

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-443-00-2</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>11-11-1999</i>	
1. FROM (Agency or establishment) Department of Health and Human Services		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION National Institutes of Health			
3. MINOR SUBDIVISION Office of Intramural Research			
4. NAME OF PERSON WITH WHOM TO CONFER Leslie Watson	5. TELEPHONE 301-496-2833	DATE <i>3-23-00</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
6. 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 on the attached <u>1</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE NOV - 3 1999	SIGNATURE OF AGENCY REPRESENTATIVE <i>A. Prentice Barnes, Sr.</i> A. Prentice Barnes, Sr.		TITLE HHS Records Manager

7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Approval is requested to revise/modify/update the NIH Records Control Manual 1743, covering Loan Repayment and Scholarship records. The waiting period for destroying these files is being reduced from 10 years to 3 years, as these files, based on their content, do not warrant a 10-year holding period. It also includes a disposition for electronic records.</p> <p>These items will appear in the NIH Records Control Schedule as follows:</p>		

General Program Information Files, on the NIH Loan Repayment and Scholarship Programs, maintained by the Office of Loan Repayment and Scholarship (OLRS). Included are program announcements, program management procedures, terms and conditions, instructions to evaluators, lists of evaluators and compilation of application ratings.

Recordkeeping copy:

Disposition:

~~Place in inactive file on close-out or resolution of audit findings. Transfer each fiscal year file to Federal Records Center after 1 year in inactive file. Destroy 3 years after close-out or audit resolution.~~

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Cut off file at the end of each fiscal year. Retire to the FRC one year after cut off. Destroy 3 years after cut off.

Electronic copies created on electronic mail and word processing systems.

Disposition:

Delete when file copy is generated or when referencing or updating is completed.

Clearances:

Leslie Watson: *Leslie Watson* *10/27/99*
NIH Records Officer Date