

## Request for Records Disposition Authority

Records Schedule Number           DAA-0443-2012-0007  
Schedule Status                    Modified Approved Version

Agency or Establishment           National Institutes of Health  
Record Group / Scheduling Group   Records of the National Institutes of Health  
Records Schedule applies to       Agency-wide  
Schedule Subject                   NIH Intramural Research Records  
Internal agency concurrences will  
be provided                        No

Background Information            The NIH intramural research records retention schedules were updated to reflect the needs of the scientific community, reduce the administrative burden associated with managing research records, and achieve compliance with NARA mandates and guidelines.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
12	1	11	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0443-2012-0007

Sequence Number	
1	Intramural Research Records
1.1	Records of Intramural Research Projects of Historical Significance Disposition Authority Number: DAA-0443-2012-0007-0001
1.2	Research Records that Support Intellectual Property Rights Disposition Authority Number: DAA-0443-2012-0007-0002
1.3	Records of All Other Intramural Research Projects Disposition Authority Number: DAA-0443-2012-0007-0003
2	FDA Regulated Research Records Disposition Authority Number: DAA-0443-2012-0007-0004
3	Institutional Review Board (IRB) Records Disposition Authority Number: DAA-0443-2012-0007-0005
4	Clinical Care Services and Departmental Operations
4.1	Clinical Care Services Records Disposition Authority Number: DAA-0443-2012-0007-0006
4.2	Radiology and Imaging Records Disposition Authority Number: DAA-0443-2012-0007-0007
4.3	Blood Donor and Receiving Records Disposition Authority Number: DAA-0443-2012-0007-0008
4.4	Blood Product Manufacture, Storage and Distribution Records Disposition Authority Number: DAA-0443-2012-0007-0009
4.5	Patient Medical Records Disposition Authority Number: DAA-0443-2012-0007-0010
4.6	Medical Staff Credentialing Records Disposition Authority Number: DAA-0443-2012-0007-0011
4.7	Pathology Test Records Disposition Authority Number: DAA-0443-2012-0007-0012

## Records Schedule Items

Sequence Number							
1	<p data-bbox="345 380 764 411"><b>Intramural Research Records</b></p> <p data-bbox="345 417 1521 1293">Intramural research records related to planning, development, oversight and execution of biomedical research projects and programs performed by NIH research staff, contractors or under collaborative research and development agreements (CRADAs). These records span the project lifecycle and include, but are not limited to, final plans and protocols, clearances and authorizations, experimental, observational and control data generated in such research, including laboratory notebooks, and the products of research such as articles, reports and data sets required to: - Facilitate data analysis, publication, collaboration, and peer review; - Demonstrate compliance with accepted policies and standards for the conduct of good science; - Validate and reproduce research outcomes; - Support intellectual property claims; and - Defend against allegations of research misconduct and malpractice. This records schedule is designed to cover all intramural research records, as such, all intramural research records must be evaluated and assigned to one of the following three schedule items, which are listed in order from longest to shortest retention period. Item 0001 - Records of Intramural Research Projects of Historical Significance. Item 0002 - Research Records that Support Intellectual Property Rights. Item 0003 - Records of All Other Intramural Research Projects. At the termination of the project or research program, the Institute or Center (IC) that sponsored the research shall assess the ongoing scientific research and intellectual property value of the project records. All records originally identified for permanent retention shall be confirmed by the sponsoring IC as supporting a permanent retention value prior to accessioning to NARA.</p>						
1.1	<p data-bbox="345 1314 1279 1346"><b>Records of Intramural Research Projects of Historical Significance</b></p> <p data-bbox="345 1367 1149 1398">Disposition Authority Number      <b>DAA-0443-2012-0007-0001</b></p> <p data-bbox="345 1419 1521 1755">These records span the project life cycle and include, but are not limited to records that: - Received national or international awards of distinction; - Resulted in a significant improvement in public health, safety, or other vital national interest; - Drew widespread national or international media attention and/or extensive congressional, NIH or other government agency investigation; - Showed the development of new and nationally or internationally significant techniques that are critical for future scientific endeavors; or - Made a significant impact on the development of national or international scientific, political, economic, or social priorities.</p> <table data-bbox="345 1776 922 1929"><tr><td data-bbox="345 1776 542 1808">Final Disposition</td><td data-bbox="760 1776 922 1808">Permanent</td></tr><tr><td data-bbox="345 1829 483 1860">Item Status</td><td data-bbox="760 1829 850 1860">Active</td></tr><tr><td data-bbox="345 1881 656 1913">Is this item media neutral?</td><td data-bbox="760 1881 818 1913">Yes</td></tr></table>	Final Disposition	Permanent	Item Status	Active	Is this item media neutral?	Yes
Final Disposition	Permanent						
Item Status	Active						
Is this item media neutral?	Yes						

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

**Disposition Instruction**

Cutoff Instruction **Cut off annually at termination of project/program or when no longer needed for scientific reference.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives in five year blocks when the newest records in the block are 15 years old.**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **From 1983 To 1987**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	20 Cubic feet	20 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.2

**Research Records that Support Intellectual Property Rights**

Disposition Authority Number **DAA-0443-2012-0007-0002**

**Intellectual Property Records consisting of project documentation that support patents or inventions rights that do not meet the retention criteria for Item 0001 - Records of Intramural Research Records Projects of Historical Significance.**

Final Disposition **Temporary**

Item Status **Inactive**

1.3	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Inactive Status Explanation	This item is inactive because it was superseded by New Disposition Authority Number: DAA-0443-2017-0002-0001 This authority was originally superseded by DAA-0443-2016-0001, which was subsequently superseded by DAA-0443-2017-0002 on 9/13/2017.
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off annually at expiration or abandonment of patent family or when no longer needed for scientific reference, whichever is longer.
	Transfer to Inactive Storage	Transfer to inactive storage 1 year after cutoff.
	Retention Period	Destroy 30 year(s) after cutoff.
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Records of All Other Intramural Research Projects</b>	
	Disposition Authority Number	DAA-0443-2012-0007-0003
	Records of all other intramural research projects that do not meet the retention criteria for Item 0001 - Records of Intramural Research Records Projects of Historical Significance, or Item 0002 - Research Records that Support Intellectual Property Rights.	
	Final Disposition	Temporary
	Item Status	Active
Is this item media neutral?	Yes	
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes	
Do any of the records covered by this item exist as structured electronic data?	Yes	
<b>Disposition Instruction</b>		

2	Cutoff Instruction	Cut off annually at termination of project/program or when no longer needed for scientific reference, whichever is longer.
	Retention Period	Destroy 7 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	<b>FDA Regulated Research Records</b>	
	Disposition Authority Number	DAA-0443-2012-0007-0004
	FDA regulated research records, as required by 21 CFR, pertain to the receipt, shipment, and other disposition of new or investigational drugs or devices. FDA regulated research records include, but are not limited to, Investigational New Drug (IND) applications, Investigational Device Exemptions (IDE) and New Drug Applications (NDA), amendments, safety reports, annual reports, and drug dispositions.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes	
Do any of the records covered by this item exist as structured electronic data?	Yes	
Disposition Instruction		
Cutoff Instruction	Cut off annually after application is approved/disapproved, or if no new application is filed, after the study is completed/discontinued and FDA is notified of discontinuation.	
Retention Period	Destroy 3 year(s) after cutoff.	
Additional Information		
GAO Approval	Not Required	
3	<b>Institutional Review Board (IRB) Records</b>	
	Disposition Authority Number	DAA-0443-2012-0007-0005
	Institutional Review Board (IRB) records documenting ethical and regulatory oversight of research involving human subjects as required by 45 CFR 46 and 21 CFR 56. These records document IRB activities and may include IRB procedures,	

membership rosters, meeting minutes, decisions/approvals, copies of reviewed research proposals, scientific evaluations, approved sample consent documents, progress reports submitted by research staff, and reports of injuries to research subjects. NOTE: Significant IRB records may need additional review for possible inclusion in item 0001 if the records meet multiple criteria as stated in item 0001. Consult with the NIH Records Officer in making this determination.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

#### Disposition Instruction

Cutoff Instruction Cut off research-specific IRB records annually at the completion of the research project and IRB operational and governance records at the end of each fiscal year or cut off when no longer needed for business and scientific use, whichever is longer.

Retention Period Destroy 3 year(s) after cutoff.

#### Additional Information

GAO Approval Not Required

#### Clinical Care Services and Departmental Operations

Clinical care services records documenting clinical care and patient case management activities encapsulating the clinical and operational processes for proficient patient throughput. Clinical care services records document patient care operations, and include the output of functions such as: prescriptions, preliminary evaluations, quality assessments, routine patient examinations, treatment logs and worksheets, laboratory equipment analyses and testing, patient accommodations, and plans for care.

#### Clinical Care Services Records

Disposition Authority Number DAA-0443-2012-0007-0006

Clinical care services and clinical care department operational records are consolidated under this one common temporary retention item. Exclusions and exceptions are noted and cross referenced to their appropriate item numbers within this schedule. The records associated with this common schedule item include, but are not limited to, the following clinical care functions: - Ambulatory

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4.1

and outpatient care; - Bioethics; - Clinical epidemiology and biostatistics services; - Credentialing services; - Critical care medicine; - Hospital epidemiology services; - Internal medicine; - Laboratory medicine (exception noted in Item 0013 - Pathology Test Records); - Medical records services (exception noted in Item 0011 - Patient Medical Records); - Nursing and patient care services; - Nutrition services; - Pain and palliative care services; - Pediatric care; - Perioperative medicine; - Positron Emission Tomography (PET) imaging services (exception noted in Item 0008 - Radiology and Imaging Records); - Pharmacy services; - Rehabilitation medicine (exception noted in Item 0012 - Medical Staff Credentialing Records); - Social work; - Spiritual ministry; and - Transfusion medicine (exceptions noted in Item 0009 Blood Donor and Receiving Records and Item 0010 - Blood Product Manufacture, Storage and Distribution Records).

Final Disposition Temporary

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-0443-2019-0001-0001

#### Disposition Instruction

Cutoff Instruction Cut off annually at end of fiscal year.

Retention Period Destroy 7 year(s) after cutoff.

#### Additional Information

GAO Approval Not Required

#### 4.2 Radiology and Imaging Records

Disposition Authority Number DAA-0443-2012-0007-0007

Radiology and imaging records comprised of X-rays and other roentgenographic images produced by devices and procedures such as bodyhead scans created by computerized transaxial tomography (CT). Files may include physician interpretations of images/scans. Examples include, but are not limited to, positive photographic images resulting from ultrasound, MRI, PET, PET/CT, PET/MRI, and radiologist reports and interpretations.

Final Disposition Temporary



4.3	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off in 5 year intervals by fiscal year after file becomes inactive or when no longer needed for clinical reference, whichever is longer.
	Retention Period	Destroy 60 year(s) after cutoff.
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Blood Donor and Receiving Records</b>	
	Disposition Authority Number	DAA-0443-2012-0007-0008
	Blood donor and receiving records for blood and its components that are collected, processed, compatibility tested, stored, and distributed by NIH. These records identify blood donors, document donor deferrals, and identify and describe blood products received from other collection facilities. These records shall be retained for such intervals beyond the expiration date for the blood or blood component as necessary to facilitate the reporting of any unfavorable clinical reactions as required by 21 CFR 606.	
	Final Disposition	Temporary
	Item Status	Active
Is this item media neutral?	Yes	
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes	
Do any of the records covered by this item exist as structured electronic data?	Yes	
<b>Disposition Instruction</b>		
Cutoff Instruction	Cut off annually after 50 years or annually after expiration of the patient/subject, whichever is longer.	

	<p>Transfer to Inactive Storage</p> <p>Retention Period</p> <p><b>Additional Information</b></p> <p>GAO Approval</p> <p><b>Blood Product Manufacture, Storage and Distribution Records</b></p> <p>Disposition Authority Number</p> <p><b>Blood product manufacture, storage and distribution records that document FDA regulated good manufacturing practices for blood and blood components as required by 21 CFR 606. These include records documenting donor selection and blood product collection, processing, inventory and distribution.</b></p> <p>Final Disposition</p> <p>Item Status</p> <p>Is this item media neutral?</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</p> <p>Do any of the records covered by this item exist as structured electronic data?</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction</p> <p>Retention Period</p> <p><b>Additional Information</b></p> <p>GAO Approval</p>	<p>Transfer to inactive storage 1 year after cutoff.</p> <p>Destroy 30 year(s) after cutoff.</p> <p>Not Required</p> <p>DAA-0443-2012-0007-0009</p> <p>Temporary</p> <p>Active</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Cut off annually at end of fiscal year.</p> <p>Destroy 10 years after cutoff or 6 months after latest expiration of any components, whichever is longer. If no expiration date, records shall be retained indefinitely. (21 CFR 606.160 - Records. (d))</p> <p>Not Required</p>
<p>4.4</p> <p>4.5</p>	<p><b>Patient Medical Records</b></p> <p>Disposition Authority Number</p> <p><b>Patient medical records documenting admissions and medical treatment for a patient accepted in a research project. These records are the primary source of evaluation and analysis for either clinical care or clinical research study.</b></p> <p>Final Disposition</p> <p>Item Status</p> <p>Is this item media neutral?</p>	<p>DAA-0443-2012-0007-0010</p> <p>Temporary</p> <p>Active</p> <p>Yes</p>

4.6	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off patient case file annually after 5 years of inactivity.
	Retention Period	Destroy when case file is no longer needed for scientific reference.
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Medical Staff Credentialing Records</b>	
	Disposition Authority Number	DAA-0443-2012-0007-0011
	<p>Medical Staff credentialing records documenting approval of physicians, dentists, and other health professionals for involvement in patient treatments or other patient contacts. These records document participation in patient care and include signed agreements to abide by Medical Staff bylaws, delineations of clinical privileges, and related records. Information is collected from individual members of the Clinical Center Medical Staff and is used to document their credentialing and privileging.</p>	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
<b>Disposition Instruction</b>		
Cutoff Instruction	Cut off annually after medical staff member leaves patient care.	
Transfer to Inactive Storage	Transfer to inactive storage 1 year after cutoff.	
Retention Period	Destroy 30 year(s) after cutoff.	

4.7	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Pathology Test Records</b>	
	Disposition Authority Number	DAA-0443-2012-0007-0012
	Pathology test records including media preparation case files, indices and formulas as required by 42 CFR 493. The records contain information related to requisitions for laboratory media and cells, including a description of the method of preparation and the ingredients used.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off annually after the date of reporting.
	Retention Period	Destroy 10 year(s) after cutoff.
	<b>Additional Information</b>	
GAO Approval	Not Required	

## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
09/05/2012	Certify	Kimberly Johnson	Records Officer	OMA - DMS
10/09/2012	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
11/09/2012	Submit For Certification	Kimberly Johnson	Records Officer	OMA - DMS
11/13/2012	Certify	Kimberly Johnson	Records Officer	OMA - DMS
05/01/2013	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
07/12/2013	Submit For Certification	Kimberly Johnson	Records Officer	OMA - DMS
07/17/2013	Certify	Kimberly Johnson	Records Officer	OMA - DMS
04/01/2014	Submit for Concurrence	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
04/01/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
04/02/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/02/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

**NIH Record Schedule Crosswalk  
Intramural Research Schedule Items**

ITEM_REF	Section	Sub-Section	Item	Sub-Item	Title	Description	Disposition	Instructions	NARA Job	Year	Retention Category	Retention Period	Notes/Comments	Remarks
1	1100	L. Patents, Inventions, and Licensing	1100 B 1		Records of experimental and statistical data	Logs or notebooks used to record observations and data which contain evidence for establishing patents or inventions rights. Located in intramural program files.	T	Cut off at end of fiscal year after issuance of patent. Destroy 30 years after cut off.	NC1-443-04-1	2010	IntramuralR	DAA-0443-2017-00 02; NIH Research Records that Support Intellectual Property Rights	TEMPORARY. Cut off annually after the patent is filed. Destroy 30 year(s) after cutoff.	
2	2300	293 Personnel Records and Files	23002934	a	Medical Staffs' Credentialing files	Clinical Center Medical Staff - Medical Staffs' credentialing files, documenting approval by Clinical Center Administration of physicians, dentists, and other health professionals involved in patient treatment or other contacts. The files contain record of participation in patient care, signed agreements to abide by Medical Staff by laws, delineations of clinical privileges, and related papers. (NOTE: These records are part of Privacy Act system of records 09 25 0169.) Located in CC, Medical Records Department.	T	Purge hard copy files immediately after medical staff member leaves patient care. Transfer hard copy files of medical staff members employed in Clinical Center departments to the Federal Records Center in 5 year blocks by retiring all materials through the fiscal year, ending September 30. Retire all materials through FY 1998, then in 5 year blocks thereafter by fiscal year. (For example, in fiscal year 1999, transfer files closed out in fiscal years 1994-1998; in fiscal year 2004, transfer files closed out in fiscal years 1999-2003; in fiscal year 2009, transfer files closed out in fiscal years 2004-2008.) Destroy when 30 years old.	NI-443-93-1	1993	Intramural	I-0011 Medical Staff Credentialing Records	TEMPORARY. Cutoff annually after medical staff member leaves patient care. Transfer to inactive storage 1 year after cutoff. Destroy 30 years after cutoff.	
3	2300	293 Personnel Records and Files	23002934	b	Medical Staffs' Credentialing files	Data Files - Medical Staffs' credentialing files, documenting approval by Clinical Center Administration of physicians, dentists, and other health professionals involved in patient treatment or other contacts. The files contain record of participation in patient care, signed agreements to abide by Medical Staff by laws, delineations of clinical privileges, and related papers. (NOTE: These records are part of Privacy Act system of records 09 25 0169.) Located in CC, Medical Records Department.	T	Delete inactive information in the database when no longer needed.	NI-443-93-1	1993	IntramuralR	I-0011 Medical Staff Credentialing Records	TEMPORARY. Cutoff annually after medical staff member leaves patient care. Transfer to inactive storage 1 year after cutoff. Destroy 30 years after cutoff.	
4	2600	C. Property and Supply Management: FOOD PRODUCTION	2600 C 19		Computer printouts of physicians' dietary orders, posted to patients' cards	Description not required.	T	Destroy when 1 month old.	NC1-90-78-9 Item 79	1978	Intramural	I-0006 Clinical Care Services Records	TEMPORARY. Cutoff annually at end of fiscal year. Destroy 7 years after cutoff.	Records no longer created.
5	2600	C. Property and Supply Management: FOOD PRODUCTION	2600RC 20		Inpatient cards, showing dietary requirements of each inpatient	Description not required.	T	Destroy 5 years after patient is discharged	NC1-90-78-9 Item 80	1978	Intramural	I-0006 Clinical Care Services Records	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cutoff.	Records no longer created.
6	2600	C. Property and Supply Management: FOOD PRODUCTION	2600RC 21		Outpatient cards, showing dietary requirements of each outpatient	Description not required.	T	Destroy when 5 years old.	NC1-90-78-9 Item 81	1978	Intramural	I-0006 Clinical Care Services Records	TEMPORARY. Cutoff annually at end of fiscal year. Destroy 7 years after cutoff.	Records no longer created.

**NIH Record Schedule Crosswalk  
Intramural Research Schedule Items**

ITEM_REF	Section	Sub-Section	Item	Sub-Item	Title	Description	Disposition	Instructions	NARA Job	Year	Retention Category	Record Group	Notes/Comments
7	2600	C. Property and Supply Management: TRANSFUSION MEDICINES	2600 C 30	a	Blood Storage Records	Recordkeeping copy - Showing temperatures maintained in preserving blood in the department. Located in: CC, Transfusion Medicine Department (NOTE: Expanded description of records to include documentation required for all blood components manufactured, stored, or distributed by DTM. Record retention requirements are dictated by federal regulation under 21 CFR 606.)	T	Destroy the recordkeeping copy when 5 years old or when any blood components associated with these records have expired, whichever is later. (21CFR606)	NI-443-00-3	2000	Intramural	I-0009 Blood Product Manufacture, Storage and Distribution Records	TEMPORARY. Cutoff annually at end of fiscal year. Destroy 10 years after cutoff or 8 months after latest expiration of any components, whichever is longer. If no expiration date, records shall be retained indefinitely. (21 CFR 606.160 - Records.(f))
8	2600	C. Property and Supply Management: TRANSFUSION MEDICINES	2600 C 30	b	Blood Storage Records	Electronic copies created on electronic mail and word processing system - Showing temperatures maintained in preserving blood in the department. Located in: CC, Transfusion Medicine Department (NOTE: Expanded description of records to include documentation required for all blood components manufactured, stored, or distributed by DTM. Record retention requirements are dictated by federal regulation under 21 CFR 606.)	T	Delete after recordkeeping copy has been produced or when referencing or updating is completed.	NI-443-00-3	2000	Intramural	I-0009 Blood Product Manufacture, Storage and Distribution Records	TEMPORARY. Cut off annually at end of fiscal year. Destroy 10 years after cutoff or 8 months after latest expiration of any components, whichever is longer. If no expiration date, records shall be retained indefinitely. (21 CFR 606.160 - Records. (d))
9	2600	C. Property and Supply Management: TRANSFUSION MEDICINES	2600 C 31		Records of blood sent to operating room	Showing patients' name, blood types, and other related data.	T	Destroy when 5 years old.	NC1-80-78-9 Item 16	1978	Intramural	I-0006 Clinical Care Services Records	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cutoff.
10	2600	C. Property and Supply Management: TRANSFUSION MEDICINES	2600C 32R		Logs of donor appointments	Description not required.	T	Destroy when 1 year old.	NC1-80-78-9 Item 17	1978	Intramural	I-0006 Clinical Care Services Records	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cutoff.
11	2600	C. Property and Supply Management: PHARMACY	2600 C 40		Reserved.	Description not required.	N/A	N/A	NI-443-98-1	1998	Intramural	I-0006 Clinical Care Services Records	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cutoff.
12	2600	C. Property and Supply Management: PHARMACY	2600 C 41		Doctors' Orders Files	Prescriptions. Located in CC, Pharmacy Department.	T	File by fiscal year. Place in inactive file at end of fiscal year. Transfer to the Federal Records Center after 6 months in inactive file. Destroy when 5 years old.	NC1-443-98-1	1998	Intramural	I-0006 Clinical Care Services RecordsR	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7R years after cutoff.
13	2600	C. Property and Supply Management: PHARMACY	2600C 42		Microfilm and microfiche copies of doctors' orders	Description not required.	T	Destroy when 15 years old.	NC1-443-98-1	1998	Intramural	I-0006 Clinical Care Services Records	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7R years after cutoff.
14	2600	C. Property and Supply Management: PHARMACY	2600C 43		Bulk Compounding Records	Including control logs, worksheets, and card control records pertaining to the compounding of drugs in bulk quantities. Located in CC, Pharmacy Department.	T	File by fiscal year. Place in inactive file at end of each fiscal year. Retain inactive files in Pharmacy Department for 3 years and destroy.	NC1-443-98-1	1998	Intramural	I-0006 Clinical Care Services RecordsR	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7R years after cutoff.
15	2600	C. Property and Supply Management: PHARMACY	2600 C 44	a	Pharmacy Parenteral Records	As ordered by doctors. Located in CC, Pharmacy Department. Intravenous.	T	File by fiscal year. Place in inactive file at end of each fiscal year. Transfer each fiscal year file to the Federal Records Center after 1 year in inactive file. Destroy when 3 years old.	NC1-443-98-1	1998	Intramural	I-0006 Clinical Care Services RecordsR	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7R years after cutoff.
16	2600	C. Property and Supply Management: PHARMACY	2600 C 44	b	Pharmacy Parenteral Records	As ordered by doctors. Located in CC, Pharmacy Department. Blood.	T	File by fiscal year. Place in inactive file at end of each fiscal year. Transfer each fiscal year file to the Federal Records Center after 2 years in inactive file. Destroy when 10 years old.	NC1-443-98-1	1998	Intramural	I-0009 Blood Product Manufacture, Storage and Distribution Records	TEMPORARY. Cut off annually at end of fiscal year. Destroy 10 years after cutoff or 8 months after latest expiration of any components, whichever is longer.

**NIH Record Schedule Crosswalk  
Intramural Research Schedule Items**

ITEM REF	Section	Sub-Section	Item	Sub-Item	Title	Description	Disposition	Instructions	NARA Job	Year	Location	Retention Category	Retention Period	Notes/Comments
17	2600	C. Property and Supply Management-PHARMACY	2600 C 44	c	Pharmacy Parenteral Records	As ordered by doctors. Located in CC, Pharmacy Department. Investigational.	T	File by fiscal year. Place in inactive file at end of each fiscal year. Transfer each fiscal year file to the Federal Records Center after 2 years in inactive file. Destroy when 5 years old.	NC1-443-98-1	1998	Intramural	I-0006 Clinical Care Services Records	TEMPORARY. Cutoff annually at end of fiscal year. Destroy 7 years after cutoff.	
18	2600	C. Property and Supply Management-PHARMACY	2600 C 45		Nursing Unit Requisitions for Pharmaceutical Items	Located in CC, Pharmacy Department.	T	File by fiscal year. Place in inactive file at end of each fiscal year. Transfer each fiscal year file to the Federal Records Center after 1 year in inactive file. Destroy when 3 years old.	NC1-443-98-1	1998	Intramural	I-0006 Clinical Care Services Records	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cutoff.	
19	2600	C. Property and Supply Management-PHARMACY	2600 C 46		Certificates of disposition for narcotics and hypnotics	Documenting movement of those drugs and their receipt by nursing units.	T	Destroy when 3 years old.	NC1-443-98-1	1998	Intramural	I-0006 Clinical Care Services Records	TEMPORARY. Cutoff annually at end of fiscal year. Destroy 7 years after cutoff.	
20	3000	A. Medical Arts and Photography	3000 A 1		Slides and other visual materials	Used in exhibits, publications, and other media. Located in ORS, Medical Arts and Photography Branch.	T	Destroy when superseded or when no longer needed for branch purposes.	NC1-90-78-12 Item 41	1978	Intramural	I-0003 Records of All Other Intramural Research Projects	TEMPORARY. Cut off annually at termination of project/program or when no longer needed for scientific reference, whichever is longer. Destroy 7 years after cutoff.	Records no longer created.
21	3000	A. Medical Arts and Photography	3000 A 2		Photographic Materials	Consisting of still and motion pictures relating to patients' physical conditions, manifestations, and treatment. Biomedical 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. Located in ORS, Medical Arts and Photography Branch.	N/A	DISPOSAL NOT AUTHORIZED.	NC1-90-78-12 Item 41	DNA	Intramural	I-0001 Records of Intramural Research Projects of Historical Significance	PERMANENT. Cut off annually at termination of project/program or when no longer needed for scientific reference. Transfer to inactive storage 5 years after cutoff. Transfer electronic records to the National Archives for pre-acquisition 5 years after cutoff. Transfer paper records to the National Archives in 5 year blocks when the oldest records in the block are 30 years old.	Records no longer created. Unscheduled record.
22	3000	A. Medical Arts and Photography	3000 A 3		Videotapes of medical research procedures	In the Clinical Center.	T	Erase tapes for reuse when 3 years old.	NC1-90-78-9 Item 96	1978	Intramural	I-0003 Records of All Other Intramural Research Projects	TEMPORARY. Cut off annually at termination of project/program or when no longer needed for scientific reference, whichever is longer. Destroy 7 years after cutoff.	Records no longer created.
23	3000	A. Medical Arts and Photography	3000 A 4		Medical taping record sheets	Listing patient videotape made/dates made, and related data.	T	Destroy when 5 years old.	NC1-90-78-9 Item 96	1978	Intramural	I-0003 Records of All Other Intramural Research Projects	TEMPORARY. Cutoff annually at termination of project/program or when no longer needed for scientific reference, whichever is longer. Destroy 7 years after cutoff.	Records no longer created.
24	3000	C. Veterinary Services	3000 C 1		Animal research project data files	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.	T	Destroy when data are obsolete or when no longer needed in research.	NC1-90-78-12 Item 48	1978	Intramural	I-0003 Records of All Other Intramural Research Projects	TEMPORARY. Cut off annually at termination of project/program or when no longer needed for scientific reference, whichever is longer. Destroy 7 years after cutoff.	
25	3000	C. Veterinary Services	3000 C 8		Hospital surgery, treatment, and autopsy records	Description not required.	T	Destroy when investigator involved leaves NIH, or when 5 years old, whichever is later.	NC1-90-78-12 Item 55	1978	Intramural	I-0003 Records of All Other Intramural Research Projects	TEMPORARY. Cutoff annually at termination of project/program or when no longer needed for scientific reference, whichever is longer. Destroy 7 years after cutoff.	
26	3000	C. Veterinary Services	3000 C 10		Experiment Protocol Files	Agreements by investigators and experimenters that certain standards and procedures will be observed.	TR	Destroy when protocol is no longer in force.	NC1-90-78-12 Item 57	1978	Intramural	I-0003 Records of All Other Intramural Research Projects	TEMPORARY. Cutoff annually at termination of project/program or when no longer needed for scientific reference, whichever is longer. Destroy 7 years after cutoff.	
27	3000	D. Biomedical Engineering and Instrumentation	3000 D 3	a	Project Folders	Files that, in the opinion of the Section Chief, may be involved in later patent problems, or that relate to systems still in use or likely to be in use for the indefinite future, or that may have special applications in the future. 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.	N/A	DISPOSAL NOT AUTHORIZED. Review closed files every 5 years for possible destruction.	NC1-90-78-12 Item 32a1	DNA	Intramural	DAA-0443-2017-00 02; NIH Research Records that Support Intellectual Property Rights	TEMPORARY. Cut off annually after the patent is filed. Destroy 30 year(s) after cutoff.	
28	3000	D. Biomedical Engineering and Instrumentation	3000 D 3	b	Project Folders	All other project files. 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.	T	Destroy 2 years after close of project.	NC1-90-78-12 Item 32a2	1978	Intramural	I-0003 Records of All Other Intramural Research Projects	TEMPORARY. Cut off annually at termination of project/program or when no longer needed for scientific reference, whichever is longer. Destroy 7 years after cutoff.	



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ITEM_REF	Section	Sub-Section	Item	Sub-Item	Title	Description	Disposition	Instructions	NARA Job	Year	Retention Category	Disposition Authority	Notes/Comments
29	3000	D. Biomedical Engineering and Instrumentation	3000 D 4	a	Engineering Drawings Developed in Connection with Projects	Drawings that, in the opinion of the Section Chief, have continuing value for technical, research, or legal purposes. These original drawings document instrumentation and other systems developed by the branch.	N/A	DISPOSAL NOT AUTHORIZED. Review closed files every 5 years for possible destruction.	NC1-90-78-12 Item 32b1	DNA	Intramural	-0003 Records of All Other Intramural Research Projects	TEMPORARY. Cutoff annually at termination of project/program or when no longer needed for scientific reference, whichever is longer. Destroy 7 years after cutoff.
30	3000	D. Biomedical Engineering and Instrumentation	3000 D 4	b	Engineering Drawings Developed in Connection with Projects	All other drawings. These original drawings document instrumentation and other systems developed by the branch.	T	Destroy 5 years after completion of project.	NC1-90-78-12 Item 532b2	1978	Intramural	-0003 Records of All Other Intramural Research Projects	TEMPORARY. Cut off annually at termination of project/program or when no longer needed for scientific reference, whichever is longer. Destroy 7 years after cutoff.
31	3000	E. Clinical Care	3000 E 10		Occurrence Reports	Prepared as part of the Clinical Center quality assurance and safety programs, covering quality assurance records, FDA device reports, and FDA drug interaction reports. (formerly incident and accident reports R300-B-6) Location: ALLCC's	T	Destroy the recordkeeping copy when 2 years old. Electronic version: Delete after recordkeeping copy has been produced or when no longer needed for reference or updating.	NC1-90-78-9	1978	Intramural	-0006 Clinical Care Services Records	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cutoff.
32	3000	E. Clinical Care	3000 E 21		Diagnostic Cardiac Records	Comprising EKG and Holter Tracings (tracing by products). NOTE: Formal reports are maintained as a permanent part of the Clinical Center medical record. Original Paper File.	T	Transfer to the Federal Records Center when 10 years old. Destroy when 20 years old.	N1-443-96-1	1996	Intramural	-0006 Clinical Care Services Records	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cutoff.
33	3000	E. Clinical Care	3000 E 22	a	Medical Records Case Files of Patients of the NIH Clinical Center	Filed by the unit system, using hospital number and patient name. Each medical record 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. (NOTE: These records are part of Privacy Act System or records 09-12-5-0099)	T	Destroy when microfilm has been accepted.	NC1-90-78-4 Item 1a	1978	Intramural	-0010 Patient Medical Records	TEMPORARY. Cut off patient case file annually after 5 years of inactivity. Destroy when case file is no longer needed for scientific reference.
34	3000	E. Clinical Care	3000 E 22	b	Medical Records Case Files of Patients of the NIH Clinical Center	Filed by the unit system, using hospital number and patient name. Each medical record 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. (NOTE: These records are part of Privacy Act System or records 09-12-5-0099)	T	Destroy when the Director of the Clinical Center determines that it is no longer needed for scientific reference. These records must be microfilmed in accordance with FPMR 101 11.504.	NC1-90-78-4 Item 1b	1978	Intramural	-0010 Patient Medical Records	TEMPORARY. Cut off patient case file annually after 5 years of inactivity. Destroy when case file is no longer needed for scientific reference.
35	3000	E. Clinical Care	3000 E 23		Requests for Medical Records	Description not required.	T	Destroy when 1 month old.	NC1-90-78-9 Item 38	1978	Intramural	-0006 Clinical Care Services Records	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cutoff.
36	3000	E. Clinical Care	3000 E 24		Patient Report Files	Reports of findings in laboratory analysis, placed on microfiche for reference and research. Located in CC, Clinical Pathology Department.	T	Destroy 6 months after report is microfiched.	NC1-90-78-9 Item 23	1978	Intramural	-0006 Clinical Care Services Records	TEMPORARY. Cutoff annually at end of fiscal year. Destroy 7 years after cutoff.
37	3000	E. Clinical Care	3000 E 25		Microfiche copies of patient reports	Located in Clinical Pathology Department.	T	Destroy when 7 years old.	NC1-90-78-9 Item 24	1978	Intramural	-0006 Clinical Care Services Records	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cutoff.
38	3000	E. Clinical Care	3000 E 26	a	Diagnostic radiological records	Patients' radiological records. Comprising X-rays and other roentgenographic images produced by various devices and procedures such as body and head scans created by computerized trans-axial tomography. Files include positive photographic images resulting from ultrasound procedures and related studies, and interpretations. Extra copies of radiological interpretations.	T	Retain in Diagnostic Radiology Department for 10 years from (1) latest patient activity, or (2) reference request for the film, or (3) request from appropriate clinical program for retention of the record. Transfer records to the Federal Records Center when file becomes inactive. Destroy 30 years after files become inactive.	NC1-443-85-1 Item 1a	1985	Intramural	-0007 Radiology and Imaging Records	TEMPORARY. Cut off in 5 year intervals by fiscal year after file becomes inactive or when no longer needed for clinical reference, whichever is longer. Destroy 60 years after cutoff.
39	3000	E. Clinical Care	3000 E 26	b	Diagnostic radiological records	Comprising X-rays and other roentgenographic images produced by various devices and procedures such as body and head scans created by computerized trans-axial tomography. Files include positive photographic images resulting from ultrasound procedures and related studies, and interpretations. Maintained as an index of patients from 1953 to 1976, when an automated machine-readable hospital information system was installed. Shows patient name, number, physician, and admission and discharge dates. Data from these cards were placed retroactively into the system. Located in Diagnostic Radiology Department.	T	Destroy when 1 year old.	Non-record	Non-record	Intramural	N/A	Non-record
40	3000	E. Clinical Care	3000 E 27		Diagnostic Radiology Patient control cards	Consisting of various electronic images of body and organ PET scans on patients. Files include interpretations. Located in CC, Positron Emission Tomography Department.	T	Destroy in 1981.	NC1-90-78-9 Item 34	1978	Intramural	-0006 Clinical Care Services Records	TEMPORARY. Cutoff annually at end of fiscal year. Destroy 7 years after cutoff.
41	3000	E. Clinical Care	3000 E 28		Positron Emission Tomography (PET) files	Summarizing essential data on each patient tested in the department. Used for quick reference. Located in Nuclear Medicine Department.	T	Destroy 4 years after patient is deceased, or after last scanning, whichever is applicable.	NC1-90-78-9 Item 43	1978	Intramural	-0010 Patient Medical Records	TEMPORARY. Cutoff patient case file annually after 5 years of inactivity. Destroy when case file is no longer needed for scientific reference.
42	3000	E. Clinical Care	3000 E 29		Nuclear Medicine Patient card files	Showing the amount, nature, dates, and purposes of radionuclides dispensed to patients in testing. Located in Nuclear Medicine Department.	T	Destroy when 1 year old.	NC1-90-78-9 Item 42	1978	Intramural	-0006 Clinical Care Services Records	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cutoff.
43	3000	E. Clinical Care	3000 E 30		Daily radionuclide dosage logs	Posted to patients' folders. Located in Nursing Services.	T	Destroy when posted.	NC1-90-78-9 Item 53	1978	Intramural	-0006 Clinical Care Services Records	TEMPORARY. Cutoff annually at end of fiscal year. Destroy 7 years after cutoff.
44	3000	E. Clinical Care	3000 E 32		Patient temperature, pulse, and respiration (TPR) sheets	Located in Nursing Services.	T	Destroy when posted.	NC1-90-78-9 Item 53	1978	Intramural	-0006 Clinical Care Services Records	TEMPORARY. Cutoff annually at end of fiscal year. Destroy 7 years after cutoff.

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45	3000	E. Clinical Care	3000 E 33		Intake Output records	Showing amounts ingested and excreted by patients. Posted to patients' folders. Located in Nursing Services.	T	Destroy when posted.	NC1-90-78-9 Item 54	1978	Intramural	-0006 Clinical Care Services Records	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cutoff.	
46	3000	E. Clinical Care	3000 E 34		Plan of care for each patient in surgery	Located in Surgical Services Department.	T	Destroy when 1 month old	NC1-90-78-9 Item 57	1978	Intramural	-0006 Clinical Care Services Records	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cutoff.	
47	3000	E. Clinical Care	3000 E 35		Receiving Records	Including identification and description of blood products for transfusion received from other collection facilities. Located in CC, Transfusion Medicine Department.	T	Retain on-site for 50 years or expiration of the patient or subject, whichever is longer. Transfer to the Federal Records Center for 30 years. Destroy when 30 years old. (21CFR608)	NI-443-89-4	1989	Intramural	-0008 Blood Donor and Receiving Records	TEMPORARY. Cut off annually after 50 years or annually after expiration of the patient/subject, whichever is longer. Transfer to inactive storage 1 year after cutoff. Destroy 30 years after cutoff.	
48	3000	E. Clinical Care	3000 E 36	a	Serological Test Records for Clinical Center patients	Recordkeeping copy. Showing results of blood typings, antibody screening and compatibility testing. (NOTE: These records are part of Privacy Act system of records 09-25-0011). Located in CC, Transfusion Medicine Department.	T	Destroy the recordkeeping copy 5 years after patient is discharged.	NI-443-00-3	2000	Intramural	-0006 Clinical Care Services Records	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cutoff.	
49	3000	E. Clinical Care	3000 E 36	b	Serological Test Records for Clinical Center patients	Electronic copies created on electronic mail and word processing systems. Showing results of blood typings, antibody screening and compatibility testing. (NOTE: These records are part of Privacy Act system of records 09-25-0011). Located in CC, Transfusion Medicine Department.	T	Delete after recordkeeping copy has been produced or when referencing or updating is completed.	NI-443-00-3	2000	Intramural	-0006 Clinical Care Services Records	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cutoff.	
50	3000	E. Clinical Care	3000 E 37	a	Transfusion Service Records	Recordkeeping copy. Interpretations of adverse reactions to transfusion, identification of clinically significant antibodies, and special transfusion requirements for Clinical Center patients. NOTE: These records are part of Privacy Act system of records 09-25-0011). Located in CC, Transfusion Medicine Department.	T	Retain the recordkeeping copy on site for 50 years or upon notification of expiration of the patient or subject, whichever is longer. Transfer to the FRC following on-site retention for 50 years or notification of expiration of the patient or subject. Destroy after 30 years' retention at the Federal Records Center.	NI-443-00-3	2000	Intramural	-0008 Blood Donor and Receiving Records	TEMPORARY. Cut off annually after 50 years or annually after expiration of the patient/subject, whichever is longer. Transfer to inactive storage 1 year after cutoff. Destroy 30 years after cutoff.	
51	3000	E. Clinical Care	3000 E 37	b	Transfusion Service Records	Electronic copies created on electronic mail and word processing systems. Interpretations of adverse reactions to transfusion, identification of clinically significant antibodies, and special transfusion requirements for Clinical Center patients. NOTE: These records are part of Privacy Act system of records 09-25-0011). Located in CC, Transfusion Medicine Department.	T	Delete after recordkeeping copy has been produced or when referencing or updating is completed.	NI-443-00-3	2000	Intramural	-0008 Blood Donor and Receiving Records	TEMPORARY. Cut off annually after 50 years or annually after expiration of the patient/subject, whichever is longer. Transfer to inactive storage 1 year after cutoff. Destroy 30 years after cutoff.	
52	3000	E. Clinical Care	3000 E 38		Patient Rehabilitation Files	Pertaining to patients treated in the department, and containing physician referrals, progress notes, copies of X ray interpretations, daily progress notes, copies of laboratory test results, and copies of outside physical therapy reports. Record copies of key documents are in the patients' folders in the Medical Records Department. Located in CC, Rehabilitation Department.	TR	Destroy 10 years after last visit, or when patient is deceased, if the record is not involved in an ongoing study.	NC1-90-78-9 Item 119	1978	Intramural	-0010 Patient Medical Records	TEMPORARY. Cut off patient case file annually after 5 years of inactivity. Destroy when case file is no longer needed for scientific reference.	Records no longer created.
53	3000	E. Clinical Care	3000 E 39		Social work patients' records	Containing copies of social work history sheets showing summaries of work done, patient responses, and related comments and papers. Record copies of the history sheets are in the patients' folders in the Medical Records Department. Located in Social Work Department.	T	Destroy 5 years after patient is discharged.	NC1-90-78-9 Item 121	1978	Intramural	-0006 Clinical Care Services Records	TEMPORARY. Cutoff annually at end of fiscal year. Destroy 7 years after cutoff.	Records no longer created.
54	3000	E. Clinical Care	3000 E 40		Spiritual Ministry Patient Name Files	Identifying Clinical Center patients.	T	Destroy 6 months after patient is discharged or deceased.	NC1-90-78-9 Item 124	1978	Intramural	-0006 Clinical Care Services Records	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cutoff.	Records no longer created.
55	3000	E. Clinical Care	3000 E 50	a	Blood Donors: Donor History and Consent Records	History and physical data, and donor's consent portions. Multi-use forms each of which shows name of donor, medical history and physical data. Form includes a "tear-off" receipt portion documenting use of the blood in a nursing unit, and a detachable statement of donor's consent for blood to be drawn. (NOTE: These records are part of Privacy Act System of records 09-25-0011)	T	Destroy after microfilming and verification of film.	NC1-90-78-9 Item 10a	1978	Intramural	-0008 Blood Donor and Receiving Records	TEMPORARY. Cut off annually after 50 years or annually after expiration of the patient/subject, whichever is longer. Transfer to inactive storage 1 year after cutoff. Destroy 30 years after cutoff.	
56	3000	E. Clinical Care	3000 E 50	b	Blood Donors: Donor History and Consent Records	Microfilm copies. Multi-use forms each of which shows name of donor, medical history and physical data. Form includes a "tear-off" receipt portion documenting use of the blood in a nursing unit, and a detachable statement of donor's consent for blood to be drawn. (NOTE: These records are part of Privacy Act System of records 09-25-0011)	N/A	DISPOSAL NOT AUTHORIZED. Review with NIH Records Management Officer for disposition when 15 years old.	NC1-90-78-9 Item 10b	DNA	Intramural	-0008 Blood Donor and Receiving Records	TEMPORARY. Cut off annually after 50 years or annually after expiration of the patient/subject, whichever is longer. Transfer to inactive storage 1 year after cutoff. Destroy 30 years after cutoff.	
57	3000	E. Clinical Care	3000 E 50	c	Blood Donors: Donor History and Consent Records	Receipt portions. Multi-use forms each of which shows name of donor, medical history and physical data. Form includes a "tear-off" receipt portion documenting use of the blood in a nursing unit, and a detachable statement of donor's consent for blood to be drawn. (NOTE: These records are part of Privacy Act System of records 09-25-0011)	T	Transfer to the Federal Records Center annually; destroy when 5 years old.	NC1-90-78-9 Item 10c	1978	Intramural	-0008 Blood Donor and Receiving Records	TEMPORARY. Cut off annually after 50 years or annually after expiration of the patient/subject, whichever is longer. Transfer to inactive storage 1 year after cutoff. Destroy 30 years after cutoff.	

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58	3000	E. Clinical Care	3000E 51		Blood Donors; Donor history sheets	Showing results of blood tests. Data are posted to computer. However, data for employee donors are removed from computer when employee leaves. On reemployment, antigen data are needed.	N/A	DISPOSAL NOT AUTHORIZED at this time.	NC1-90-78-9 Item 12	2000	Intramural R	I-0006 Blood Donor and Receiving Records	TEMPORARY. Cut off annually after 50 years or annually after expiration of the patient/subject, whichever is longer. Transfer to inactive storage 1 year after RR cutoff. Destroy 30 years after cutoff.
59	3000	E. Clinical Care	3000E 61		Normal Volunteers: Inpatient normal volunteer files	Containing medical histories, appointment papers, admission sheets, and related correspondence and data.	T	Destroy 3 years after volunteer period ends.	NC1-90-78-9 Item 92	1978	Intramural	I-0003 Records of All Other Intramural Research Projects	TEMPORARY. Cut off annually at termination of project/program or when no longer needed for scientific reference, whichever is longer. Destroy 7 years after RR cutoff.
60	3000	E. Clinical Care	3000E 71		Administrative nursing reports and related papers	Submitted daily by each nursing unit, showing the number of patients, admissions, discharges, deaths, and other information about the patients.	T	Destroy when 3 months old.	NC1-90-78-9 Item 48	1978	Intramural	I-0006 Clinical Care Services Records	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cutoff.
61	3000	E. Clinical Care	3000E 73		Patient Care Audit records	Relating to audits of the quality of patient care in the Nursing Department.	T	Destroy when 5 years old.	NC1-90-78-9 Item 49	1978	Intramural	I-0006 Clinical Care Services Records	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cutoff.
62	3000	E. Clinical Care	3000E 76		Operating room log	Ledger records of operations performed, showing surgeon/RR assistants, and other vital data on each operation.	T	Destroy when 8 years old.	NC1-90-78-9 Item 58	1978	Intramural R	I-0006 Clinical Care Services Records	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cutoff.
63	3000	E. Clinical Care	3000E 77		Surgical scheduling requests	Description not required.	T	Destroy when 3 months old.	NC1-90-78-9 Item 59	1978	Intramural	I-0006 Clinical Care Services Records	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cutoff.
64	3000	E. Clinical Care	3000E 76		Operating room memoranda	Originals are maintained in the department. Copies are forwarded to the Medical Record and Information Systems Departments. Located in CC, Surgical Services Department	T	Destroy when 2 years old.	NI-443-00-3	2000	Intramural R	I-0006 Clinical Care Services Records	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cutoff.
65	3000	E. Clinical Care	3000E 79		Daily operations listing	Description not required.	T	Destroy when 3 years old.	NC1-90-78-9 Item 61	1978	Intramural	I-0006 Clinical Care Services Records	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cutoff.
66	3000	E. Clinical Care	3000E 80		Daily schedules of outpatients	Located in Outpatient Department.	T	Destroy when 2 months old.	NC1-90-78-9 Item 85	1978	Intramural	I-0006 Clinical Care Services Records	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cutoff.
67	3000	E. Clinical Care	3000E 81		General patient activities files	Containing correspondence, memoranda, reports, purchase orders, and related papers pertaining to activities developed for patients.	T	Destroy when 2 years old.	NC1-90-78-9 Item 89	1978	Intramural	I-0006 Clinical Care Services Records	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cutoff.
68	3000	E. Clinical Care	3000E 82		Patients' library card files	Showing patients who may charge library materials.	T	Destroy when patient is discharged.	NC1-90-78-9 Item 90	1978	Intramural	I-0006 Clinical Care Services Records	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cutoff.
69	3000	E. Clinical Care	3000E 90		Volunteer services case files	Containing applications, discharges, agreements, and related correspondence regarding persons donating their services to the Clinical Center.	T	Destroy 18 months after end of volunteer's service.	NC1-90-78-9 Item 8	1978	Intramural	I-0006 Clinical Care Services Records	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cutoff.
70	3000	F. Laboratory Operations, Materials, and Resources	3000 F 1		Quality Control Records	Consisting of charts, graphs, and other records showing the quality of laboratory performance, and reflecting the adequacy of laboratory procedures and/or equipment. Located in CC, Clinical Pathology Department.	T	Destroy when 2 years old.	NC1-90-78-9 Item 25	1978	Intramural	I-0006 Clinical Care Services Records	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cutoff.
71	3000	F. Laboratory Operations, Materials, and Resources	3000 F 2		Instrument Maintenance Records	Documenting repairs or other adjustments made to instruments used in the department. Located in CC, Clinical Pathology Department.	T	Destroy when instrument is no longer used.	NC1-90-78-9 Item 26	1978	Intramural	I-0006 Clinical Care Services Records	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cutoff.
72	3000	F. Laboratory Operations, Materials, and Resources	3000 F 3		Log Books, Recorder Charts, and Other Working Papers	Used to prepare reports or analyses. Located in CC, Clinical Pathology Department.	T	Destroy when 30 days old.	NC1-90-78-9 Item 27	1978	Intramural R	I-0012 Pathology Test Records	TEMPORARY. Cut off annually after the date of reporting. Destroy 10 years after cutoff.
73	3000	F. Laboratory Operations, Materials, and Resources	3000 F 4		Laboratory Testing Records	Includes documentation of pre- and post-analytical phases of testing process and all laboratory data generated in the analytical phase, including quality control, observed values, and interpretations associated with patient testing. Used for reference and research. Located in CC, Transfusion Medicine Department.	T	Destroy when 2 years old, or when no longer useful for research. (42 CFR 493)	NI-443-99-4	1999	Intramural R	I-0006 Clinical Care Services Records	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cutoff.
74	3000	F. Laboratory Operations, Materials, and Resources	3000 F 5		Process Control Records	Laboratory and manufacturing control records associated with patient testing, donor testing, or blood product manufacturing. Includes documentation related to validation, maintenance, and quality assurance of equipment, supplies, reagents, and processes. Used for reference and research. Located in CC, Transfusion Medicine Department.	T	Destroy after 5 years, or 6 months after any blood product associated with these records has expired, or when the data is no longer useful for research, whichever is the latest date. (21 CFR 606)	NI-443-99-4	1999	Intramural	I-0009 Blood Product Manufacture, Storage and Distribution Records	TEMPORARY. Cut off annually at end of fiscal year. Destroy 10 years after cutoff or 6 months after latest expiration of any components, whichever is longer. If no expiration date, records shall be retained indefinitely. (21 CFR 606.160-Records (d))
75	3000	F. Laboratory Operations, Materials, and Resources	3000 F 6		Reserved.								
76	3000	F. Laboratory Operations, Materials, and Resources	3000 F 7		Reserved.								
77	3000	F. Laboratory Operations, Materials, and Resources	3000 F 8		Reserved.								
78	3000	F. Laboratory Operations, Materials, and Resources	3000 F 9		Reserved.								
79	3000	F. Laboratory Operations, Materials, and Resources	3000 F 10		Media Preparation Case Files and Indexes	Related to requisitions for laboratory media and cells, including description of the method of preparation and the ingredients used. Located in CC, Clinical Pathology Department.	T	Destroy after 10 years.	HEW-80370(4g)	Unknown	Intramural	I-0012 Pathology Test Records	TEMPORARY. Cut off annually after the date of reporting. Destroy 10 years after cutoff.

**NIH Record Schedule Crosswalk  
Intramural Research Schedule Items**

ITEM_REF	Section	Sub-Section	Item	Sub-Item	Title	Description	Disposition	Instructions	NARA Job	Year	Retention Category	Records Group	Disposition	Notes/Comments
80	3000	F. Laboratory Operations, Materials, and Resources	3000RF 11		Media Formulas	Located in CC, Clinical Pathology Department.	T	Destroy after 10 years.	UNAUTHORIZED	DNA	Intramural	I-0012 Pathology Test Records	TEMPORARY. Cut off annually after the date of reporting. Destroy 10 years after cutoff.	RCS status: Disposition: Destroy after 10 years. UNAUTHORIZED.
81	3000	G. Biomedical Research Projects: General	3000RG 1		Planning and Development Records for Research Projects RR	Included are objectives, plans and protocols, clearances and authorizations schedules, directives, and other records accumulated by the ICR in establishing research projects. (Excluding research protocols specified in item 3000 G.2.)	T	Transfer to Federal Records Center 2 years after the project is completed or discontinued. Destroy 17 years after termination. Earlier disposal is authorized if the project leader determines they are no longer needed for scientific reference.	NC1-90-77-2 Item 30a	1977	Intramural	DAA-0443-2017-0002; NIH Research Records that Support Intellectual Property Rights	TEMPORARY. Cut off annually after the patent is filed. Destroy 30 year(s) after cutoff.	
82	3000	G. Biomedical Research Projects: General	3000RG 2	a	Research Protocols	Concerning standards and procedures to be followed in use of animals in research.	TR	Destroy when protocol is no longer in force.	UNAUTHORIZED	DNA	Intramural	I-0003 Records of All Other Intramural Research Projects	TEMPORARY. Cut off annually at termination of project/program or when no longer needed for scientific reference, whichever is longer. Destroy 7 years after cutoff.	RCS status: Disposition: Destroy when protocol is no longer in force. UNAUTHORIZED.
83	3000	G. Biomedical Research Projects: General	3000RG 2	b	Research Protocols	Clinical Center Protocol files, documenting proposals made by the Institutes and approved by the Director of the Clinical Center for use of human subjects in research, development, and related activities. Each file normally contains the official copy of the protocol, describing the nature of the proposed research, the methodology involved, projected aims and justifications, notations and records of approval actions, names of principal investigators, project reviews, and related correspondence and memoranda.  Located in CC, Medical Record Department.	P	Review closed files at 5 year intervals and transfer those which are no longer needed for reference to the Federal Records Center. Offer to the National Archives 5 years after transfer to the Records Center.	NC1-90-78-9 Item 116	1978	Intramural	I-0001 Records of Intramural Research Projects of Historical Significance	PERMANENT. Cut off annually at termination of project/program or when no longer needed for scientific reference. Transfer to inactive storage 5 years after cutoff. Transfer electronic records to the National Archives for pre-accessioning 5 years after cutoff. Transfer paper records to the National Archives in 5 year blocks when the oldest records in the block are 30 years old.	
84	3000	G. Biomedical Research Projects: General	3000RG 2	c	Research Protocols	Copies of research protocols, showing the research purposes for which normal volunteers are to be used.  Located in CC, Office of Normal Volunteers.	T	Destroy 1 year after end of research project.	NC1-90-78-9 Item 95	1978	Intramural	I-0003 Records of All Other Intramural Research Projects	TEMPORARY. Cut off annually at termination of project/program or when no longer needed for scientific reference, whichever is longer. Destroy 7 years after cutoff.	
85	3000	G. Biomedical Research Projects: General	3000RG 3	a	Records of Basic Experimental and Statistical Data	Original full sized copies of records which have been microfilmed, when the microfilming has been done in accordance with the standards set forth in 36 CFR 1230.	TR	Destroy originals when microfilm copies have been examined and shown to be acceptable.	NC1-443-84-2	1984	Intramural	I-0003 Records of All Other Intramural Research Projects	TEMPORARY. Cutoff annually at termination of project/program or when no longer needed for scientific reference, whichever is longer. Destroy 7 years after cutoff.	
86	3000	G. Biomedical Research Projects: General	3000RG 3	b	Records of Basic Experimental and Statistical Data	Original records that have not been microfilmed and microfilm or microfiche masters produced in accordance with the standards set forth in 41 CFR 101R1.506.	TR	Destroy when the project leader or principal investigator determines that the records are no longer useful for research. Inactive records which need to be kept for more than 3 years may be transferred to a Federal Records Center for storage, provided that the project leader specifies in advance of transfer the month and year when the records are to be destroyed.  NOTE: When sending this record series to the Federal Records Center for long-term storage, the researcher/PI must	NC1-443-84-2R	1984	Intramural	I-0003 Records of All Other Intramural Research Projects	TEMPORARY. Cutoff annually at termination of project/program or when no longer needed for scientific reference, whichever is longer. Destroy 7 years after cutoff.	
87	3000	G. Biomedical Research Projects: General	3000RG 4		End Products	Of each research project which report findings and conclusions, document advancements in treatment of disease or development of new medical devices, or are unique clinical records which have potential value in continuing research. Included are summary or final project reports, article reprints, monographs, graphic compilations, and analyses.	P	Transfer one complete set to the Federal Records Center. Offer to National Archives when 20 years old.	NC1-90-77-2 Item 30c	1977	Intramural	I-0001 Records of Intramural Research Projects of Historical Significance	PERMANENT. Cutoff annually at termination of project/program or when no longer needed for scientific reference. Transfer to inactive storage 5 years after cutoff. Transfer electronic records to the National Archives for pre-accessioning 5 years after cutoff. Transfer paper records to the National Archives in 5 year blocks when the oldest records in the block are 30 years old.	
88	3000	H. Clinical Research	3000RH 1		Statements of Responsibility and Certifications of Drug Release	By signing this form, a physician assumes responsibility for the use of drugs not yet fully tested.  Located in CC, Pharmacy Department.	TR	Destroy when 5 years old.	NC1-90-78-9 Item 111	1978	Intramural	I-0008 Clinical Care Services Records	TEMPORARY. Cutoff annually at end of fiscal year. Destroy 7 years after cutoff.	

**NIH Record Schedule Crosswalk  
Intramural Research Schedule Items**

ITEM_REF	Section	Sub-Section	Item	Sub-Item	Title	Description	Disposition	Instructions	NARA Job	Year	Retention	Category	Notes/Comments
89	3000	H. Clinical Research	3000 H 2		Pyrogen Test Records	Showing the results of testing drugs for certain harmful characteristics. Located in CC, Pharmacy Department.	T	Destroy 2 years after new drug application is approved or disapproved; if no new drug application is filed, destroy 2 years after study is completed.	NC1-90-78-9 Item 112	1978	Intramural	I-0004 FDA Regulated Research Records	TEMPORARY. Cut off annually after application is approved/disapproved, or if no new application is filed, after the study is completed/discontinued and FDA is notified of discontinuation or when no longer needed for business and scientific use, whichever is longer. Destroy 3 years after cutoff.
90	3000	H. Clinical Research	3000 H 3		Requests for Testing of Developmental Drugs	Located in CC, Pharmacy Department.	T	Destroy 2 years after new drug application is approved or disapproved; if no new drug application is filed, destroy 2 years after study is completed.	NC1-90-78-9 Item 113	1978	Intramural	I-0004 FDA Regulated Research Records	TEMPORARY. Cut off annually after application is approved/disapproved, or if no new application is filed, after the study is completed/discontinued and FDA is notified of discontinuation or when no longer needed for business and scientific use, whichever is longer. Destroy 3 years after cutoff.
91	3000	H. Clinical Research	3000 H 4		Investigational Drug Service Requests	Doctors' notifications to the department of intent to use a drug not yet approved for general use. Located in CC, Pharmacy Department.	T	Destroy 2 years after the new drug application is approved or disapproved; if no new drug application is filed, destroy 2 years after study is completed.	NC1-90-78-9 Item 114	1978	Intramural	I-0004 FDA Regulated Research Records	TEMPORARY. Cutoff annually after application is approved/disapproved, or if no new application is filed, after the study is completed/discontinued and FDA is notified of discontinuation or when no longer needed for business and scientific use, whichever is longer. Destroy 3 years after cutoff.
92	3000	H. Clinical Research	3000 H 5		Tally records of technical work done	Used to prepare workload reports.	T	Destroy when 1 month old.	NC1-90-78-9 Item 115	1978	Intramural	I-0006 Clinical Care Services Records	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cutoff.
93	3000	H. Clinical Research	3000 H 10	e	Registries	Reports that are prepared and submitted as required by the registry. For example: technical reports; quarterly, semi-annual, or annual reports; project summaries; final report. [Refer to section 6000-B-1-b for records which constitute a contract deliverable.]	T	Transfer record copy of reports to the Federal Records Center in 5 year blocks. Destroy when 20 years old.	NI-443-82-3R	1982	Intramural	I-0003 Records of All Other Intramural Research Projects	TEMPORARY. Cutoff annually at termination of project/program or when no longer needed for scientific reference, whichever is longer. Destroy 7 years after cutoff.
94	N/A	N/A	N/A		N/A	N/A	N/A	N/A	N/A	N/A	Intramural	I-0005 Institutional Review Board (IRB) Records	Institutional Review Board (IRB) records documenting ethical and regulatory oversight of research involving human subjects as required by 45 CFR 46 and 21 CFR 56. These records document IRB activities and may include IRB procedures, membership rosters, meeting minutes, decisions/approvals, copies of reviewed research proposals, scientific evaluations, approved sample consent documents, progress reports submitted by investigators, and reports of injuries to research subjects.  TEMPORARY. Cut off research-specific IRB records annually at the completion of the research project and IRB operational and governance records at the end of each fiscal year or cut off when no longer needed for business and scientific use, whichever is longer. Destroy 3 years after cutoff.