

Request for Records Disposition Authority

Records Schedule Number DAA-0443-2019-0004
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 Research Safety and Protection Records
Internal agency concurrences will be provided No

Background Information The National Institutes of Health provides scientific resources to the NIH Intramural Research community to support the safe execution of research endeavors. Research support activities include occupational health and safety, radiation safety and training, environmental protection, hazardous materials, waste disposal, regulatory compliance, and risk management for biomedical, clinical, and translational research efforts that directly support the NIH mission.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0443-2019-0004

Sequence Number	
1	Occupational Health and Safety, Radiological, and Environmental Protection Records Disposition Authority Number: DAA-0443-2019-0004-0001
2	Radiation Training, Hazardous Material Exposure, Waste Disposal Records, and Agreements for Use of Hazardous Controlled Agents in Research Disposition Authority Number: DAA-0443-2019-0004-0002

Records Schedule Items

Sequence Number	
1	<p>Occupational Health and Safety, Radiological, and Environmental Protection Records</p> <p>Disposition Authority Number DAA-0443-2019-0004-0001</p> <p>Records created and maintained in support of safety, biohazard, and research protections. Records include: • Environmental control program records and environmental review documents • Occupational safety and health program records (excluding medical records) • Radioactive contamination surveys and sealed source leak test records • Chemical waste management records • Records of radioactive material ordering and usage (Excludes: procurement records, which are scheduled under GRS 1.1, Item 010) • Notifications to transfer radioactive material to other institutions</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GRS or Superseded Authority Citation NC1-90-78-12 /43 NC1-90-78-12 /44 N1-443-98-2 /1300-B-7 NC1-90-78-12 /67 NC1-90-78-12 /68 NC1-90-77-2 /23a NC1-90-77-2 /23b NC1-90-77-2 /23c NC1-90-77-2 /24 N1-443-98-2 /1300-B-13</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff annually at the end of the calendar year in which the record was finalized.</p> <p>Retention Period Destroy records when 7 years old. Longer retention is authorized if required for business use.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

2

Radiation Training, Hazardous Material Exposure, Waste Disposal Records, and Agreements for Use of Hazardous Controlled Agents in Research

Disposition Authority Number DAA-0443-2019-0004-0002

Records created to document training received for radiation safety and training, radiation exposure and incident reports, disposal of radioactive waste, and Memoranda of Understanding (MOUs) for use and governance of controlled agents in research protecting hazardous microbiological agents. Records include:

- Occupational safety and health program records
- Employee Exposure Records and Medical Files
- Employee Dose evaluations by bioassay, air sampling, or calculation
- Information relevant to license decommissioning
- Radiation Safety Program licenses, amendments, and regulatory correspondence
- Procedures for implementing Written Directives for the human administration of radioactive materials
- Clinical Authorization Approvals to administer radioactive materials in humans

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 N1-443-98-2 /1300-B-8a
NC1-90-78-12 /64
NC1-90-78-12 /65
NC1-90-78-12 /72
NC1-90-78-12 /25a
NC1-90-78-12 /25b
NC1-90-78-12 /73
N1-443-98-2 /1300-B-8b

Disposition Instruction

Cutoff Instruction Cut off annually at the end of the calendar year in which the training was completed.

Retention Period Destroy records when 20 years old. 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
01/25/2019	Certify	Amanda Pomicter	NIH Records Officer	NIH - NIH
08/06/2019	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
08/06/2019	Submit For Certification	Amanda Pomicter	NIH Records Officer	NIH - NIH
08/06/2019	Certify	Amanda Pomicter	NIH Records Officer	NIH - NIH
10/25/2019	Submit for Concurrence	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
11/14/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/14/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
11/15/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist