

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0443-2018-0002**

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      **Clinical Care Administrative Support Records**

Internal agency concurrences will be provided      **No**

Background Information      **This schedule applies to the clinical care administrative records that are associated with support activities related to executing work functions unique to the clinical care environment at the National Institutes of Health.**

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>

GAQ Approval

## Outline of Records Schedule Items for DAA-0443-2018-0002

Sequence Number	
1	Clinical Care Administrative Support Records Disposition Authority Number: DAA-0443-2018-0002-0001

## Records Schedule Items

Sequence Number	
1	<p data-bbox="334 372 976 414"><b>Clinical Care Administrative Support Records</b></p> <p data-bbox="334 425 1143 468">Disposition Authority Number      DAA-0443-2018-0002-0001</p> <p data-bbox="334 478 1485 1032">These administrative records are associated with support activities related to executing work functions unique to a clinical care environment. These files are non-clinical in nature and do not include information that is maintained in patient medical records. The records associated with this schedule item include the following support functions: Patient Support -- food services and patients' travel and transportation records; Oversight and Safety -- occurrence reports, safety program reports, quality assurance records, FDA device reports, and FDA drug interaction reports; Nursing Administration -- daily nursing service reports, showing employee absence and tardiness, and personnel reassignment and utilization and nursing unit reports; Pre-admissions -- pre-admission files, relating to referrals, volunteer services records, volunteer payments, and files, reports and correspondence concerning daily volunteer services operations; and Sponsoring Agency Files -- records relating to private organizations sponsoring clinical patient volunteers, copies of agreements, and related reports and correspondence.</p> <p data-bbox="334 1042 911 1085">Final Disposition                      Temporary</p> <p data-bbox="334 1095 841 1138">Item Status                              Active</p> <p data-bbox="334 1149 812 1191">Is this item media neutral?          Yes</p> <p data-bbox="334 1202 797 1244">Do any of the records covered      No by this item currently exist in electronic format(s) other than e- mail and word processing?</p> <p data-bbox="334 1351 1049 1968">GRS or Superseded Authority      NC1-90-78-9 / 28 / A Citation                                  NC1-90-78-9 / 28 / B    NC1-90-78-9 / 87    NC1-90-78-9 / 93    NC1-90-78-9 / 47    NC1-90-78-9 / 56    NCI-90-78-9 / 8    NC1-90-78-9 / 9    NC1-90-78-9 / 64    NC1-90-78-9 / 65 / A    NC1-90-78-9 / 65 / B    NC1-90-78-9 / 66 / A    NC1-90-78-9 / 66 / B    NC1-90-78-9 / 67    NC1-90-78-9 / 74    NC1-90-78-9 / 75</p>

NC1-90-78-9 / 76  
NC1-90-78-9 / 77  
NC1-90-78-9 / 78 / A  
NC1-90-78-9 / 78 / B  
NC1-90-78-9 / 82  
NC1-90-78-9 / 91

**Disposition Instruction**

**Cutoff Instruction**

Cut off annually at end of fiscal year.

**Retention Period**

Destroy 3 year(s) after cutoff but longer retention is authorized if required for business use.

**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
06/29/2018	Certify	Amanda Pomicter	NIH Records Officer	NIH - NIH
08/21/2018	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
08/23/2018	Submit For Certification	Amanda Pomicter	NIH Records Officer	NIH - NIH
08/23/2018	Certify	Amanda Pomicter	NIH Records Officer	NIH - NIH
11/08/2018	Submit for Concurrence	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
11/14/2018	Concur	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
11/20/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/26/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist