

Request for Records Disposition Authority

Records Schedule Number DAA-0443-2017-0002
Schedule Status Approved

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 Research Records that Support Intellectual Property Rights
Internal agency concurrences will be provided No

Background Information The NIH Research Records that Support Intellectual Property Rights retention schedule is being updated to reflect the needs of the scientific community, to reduce the administrative burden associated with managing research records, and to 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0443-2017-0002

Sequence Number

1

NIH Research Records that Support Intellectual Property Rights Disposition Authority Number: DAA-0443-2017-0002-0001

Records Schedule Items

Sequence Number	
1	<p>NIH Research Records that Support Intellectual Property Rights</p> <p>Disposition Authority Number DAA-0443-2017-0002-0001</p> <p>Intellectual property records consisting of project documentation that supports patents or inventions rights. Intramural research records that qualify for permanent records, as described in DAA-0443-2012-0007-0001 - Records of Intramural Research Projects of Historical Significance, should be managed in accordance with that schedule. Intramural research records pertaining to abandoned patents or patent applications that are not deemed to be of historical significance are to be retained in accordance with DAA-0443-2012-0007-0003 - Records of All Other Intramural Research Projects. Records pertaining to abandoned patents or patent applications are to be retained in accordance with either DAA-0443-2012-0007-0001 or DAA-0443-2012-0007-0003.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>GRS or Superseded Authority Citation DAA-0443-2016-0001-0001 NC1-443-94-1 (1100-L-3b)</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off annually after the patent is filed.</p> <p>Retention Period Destroy 30 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

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
03/31/2017	Certify	Amanda Pomicter	NIH Records Officer	NIH - NIH
05/03/2017	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
05/08/2017	Submit For Certification	Amanda Pomicter	NIH Records Officer	NIH - NIH
05/08/2017	Certify	Amanda Pomicter	NIH Records Officer	NIH - NIH
09/07/2017	Submit for Concurrence	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
09/12/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/12/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/13/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist