

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 1 | 0 | 1 | 0 |

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

Clinical Care Administrative Support Records

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

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.

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? No

GRS or Superseded Authority Citation NC1-90-78-9 / 28 / A
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

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 |