

Request for Records Disposition Authority

Records Schedule Number DAA-0443-2018-0003
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 Animal Husbandry and Veterinary Services Records
Internal agency concurrences will be provided No

Background Information NIH animal husbandry and veterinary services records document NIH's laboratory animal support programs, as they seek to contribute to the advancement of the NIH biomedical research mission. Animal husbandry records are associated with animal caretaking activities, and animal facility management. Veterinary services records are associated with veterinary procedures and activities, animal health and welfare records, animal study information that support research endeavors.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0443-2018-0003

Sequence Number	
1	Animal Husbandry Records Disposition Authority Number: DAA-0443-2018-0003-0001
2	Veterinary Services Records Disposition Authority Number: DAA-0443-2018-0003-0002

Records Schedule Items

Sequence Number	
1	<p>Animal Husbandry Records</p> <p>Disposition Authority Number DAA-0443-2018-0003-0001</p> <p>Animal husbandry records include: • Animal Room Logs • Storage Room Logs • Procedure Room Logs • Corridor Logs • Cage Wash Sanitation Logs • Equipment Verification Logs • Feed and Bedding Supply Inventory Logs • Quality Assurance and Quality Control records • Environmental Monitoring Forms • Control records: applications for permits, quarantine reports, or related records • Requests for Animals • Animal Production • Animal Inventory Adjustments • Pedigree History • Animal Census Logs • Animal Receiving Logs • Animal Transfer Logs • Rodent Euthanasia Logs • Disposition Records • Light Level and Temperature Logs • Rodent Rack Air Flow Test Logs • Facility Shutdown Checklists • Cage Cards • Transportation Request</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? No</p> <p>GRS or Superseded Authority Citation NC1-90-78-12 Item 49 NC1-90-78-12 Item 50 NC1-90-78-12 Item 53 NC1-90-78-12 Item 58 NC1-90-78-12 Item 59 NC1-90-78-12 Item 60 NC1-90-78-12 Item 54</p> <p>Disposition Instruction</p> <p>Retention Period Destroy when 3 years old unless records directly relate to a protocol, in which case destroy 3 years after the end of the relevant activities. Longer retention is authorized if required for business use.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Veterinary Services Records</p> <p>Disposition Authority Number DAA-0443-2018-0003-0002</p>

Veterinary services records include: • Animal Health Reports • Animal Health Certificates • Deceased Animal Reports • Weaning and Separation Reports • Special Feed and Water Records • Surgery Room Logs • Technical Request Reports • Daily Animal Health Check Logs • Animal Study Proposals • Large Animal Records • Rodent Import Records • Necropsy records • Surgery records • Pathology records

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 NC1-90-78-12 Item 51
NC1-90-78-12 Item 52
NC1-90-78-12 Item 56

Disposition Instruction

Retention Period Destroy when 3 years old unless records directly relate to a protocol, in which case destroy 3 years after the end of the relevant activities. 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
07/27/2018	Certify	Amanda Pomicter	NIH Records Officer	NIH - NIH
07/10/2019	Submit for Concurrency	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
07/11/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/11/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
07/12/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist