

## Request for Records Disposition Authority

Records Schedule Number      DAA-0443-2018-0001  
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 Architectural Drawings of Historical Significance  
Internal agency concurrences will be provided      No

Background Information        The National Institutes of Health is home to several unique buildings and laboratory structures, some of which represent architectural, technological, or engineering innovations designed to serve scientific and medical research purposes. Examples of these significant structures include the Clinical Center and its surgical wing, the Library of Medicine, the National Cancer Institute Emergency Virus Isolation Facility, the DNA Facility, and others.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0443-2018-0001

Sequence Number	
1	Architectural Drawings of Historical Significance Disposition Authority Number: DAA-0443-2018-0001-0001
2	Temporary Drawings of Historically Significant Buildings Disposition Authority Number: DAA-0443-2018-0001-0002

## Records Schedule Items

Sequence Number	
1	<p><b>Architectural Drawings of Historical Significance</b></p> <p>Disposition Authority Number      DAA-0443-2018-0001-0001</p> <p>Final working drawings and as-built drawings that document the design, construction, repair, restoration, or rehabilitation of buildings, roads, and other long-term structures considered historically, architecturally, or technologically significant. These historically significant structures include buildings designed to serve scientific and medical research as well as buildings reflecting a distinctive architectural style or a standard design used for multiple buildings. These historically significant records consist of architectural and structural drawings, including plans for site and landscaping, floor plans, interior and exterior elevations, sections, ornamental and structural plans, final working drawings and as-built drawings. This schedule excludes temporary Architectural Drawing records are covered by NARA GRS 5.4, Items 050 and 051 and Temporary Drawings of Historically Significant Buildings, Item 0002 of this schedule.</p> <p>Final Disposition                      Permanent</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?                      No</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      Cut off annually at the end of the fiscal year in which the project is terminated, or when no longer needed for reference.</p> <p>Transfer to the National Archives for Accessioning      Transfer to the National Archives 15 year(s) after cutoff</p> <p><b>Additional Information</b></p> <p>First year of records accumulation      1937</p> <p>What will be the date span of the initial transfer of records to the National Archives?      From 1937 To 2003</p>

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	32 GB	630 MB
Paper	12 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

2

**Temporary Drawings of Historically Significant Buildings**

Disposition Authority Number **DAA-0443-2018-0001-0002**

Electrical, mechanical, and plumbing drawings that document the design, construction, repair, restoration, or rehabilitation of buildings, roads, and other long-term structures considered historically, architecturally, or technologically significant.

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? **No**

**Disposition Instruction**

Retention Period **Retain for life of building, or until superseded or obsolete.**

**Additional Information**

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
05/10/2018	Certify	Amanda Pomicter	NIH Records Officer	NIH - NIH
07/13/2018	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
07/27/2018	Submit For Certification	Amanda Pomicter	NIH Records Officer	NIH - NIH
07/27/2018	Certify	Amanda Pomicter	NIH Records Officer	NIH - NIH
05/30/2019	Submit for Concurrence	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
06/05/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/06/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
06/10/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist