

Request for Records Disposition Authority

Records Schedule Number DAA-0443-2019-0001
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 Intramural Research Clinical Care Services Records
Internal agency concurrences will be provided No

Background Information These records document clinical care and patient case management activities encapsulating the clinical and operational processes for proficient patient throughput. Clinical care services records document patient care operations, and include the output of functions such as: prescriptions, preliminary evaluations, quality assessments, routine patient examinations, treatment logs and worksheets, laboratory equipment analyses and testing, patient accommodations, and plans for care.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0443-2019-0001

Sequence Number	
1	Clinical Care Services Records Disposition Authority Number: DAA-0443-2019-0001-0001

Records Schedule Items

Sequence Number	
1	<p>Clinical Care Services Records</p> <p>Disposition Authority Number DAA-0443-2019-0001-0001</p> <p>These records consist of clinical care services and clinical care department operational records that are consolidated under this one common temporary retention item. Exclusions and exceptions are noted and cross referenced to their appropriate item numbers within this schedule. The records associated with this common schedule item include, but are not limited to, the following clinical care functions: • Ambulatory and outpatient care; • Bioethics; • Clinical epidemiology and biostatistics services; • Credentialing services; • Critical care medicine; • Hospital epidemiology services; • Internal medicine; • Laboratory medicine (exception noted in DAA-0443-2012-0007-0012 – Pathology Test Records); • Medical records services (exception noted in DAA-0443-2012-0007-0010– Patient Medical Records); • Nuclear Medicine; • Nursing and patient care services; • Nutrition services; • Pain and palliative care services; • Pediatric care; • Perioperative medicine; • Positron Emission Tomography (PET) imaging services (exception noted in DAA-0443-2012-0007-0007- Radiology and Imaging Records); • Pharmacy services; • Rehabilitation medicine (exception noted in DAA-0443-2012-0007-0011 - Medical Staff Credentialing Records); • Social work; • Spiritual ministry; and • Transfusion medicine (exceptions noted in DAA-0443-2012-0007-0008 - Blood Donor and Receiving Records and DAA-0443-2012-0007-0009 - Blood Product Manufacture, Storage and Distribution Records).</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 DAA-0443-2012-0007-0006</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off annually at end of fiscal year.</p> <p>Retention Period Destroy no sooner than 7 year(s) after cutoff but longer retention is authorized</p> <p>Additional Information</p>

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
10/31/2018	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