative work, such as instruments, animals, and their maintenance.</li> <li>• Those concerned with optimum environments for scientific projects, such as radiation safety and environmental impact of conditions and structures in the NIH plant.</li> <li>• Those concerned with administration and operation of the Division, including routine housekeeping activities and the paper flow involving requests for, and providing of, Division services.</li> </ul> <p>The retention of records which reflect essential policies and activities of the Division is already provided for in various items of National Archives Job No. NCl 90-77-2, particularly items 1-12.</p> <p><u>Previous Schedules</u></p> <p>Few records of the Division have been scheduled previously. Some records are covered by various General Records Schedules, and by National Archives Job No. NCl 90-77-2, which provides for the selective retention and disposal of various series wherever located in the National Institutes of Health. Among other records, that schedule covers the following seven types of files:</p> <ul style="list-style-type: none"> <li>• Policy and program records.</li> <li>• Organization and functions records.</li> <li>• Record copies of directives.</li> <li>• Reports files.</li> </ul>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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24.	<p>• Committee files.</p> <p>• Public affairs files.</p> <p>• Research files.</p> <p>A few series of Division records are covered in items 3 and 4 of the present NIH schedule, authorized in 1957 (H.R. No. 479, 85th Congress, 1st Session), relating to some animal and instrument fabrication records. The pertinent items in this schedule supersede items 3 and 4.</p> <p>Any records described in this schedule which may be covered in the current NIH-wide schedule cited above are included so that they can be specifically identified in Division files.</p> <p>References to the current NIH-wide schedule and the General Records Schedules are provided at pertinent places in this schedule.</p> <p><u>DRS Records Not Covered By This Schedule</u></p> <p>Generally, this schedule does not include records covered by the General Records Schedules, the NIH-wide schedule already cited, and machine readable records, which are being covered in a separate schedule.</p> <p>Later publication of this schedule, the General Records Schedules, and the NIH-wide schedule will provide this Division with a total retention plan covering all of its records.</p> <p style="text-align: center;">_____  <u>Office of the Director</u></p> <p><u>General subject files of the Director</u>, relating to the administration and coordination of division activities and development and implementation of programs, reports, statistics and other</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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	<p>matters. Contains correspondence, forms, reports, scattered reference materials, memoranda and related papers.</p> <p>a. <u>Files related to the development of division programs and activities, other than those already required to be kept permanently by the approved NIH-wide schedule.</u> (Does not include permanent records of the NIH-wide schedule).</p> <p><u>Disposition:</u>                      Destroy when 6 years old.</p> <p>b. <u>All other files.</u></p> <p><u>Disposition:</u>                      Destroy when 3 years old.</p> <p><u>Associate Director for Environmental Health and Safety</u></p> <p>25. <u>Memoranda of understanding and agreements for use of controlled agents in research: Forms documenting the observance by NIH investigators and outside institutions of agreed upon standards governing the use of hazardous micro-biological agents in either intramural or extramural research. Files include related papers.</u></p> <p>a. <u>Memoranda of understanding which, in the opinion of the Assistant Director for Environmental Health and Safety or equivalent program official, may be important for future environmental or biomedical research.</u></p> <p><u>Disposition:</u> Disposal not authorized at this time.  <u>Retain indefinitely after completion of experiment or project. Review every 10 years for possible destruction.</u></p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>b. <u>All other memoranda files.</u></p> <p><u>Disposition:</u></p> <p>Destroy 5 years after completion of experiment or project.</p>		
26.	<p><u>NIH environmental impact statements, made in accordance with the National Environmental Policy Act of 1975. These statements represent three levels of environmental impact of NIH facilities or programs: those to which environmental standards are not applicable, those on which the standards have only a marginal impact, and those to which the standards have substantial applicability.</u></p> <p><u>Disposition:</u></p> <p>Disposition not authorized at this time. Review in 1982 for possible establishment of a retention period.</p> <p>Although these records do not have permanent value, no retention period is recommended in this schedule because the environmental impact reporting requirement is only 3 years old. By 1982, reference and administrative needs will be more readily apparent.</p>		
27.	<p><u>Administrative and program subject files, relating to the coordination of environmental control activities at NIH, containing correspondence, reports, published materials and related papers. Include some materials relating to routine administrative matters, such as personnel, procurement, and the like. (The Assistant Director for Environmental Health and Safety coordinates the program activities of the Radiation Safety Branch and the Environmental Safety Branch.)</u></p> <p><u>Disposition:</u></p> <p>Destroy when 5 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
28.	<p><u>Management Analysis Officer</u></p> <p><u>Management studies of division programs, systems, administration, and related analyses containing documentation showing the initiation of the study, covering memoranda, work papers, and final reports.</u></p> <p>a. <u>Final reports.</u></p> <p><u>Disposition:</u></p> <p>Permanent. Offer to the National Archives 10 years after completion of the project.</p> <p>b. <u>All other papers.</u></p> <p><u>Disposition:</u></p> <p>Destroy 5 years after completion of project.</p> <hr/> <p><u>Biomedical Engineering and Instrumentation Branch</u></p> <p>Provides engineering services, fabrication, and modification of unique and non-commercial instruments and instrumentation systems needed in NIH research; and maintenance, repair and minor modifications of scientific equipment.</p> <hr/>		
29.	<p><u>Branch and section subject files, containing correspondence, reports, memoranda, published materials, and related papers involving branch policies and procedures, and matters such as personnel, procurement, work evaluations, rental and servicing of equipment, and other activities.</u></p> <p><u>Disposition:</u></p> <p>Destroy when 4 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
30.	<p><u>Service requests for instrumentation and equipment maintenance.</u></p> <p><u>Disposition:</u> Destroy 3 years after completion of service.</p>		
31.	<p><u>Commercial catalogs and similar reference materials.</u></p> <p><u>Disposition:</u> Destroy when superseded or obsolete.</p>		
32.	<p><u>Project files, documenting the providing of instrumentation and equipment development services.</u></p> <p>a. <u>Project folders.</u> These are accumulated and maintained by the individual technician during the life of each project. They contain engineering project sheets, documenting the inception of the project and describing the problem; notes and data of various kinds, reports of visits, sketches, calculations, manufacturers' literature, specification sheets, photographs, and a variety of other unstandardized materials; and a "close-out form," which formally closes the project as well as the project file. The "close-out form" includes a recommendation as to whether or not the folder should be destroyed. That decision is made by the Section Chief.</p> <p><u>(1). Files which, in the opinion of the Section Chief, may be involved in later patent problems, or which relate to systems still in use or likely to be in use for the indefinite future, or which may have special applications in the future.</u></p> <p><u>Disposition:</u> Disposal not authorized at this time.</p> <p>Review closed files every 5 years for possible destruction.</p>		



REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(2). <u>All other project files.</u></p> <p><u>Disposition:</u></p> <p>Destroy 2 years after close of project.</p> <p>b. <u>Engineering drawings developed in connection with projects.</u> These original drawings document instrumentation and other systems developed by the branch. After completion of the project, some may be used to reconstruct project data if the project folder has been destroyed, and some may have special values for NIH or for private industry beyond the immediate projects which resulted in their creation. These records, as a class, do not have permanent value.</p> <p>(1). <u>Drawings, which in the opinion of the Section Chiefs, have continuing value for technical, research, or legal purposes.</u></p> <p><u>Disposition:</u> Disposal not authorized at this time.</p> <p>Review closed files every 5 years for possible destruction.</p> <p>(2). <u>All other drawings.</u></p> <p>Destroy 5 years after completion of project.</p> <p>c. <u>Engineering notebooks.</u> These are essentially non-record in nature, containing detailed notes, computations and other day to day data compiled by the technician for each project.</p> <p><u>Disposition:</u></p> <p>Destroy when data are of no further technical and research value.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
33.	<p>Patent files, containing correspondence and related papers pertaining to patents awarded and assigned to the Government resulting from branch projects. Official HEW patent files are retained at the Secretarial level.</p> <p><u>Disposition:</u></p> <p>Destroy when of no further legal value, or when 7 years old, whichever is later.</p> <p>(NOTE: Certain minor records of the branch not discussed above are already covered by the General Records Schedules, which will be issued together with this schedule on an NIH-wide basis.)</p> <hr/> <p style="text-align: center;"><u>Library Branch</u></p> <p>Provides various library services to support the NIH research program, including translating and bibliographic services.</p> <hr/>		
34.	<p><u>Administrative files</u> relating to routine aspects of library operations, containing correspondence, memoranda, forms, and other papers involving personnel, procurements of books, supplies, periodicals, and services, and other aspects of day to day operations.</p> <p><u>Disposition:</u></p> <p>Destroy when 4 years old.</p>		
35.	<p><u>Applications for library cards.</u></p> <p>a. <u>For temporary employees.</u></p> <p><u>Disposition:</u></p> <p>Destroy on termination of temporary appointment.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>b. <u>For permanent employees.</u> Applications are renewed every 2 years.</p> <p><u>Disposition:</u> Destroy when 2 years old.</p> <p>36. <u>Reference requests, including those for MEDLINE computerized on-line bibliographic data.</u></p> <p><u>Disposition:</u> Destroy when 1 year old.</p> <p>37. <u>Statistical reports relating to various aspects of library operations.</u></p> <p><u>Disposition:</u> Destroy when 2 years old.</p> <p>38. <u>Interlibrary loan requests.</u></p> <p><u>Disposition:</u> Destroy when 2 years old.</p> <p>39. <u>Requests for translating services, and related papers.</u></p> <p><u>Disposition:</u> Destroy when 2 years old.</p> <p>(NOTE: Certain minor records of the branch not discussed above are already covered by the General Records Schedules, which will be issued together with this schedule on an NIH-wide basis.)</p> <hr/> <p><u>Medical Arts and Photography Branch</u></p> <p>Provides production services to visually communicate program efforts and research results,</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>by the use of medical arts techniques, fine and applied arts, and still and motion picture photography.</p> <hr/>		
40.	<p><u>Branch subject files</u>, consisting of correspondence, forms, reports, published materials and other papers relating to daily operation and administration of the branch. Include data on exhibits, requests for information, and routine matters such as personnel and fiscal management and meetings.</p> <p><u>Disposition:</u> Destroy when 4 years old.</p>		
41.	<p><u>Slides and other visual materials</u> used in exhibits, publications, and other media.</p> <p><u>Disposition:</u> Destroy when superseded or when no longer needed for branch purposes.</p>		
42.	<p><u>Photographic materials</u>, consisting of still and motion pictures relating to patients' physical conditions, manifestations, and treatment. Bio-medical data revealed by these pictures are summarized in permanently retained patients' clinical charts. Some, however, may be involved in later research, either in general biomedical areas or in relation to the specific patient.</p> <p><u>Disposition:</u> Disposal not authorized at this time. Review and determine a disposition plan by end of calendar year 1978.  Since 1975 the still pictures have been incorporated into the patients' charts. Files for</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>1970-1975 (largely negatives) are in branch custody. Those prior to 1970 are in the Washington National Records Center. The center also holds the motion pictures made approximately before 1970, with the branch holding those after that date.</p> <p>NIH should establish a retention policy on these records before the end of 1978. The records center, in accordance with its policy, will not continue to store these records indefinitely without a stated retention period. Also, this branch, having produced these films in accordance with its mission, should not have the continuing responsibility for maintaining and servicing them.</p> <p>Records at the center, which received them some years ago, have never been used; those still in the branch are used only a few times a year.</p> <p>It is recommended that:</p> <ul style="list-style-type: none"><li>• Films presently held at the center be destroyed.</li><li>• A study of the research potential of the later films be made by or for the Institutes, as a guide to future retention.</li></ul> <p>In any case, this branch should not continue to store and service the records.</p> <p>(NOTE: Certain minor records of the branch not discussed above are already covered by the General Records Schedules, which will be issued together with this schedule on an NIH-wide basis.)</p> <hr/>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p style="text-align: center;"><u>Environmental Safety Branch</u></p> <p>Provides services in sanitary engineering, chemistry, biological science, and industrial hygiene needed to achieve the environmental conditions required by the NIH Clinical Center, laboratories, and research support programs; glassware and other laboratory media; and safety services to all NIH facilities.</p> <hr/> <p>43. <u>Branch program and administrative subject files, relating to the professional and administrative work of the branch. Contain reports, correspondence, technical data, memoranda, some published materials, data on biological agents and other program matters. Includes records on relatively routine administrative matters such as personnel, procurement, training, and other aspects of day to day operations.</u></p> <p><u>Disposition:</u></p> <p>Destroy when 6 years old.</p> <p>44. <u>Safety management subject files, containing correspondence, reports, forms, and related papers affecting the NIH safety management program. Include data on matters such as building safety, training, chemical and other materials used at NIH, industrial hygiene, organizations and conferences, and routine administration.</u></p> <p><u>Disposition:</u></p> <p>Destroy when 5 years old.</p> <p>45. <u>Emergency incident reports: Copies of reports on all incidents involving the NIH fire department.</u></p> <p><u>Disposition:</u></p> <p>Destroy when 4 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
46.	<p><u>Employee injury and compensation case files, relating to on-the-job injuries to NIH employees. Contain Office of Employees' Compensation and NIH forms relating to the injury, compensation data, if applicable, and related correspondence and other papers. Since 1974 the basic data in these records have been computerized, although the data transfer is not yet complete.</u></p> <p><u>a. Cases which, in the opinion of the Safety Officer, are likely to result in later claims.</u></p> <p><u>Disposition:</u></p> <p>Destroy 6 years after close of case, or when case data are available on computer, whichever is later.</p> <p><u>b. All other cases.</u></p> <p><u>Disposition:</u></p> <p>Destroy 3 years after close of case, or when case data are available on computer, whichever is later.</p> <p>(NOTE: Certain records not discussed above, such as those relating to automotive safety, and requests for glassware and laboratory media, are already covered by the General Records Schedules, which will be issued together with this schedule on an NIH-wide basis.)</p> <hr/> <p><u>Veterinary Resources Branch</u></p> <p>Provides production of needed animals for bio-medical research and maintains related genetic data; procurement, conditioning and issuance of animals obtained from outside sources; animal</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>surgery and recovery; control and diagnosis of animal diseases; animal maintenance services; and other services relating to animal health, care, and husbandry.</p>		
47.	<p><u>Branch and section program and administrative subject files</u>, relating generally to the functions of the branch. Contain correspondence, memoranda, reports, published materials, and related papers concerning matters such as animal care and procurement, procurement of equipment and supplies, conferences and visits, and routine administrative activities.</p> <p><u>Disposition:</u> Destroy when 6 years old.</p>		
48.	<p><u>Animal research project data files</u>, concerning various aspects of animal pathology, accumulated by each researcher and containing a variety of statistical and analytical data. Results of research are published in professional journals.</p> <p><u>Disposition:</u> Destroy when data are obsolete or when no longer needed in research.</p>		
49.	<p><u>Requests for animals</u>: Relate to specified animals needed by investigators in NIH. Forms are coded for computer input.</p> <p><u>Disposition:</u> Destroy when request data are put into computer.</p>		
50.	<p><u>Animal production records</u>, recording various weaning data and other statistics on a weekly or monthly basis. Summarized in branch level reports.</p> <p><u>Disposition:</u> Destroy when 3 years old.</p>		



REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
51.	<p><u>Animal disease investigation reports, prepared at the request of investigators, showing examination, pathology, and treatment data for each animal involved.</u></p> <p><u>Disposition:</u> Destroy when 6 years old.</p>		
52.	<p><u>Animal health certificates, concerning the health of animals received by the branch.</u></p> <p><u>Disposition:</u> Destroy when 5 years old.</p>		
53.	<p><u>Control records relating to procedures for introducing rodents into NIH from sources where disease free environment is open to question. Contains applications for permits and permits, quarantine reports, and related papers.</u></p> <p><u>Disposition:</u> Destroy 6 years after expiration of permit.</p>		
54.	<p><u>Pedigree history and related records, providing data concerning the generational history of each strain, related weaning information, and other key genetic data. Contain pedigree registration forms, registration history records, pedigree documentation which may be provided by animal suppliers, necropsy records, certain weight records, breeding performance history records, and quarantine records.</u></p> <p><u>Disposition:</u> Disposal not authorized at this time. Review in 5 years for possible establishment of retention period.</p> <p>These records are of central importance to the animal research activities of the branch in</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>fields such as animal pathology, microbiology, nutrition and other related areas. This research involves not only general animal biology, but also the impact that the research may have on the human biomedical research programs of NIH. Some of the data needed by researchers are computerized, and more will be machine readable in the future. This schedule item provides for the possible destruction of some of these records in the future, depending on how much of the data are computerized.</p>		
55.	<p><u>Hospital surgery, treatment and autopsy records.</u></p> <p><u>Disposition:</u></p> <p>Destroy when investigator involved leaves NIH, or when 5 years old, whichever is later.</p>		
56.	<p><u>Surgery room logs.</u></p> <p><u>Disposition:</u></p> <p>Destroy when 3 years old.</p>		
57.	<p><u>Experiment protocol files:</u> Agreements by investigators and experimenters that certain standards and procedures will be observed.</p> <p><u>Disposition:</u></p> <p>Destroy when protocol is no longer in force.</p>		
58.	<p><u>Animal inventory adjustment records, recording blood issues and various animal issue transactions.</u></p> <p><u>Disposition:</u></p> <p>Destroy when 1 year old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
59.	<p>Records of disposition of laboratory animals: <u>Various procurement data required by the Department of Agriculture.</u></p> <p><u>Disposition:</u></p> <p>Destroy when 5 years old.</p>		
60.	<p>Records not discussed above, relating to the <u>care and maintenance of animals.</u> Include records of food, bedding, caging, and the like.</p> <p><u>Disposition:</u></p> <p>Destroy when 3 years old.</p> <p>(NOTE: Certain records not discussed above, such as requisitions for equipment, records of the Primate Steering Committee, and contract and other procurement documents, are already covered by the General Records Schedules and approved retention standards for some NIH program records. All those standards will be issued with this schedule on an NIH-wide basis.)</p> <hr/> <p style="text-align: center;"><u>Radiation Safety Branch</u></p> <p>Provides radiation safety services, including monitoring, developing and enforcing safety guidelines; storage and disposal of radioactive materials; liaison with the Nuclear Regulatory Commission; testing and decontamination procedures; and other services.</p> <hr/> <p>The Radiation Safety Branch, representing NIH as a qualified licensee of the Nuclear Regulatory Commission (NRC), is subject to all regulations of the NRC. Some of these regulations set retention periods for certain records required to</p>		

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>be kept for NRC inspection. For example, 10 CFR 20.401, concerning records of surveys, radiation monitoring and disposal, requires that certain records be maintained and says that they "shall be preserved until the Commission authorizes disposition." Other parts of 10 CFR set more precise retention periods.</p> <p>Retention periods recommended in this schedule reflect the administrative and program needs of NIH. Records kept in accordance with NRC requirements should be maintained until they can be destroyed either under this schedule or under NRC standards, whichever is longer.</p>		
61.	<p><u>General subject files</u> containing correspondence, reports, forms, and other materials pertaining to branch programs and to routine operations.</p> <p><u>Disposition:</u>                      Destroy when 5 years old.</p>		
62.	<p><u>Radioactive contamination survey sheets:</u> Area studies concerning possible radioactive contamination.</p> <p><u>Disposition:</u>                      Destroy when 2 years old.</p>		
63.	<p><u>Air sample reports</u> of possible environmental and personnel contamination.</p> <p><u>Disposition:</u>                      Destroy when 2 years old, or when authorized for destruction by NRC, whichever is later.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
64.	<p><u>Exposure incident files:</u> Contain reports and all other data relating to the investigation of radioactivity exposure incidents in NIH.</p> <p><u>Disposition:</u> Destroy when 10 years old.</p>		
65.	<p><u>Radiation exposure records,</u> consisting of name files on badges issued, and bioassay data on individual exposures.</p> <p><u>Disposition:</u> Disposal not authorized at this time. Review in 6 years for possible retention period.</p>		
66.	<p><u>Isotope data files on patients:</u> Contain "workup" data, charts, contamination surveys, and data pertaining to the administration of isotopes to patients. Key treatment data are summarized in the patients' charts, retained permanently.</p> <p><u>Disposition:</u> Destroy 6 years after close of file.</p>		
67.	<p><u>NIH requests for the purchase and use of radioactive isotopes.</u></p> <p><u>Disposition:</u> Destroy when 2 years old.</p>		
68.	<p><u>Applications for use of isotopes,</u> showing training and experience, and other data about would-be users of isotopes, showing branch approval or disapproval.</p> <p><u>Disposition:</u> Destroy when superseded or no longer applicable.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
69.	<p><u>Requests for renewal of authorization to use radionucleides.</u></p> <p><u>Disposition:</u></p> <p>Destroy when 3 years old, or when the application is superseded, or when the individual invalidates the application, whichever is later.</p>		
70.	<p><u>Notifications of transfer of radioactive materials to other institutions.</u></p> <p><u>Disposition:</u></p> <p>Destroy when 6 months old.</p>		
71.	<p><u>Information copies of NRC off-site licenses, used to determine authorized recipients of radioactive materials.</u></p> <p><u>Disposition:</u></p> <p>Destroy when no longer needed for branch operations.</p>		
72.	<p><u>Records relating to the disposal of radioactive waste.</u></p> <p><u>Disposition:</u></p> <p>Disposal not authorized at this time. Review for possible retention period in 15 years.</p> <p>The radioactive nature of stored waste material requires the long range retention of these records, showing location of the material and other data.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
73.	<p>Records relating to training of NIH personnel in radiation safety principles, standards, and techniques.</p> <p><u>Disposition:</u></p> <p>Disposal not authorized at this time. Review in 10 years for possible retention period.</p> <p>(NOTE: Certain records of the branch not discussed above, such as those relating to technical committees and some aspects of administration, are covered by the General Records Schedules and approved retention standards for NIH program records. All those standards will be issued with this schedule on an NIH-wide basis.)</p>		

Division of Research Services

CERTIFICATE OF AGENCY APPROVAL

Signature

August, 1978

1. *Cora M. Selt* Records Liaison Officer,  
Division of Research Services
2. *Louis C. Carter* Executive Officer,  
Division of Research Services
3. *Donald R. Hunt* <sup>*Acting*</sup> Records Management Officer,  
National Institutes of Health
4. *Leon M. Schwartz* Associate Director for  
Administration, National  
Institutes of Health



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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p style="text-align: center;"><u>National Library of Medicine</u></p> <p><u>History and Functions</u></p> <p>The National Library of Medicine (NLM) is the world's largest research library in a single scientific and professional field. The holdings include about one and one-half million books, journals, technical reports, documents, theses, pamphlets, microfilms, and pictorial and audiovisual materials. Since 1963 the Library has operated a computer based Medical Literature Analysis and Retrieval System (MEDLARS), which provides bibliographic access to the Library's store of biomedical information. In 1971 NLM initiated a service, MEDLINE (<u>MEDLARS ONLINE</u>), which makes retrieval services available online to users via terminals throughout the country.</p> <p>The library collection was started in 1836 as the Library of the Army Surgeon General's Office, and flourished under Dr. John Shaw Billings, Librarian from 1865 to 1895. Named the Army Medical Library in 1922 and the Armed Forces Medical Library in 1952, it became part of the Public Health Service in 1956 through the National Library of Medicine Act. In 1968 the National Library of Medicine became a part of the National Institutes of Health.</p> <p>Today, the Library mainly:</p> <ul style="list-style-type: none"> <li>• Provides on-site biomedical research services at its building in Bethesda, Maryland.</li> <li>• Collects, organizes, disseminates and exchanges biomedical information.</li> <li>• Operates the MEDLINE service, which provides bibliographic and journal abstract data to over 800 public and private institutions, by an on-line computer system functioning through 11 affiliated regional medical libraries. MEDLARS includes a number of specialized data bases. Examples</li> </ul>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>are TOXLINE (Toxicology Information On-Line) and CHEMLINE (Chemical Dictionary On-Line).</p> <ul style="list-style-type: none"> <li>• Publishes guides to medical literature, such as the <u>Index Medicus</u>.</li> <li>• Supports research in identification, acquisition, organization, translation, and communication of biomedical information.</li> </ul> <p><u>NLM Records: An Overview</u></p> <p>Most records of the National Library of Medicine covered by this schedule document the planning, development, and operation of the MEDLARS system over the last 10 or 15 years. Other records concern in-house activities and routine administrative matters common to every Federal installation. NLM records fall into one of the following categories:</p> <ul style="list-style-type: none"> <li>• Those relating to on-line computerized biomedical information systems. This documentation is diverse, scattered over a number of organizational areas, and is closely associated with the work of individual specialists who have been involved in various projects.</li> <li>• Those relating to general program matters reflecting the Library's place in the profession. They may relate to associations, other institutions, individuals, and allied matters.</li> <li>• Those relating to routine administrative matters.</li> <li>• Reports, analyses and studies made as part of the Library's management information system.</li> </ul> <p>Files in the first three categories represent the continuous activities of the Library, although they are widely scattered and separated.</p> <p>Fortunately, the management information records</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>are the prime source for permanent documentation. In concise fashion they provide the primary evidence of the administrative history of the Library, its plans, programs, decisions and operations. Retention of these records, together with several other series as indicated in the schedule, makes possible the assignment of retention periods for the other program records.</p> <p>The key records are described in this schedule as functional items, because of their multiple locations crossing organizational lines, and because of their diversity within single series.</p> <p><u>Previous Schedules</u></p> <p>No records of the Library have been previously scheduled. However, some records are covered by various General Records Schedules, and by National Archives Job No. NCl 90-77-2, which provides for the selective retention and disposal of various series wherever located in the National Institutes of Health.</p> <p>Among other records, that schedule covers:</p> <ul style="list-style-type: none"><li>• Policy and program records.</li><li>• Organization and functions records.</li><li>• Record copies of directives.</li><li>• Reports files.</li><li>• Committee files.</li><li>• Public affairs files.</li><li>• Research files.</li></ul> <p>Any records described in this schedule which may be covered in the NIH-wide schedule cited</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>above are included so that they can be specifically identified in the Library.</p> <p>References to the NIH-wide schedule and the General Records Schedules are provided at pertinent places in this schedule.</p> <p><u>NLM Records Not Covered By This Schedule</u></p> <ul style="list-style-type: none"><li>• Records covered by the General Records Schedules.</li><li>• Records covered in the NIH-wide schedule cited above.</li><li>• All machine readable records. These records will be covered by a separate NIH-wide schedule now being prepared by the National Archives and Records Service.</li></ul> <p>Later publication by NIH of this schedule, the General Records Schedules, and the NIH-wide schedule will provide the National Library of Medicine with a total retention plan covering all of its records.</p> <hr/> <p style="text-align: center;"><u>I.</u></p> <p><u>General Policy, Planning, and Administration</u></p> <p>These records are created and filed by the following offices:</p> <ul style="list-style-type: none"><li>• Immediate Office of the Director.</li><li>• Deputy Director and Assistant Deputy Director (Research and Education).</li><li>• Assistant Director (International Programs).</li><li>• Associate Director (Educational Resources Development).</li></ul>		

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74.	<p>• Special Assistant (Science Communications).</p> <p>• Director and Deputy Director, Office of Administration.</p> <p>• Chief, Office of Program Analysis and Legislation, Office of Administration.</p> <p>• Office of Inquiries and Publications Management.</p> <p>Those units are responsible for the planning and functioning of all program and administrative activities. In general, they:</p> <ul style="list-style-type: none"> <li>• Direct and coordinate all library functions.</li> <li>• Advise on policy relating to the management and control of biomedical communication media.</li> <li>• Study, identify, and define biomedical communication needs.</li> <li>• Establish and operate management information systems to supply statistical and other information to the Director and his assistants as they evaluate programs and plan for the future.</li> </ul> <hr/> <p><u>Planning, evaluation, program audit and review files.</u> These comprise file copies of all periodic and special reports received by the Director and his staff; planning papers, such as "forward plans"; final reports of evaluation projects; internal studies of program and administrative activities; and any other analyses which summarize the inception, operation, or termination of library programs.</p> <p><u>Disposition:</u></p> <p>Permanent. Offer to the National Archives when 20 years old.</p>		

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75.	<p><u>Administrative files</u>, maintained at various organizational levels, containing correspondence, memoranda, reports, forms, reference materials, and working papers. These relate to procurement, personnel, and other routine matters.</p> <p>a. <u>Contract records relating to major biomedical information systems.</u></p> <p><u>Disposition:</u> Destroy 6 years after completion of contract.</p> <p>b. <u>All other records.</u></p> <p><u>Disposition:</u> Destroy when 4 years old.</p>		
76.	<p><u>Program correspondence files</u>, involving professional activities such as meetings, relations with other institutions, and other professional and technical matters. Include working papers preliminary to final reports.</p> <p><u>Disposition:</u> Destroy when 8 years old.</p>		
77.	<p><u>Agreements and memoranda of understanding with foreign countries</u>, relating to biomedical information activities.</p> <p><u>Disposition:</u> Destroy 3 years after agreement or memorandum of understanding is no longer valid.</p> <p><u>Board of Regents</u></p> <p>The Board of Regents, created by the National Library of Medicine Act of 1956, makes recommendations on Library policy, "including such</p>		

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	<p>matters as acquisition...services...rules" and other basic areas. The Board consists of various ex-officio members and 10 members appointed by the President.</p>		
78.	<p><u>Minutes of the Board of Regents.</u></p> <p><u>Disposition:</u></p> <p>Permanent. Offer to the National Archives when 20 years old.</p> <p>The archival value of these records is clear: They document inception of Library programs and reviews of its activities at a very high policy level stemming from statutory authority.</p> <p><u>Inquiries and Publications</u></p>		
79.	<p><u>Sets of publications, and releases prepared and issued by the Library.</u></p> <p><u>Disposition:</u></p> <p>Permanent. Offer to the National Archives when 20 years old.</p>		
80.	<p><u>Slides and other visual materials used for special events, publications, press releases and the like.</u></p> <p><u>Disposition:</u></p> <p>Destroy when superseded or no longer needed for Library programs or activities.</p>		
81.	<p><u>Working papers, justifications, and other materials accumulated prior to publication.</u></p> <p><u>Disposition:</u></p> <p>Destroy 2 years after publication is released.</p>		

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82.	<p>Requests from the public for information about the Library, or for publications.</p> <p><u>Disposition:</u></p> <p>Destroy when 3 months old.</p> <p>(NOTE: Retention periods for all other records are provided by the General Records Schedules and the approved NIH-wide schedule.)</p> <hr/> <p style="text-align: center;"><u>II.</u></p> <p style="text-align: center;"><u>Medical Audiovisual Center</u></p> <p>These are records of the National Medical Audiovisual Center, which plans and administers a program to improve the quality and use of biomedical audiovisual materials in the health professions and elsewhere, by producing and distributing audiovisual materials, by training programs, and by development of an on-line bibliographic service (AVLINE).</p> <p>The records fall into the following groups:</p> <ul style="list-style-type: none"><li>• Audiovisual materials and related records covered by General Records Schedule 21.</li><li>• Reports and related records already covered by the approved NIH-wide schedule.</li><li>• Procurement, supply, loan records and related correspondence covered by General Records Schedule 3.</li></ul> <p>The following item covers all other records:</p>		
83.	<p><u>All records relating to audiovisual functions involving training, production, and other</u></p>		



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	<p>activities not covered by existing schedules.</p> <p><u>Disposition:</u></p> <p>Destroy when 6 years old, or when superseded, as appropriate.</p> <hr/> <p style="text-align: center;"><u>III.</u></p> <p style="text-align: center;"><u>General Biomedical Information Systems</u></p> <p>These records are created mainly by the Office of Computer and Communications Systems and the Lister Hill National Center for Biomedical Communications. They relate generally to:</p> <ul style="list-style-type: none"> <li>• Design, development, installation, and management of a Biomedical Communications Network.</li> <li>• Application of technology to biomedical communications.</li> <li>• Continuous operation of the various data bases and network systems: technical developments, problems, production schedules, and other matters.</li> </ul> <p>The retention periods for these records, shown below, are based on normal reference needs and the nature of the matters documented. Summary reports of these technical and administrative activities, prepared as part of the Library's management information system, are retained permanently as core documentation of the overall biomedical information system.</p> <hr/> <p>84. <u>Contract files</u>, relating to research and development and equipment contracts involving biomedical information systems, containing materials such</p>		

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	<p>as technical reports, correspondence, performance evaluations, and other matters pertaining to the technical aspects of contract administration.</p> <p><u>Disposition:</u></p> <p>Destroy 6 years after completion of contract.</p> <p>85. <u>Technical subject files, relating to staff work done in developing systems, contacts with other libraries, professional meetings, development of data bases, analyses of equipment, testing, and other aspects of biomedical information systems.</u></p> <p>a. <u>Records containing data continuously needed for management of on-line systems.</u></p> <p><u>Disposition:</u></p> <p>Destroy when 7 years old, or when superseded, as appropriate.</p> <p>b. <u>All other records.</u></p> <p><u>Disposition:</u></p> <p>Destroy when 5 years old.</p> <p>86. <u>Administrative files, maintained at various organizational levels, containing correspondence, memoranda, reports, forms, reference materials and related papers. They relate essentially to routine matters such as personnel, administrative procurement, and the like.</u></p> <p><u>Disposition:</u></p> <p>Destroy when 4 years old.</p> <hr/>		

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	<p style="text-align: center;"><u>IV.</u></p> <p style="text-align: center;"><u>Specialized Information Services</u></p> <p>These records relate to certain specialized information services throughout the Library; to planning, developing, and operating a national toxicological information system (TOXLINE); to a program to organize and analyze published toxicological information; and to a laboratory animal data bank.</p> <hr/> <p>87. <u>Subject files relating to toxicological information systems and other specialized information services, containing correspondence with contractors, performance reports, systems evaluations, committee work, Congressional inquiries, planning papers, and related data.</u></p> <p>a. <u>Records containing data continuously needed for management of information systems.</u></p> <p><u>Disposition:</u> Destroy when 5 years old, or when superseded, as appropriate.</p> <p>b. <u>All other records.</u></p> <p><u>Disposition:</u> Destroy when 3 years old.</p> <p>88. <u>Requests for information about toxicological information and information systems.</u></p> <p><u>Disposition:</u> Destroy when 2 years old.</p> <hr/>		

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	<p style="text-align: center;"><u>V.</u></p> <p style="text-align: center;"><u>Library Operations</u></p> <p>These records relate to the in-house library service of the Library, and the compiling of information for the various data bases of the Biological Communications Network. They involve selection, acquisition, cataloging and preserving biomedical publications; indexing and access mechanisms; and reference and loan services.</p> <hr/> <p>89. <u>Subject files</u>, at various organizational levels, relating to the management of library services and programs. Include correspondence, reports, evaluations, working papers, reference materials, and related papers. These records reflect relations with other libraries, publishers, intra-library staff, other Government agencies, contractors, and professional associations. Relate to matters such as computer operations and routine administrative functions such as procurement, personnel and the like.</p> <p>a. <u>Records containing data continuously needed in technical, bibliographical and reference operations.</u></p> <p><u>Disposition:</u></p> <p>Destroy when 6 years old, or when superseded, as appropriate.</p> <p>b. <u>All other records.</u></p> <p><u>Disposition:</u></p> <p>Destroy when 3 years old.</p>		

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90.	<p><u>Library associate training program records:</u> Relate to a training program dealing with various aspects of library information systems, communications networks, and medical librarianship. Contain applications, references, and related correspondence. Files for successful applicants who later join the Library staff are forwarded to the Office of Personnel Management for placement in the Official Personnel Folder. All other files are disposed of in accordance with the following retention standard:</p> <p><u>Disposition:</u> Destroy 6 months after close of file.</p>		
91.	<p><u>Readers' request forms,</u> used by library patrons to request books and periodicals.</p> <p><u>Disposition:</u> Destroy 1 calendar year after month of receipt.</p>		
92.	<p><u>Reader registration cards,</u> used to identify and register library patrons.</p> <p><u>Disposition:</u> Destroy when patrons are re-registered.</p>		
93.	<p><u>Registration logs</u> of library patrons, used for daily statistical purposes and as a record of patrons arriving.</p> <p><u>Disposition:</u> Destroy when 3 years old.</p>		
94.	<p><u>Interlibrary loan requests.</u></p> <p><u>Disposition:</u> Destroy 1 calendar year after month of receipt.</p>		

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95.	<p>Correspondence received from the public for <u>bibliographical or other information.</u></p> <p><u>Disposition:</u></p> <p>Destroy 1 year after end of current year.</p>		
96.	<p><u>Library serial records:</u> Manual recordings of the receipt of serial publications.</p> <p><u>Disposition:</u></p> <p>Destroy when serial recording procedure is converted to a machine readable system.</p>		
97.	<p><u>Memoranda of understanding and agreements with institutions concerning the use of on-line bibliographical services.</u></p> <p><u>Disposition:</u></p> <p>Destroy 3 years after memorandum or agreement is no longer valid.</p>		
98.	<p><u>On-line training records,</u> relating to training in bibliographic on-line systems, containing lists of students, lesson plans, and related papers.</p> <p><u>Disposition:</u></p> <p>Destroy 1 year after end of current year.</p>		
99.	<p><u>Indexing records,</u> concerning the preparation of bibliographical citations for introduction into the MEDLARS system, based on the scanning of articles in medical journals.</p> <p>a. <u>Forms and worksheets relating to the determination of vocabulary entries and subject headings</u> for input into MEDLARS data bases.</p> <p><u>Disposition:</u></p> <p>Destroy when 1 year old.</p>		

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	<p>b. <u>Correspondence relating to index operations, concerning bibliographic requests from the public and foreign countries, prospective journal entries, and routine matters.</u></p> <p><u>Disposition:</u></p> <p>Destroy when 2 years old.</p> <p>(NOTE: All other records pertaining to library operations, including fiscal papers, are covered by various General Records Schedules and by approved NIH-wide retention standards.)</p> <hr/> <p style="text-align: center;"><u>VI.</u></p> <p style="text-align: center;"><u>Extramural Programs</u></p> <p>Retention periods for extramural programs records, pertaining to the processing and management of grants, are provided by the approved NIH-wide schedule. Related administrative management records are covered by various General Records Schedules.</p>		

National Library of Medicine

CERTIFICATE OF AGENCY APPROVAL

Signature

August, 1978

1. Kenneth S. Carney Records Liaison Officer,  
National Library of Medicine
2. Kenneth S. Carney Assistant Director for Administration,  
National Library of Medicine
3. Lawell O'Pearl *Acting*  
Records Management Officer,  
National Institutes of Health
4. Lea M Schwartz Associate Director for  
Administration, National  
Institutes of Health