

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER: <i>NIH 443-07-2</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA) WASHINGTON, DC 20408		DATE RECEIVED <i>3/6/07</i> <i>2-23-2007</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 the Director, Office of Management Assessment, Agency <i>USAID</i> <input checked="" type="checkbox"/>			
4. NAME OF PERSON WITH WHOM TO CONFER Peggy Sanders <i>Stefani Levesque</i>	5. TELEPHONE <i>2463</i> 301-496-2833	DATE <i>2/24/07</i>	ARCHIVIST OF THE UNITED STATES <i>Althea...</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 <i>02/20/2007</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Alice Bettencourt</i>	TITLE Acting 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Approval is requested to revise/modify/update the 1743 NIH Records Control Schedule, Section 8000-A: Public Affairs, Publications and Communications. The addition to this section will permanently maintain records created as a result of public health awareness and media campaigns. These items will appear in the NIH Records Control Schedule as follows: See attached.		

SA 10/24/07 Copies sent to Agency, NWRM, NWRM, NWRM, NWRM

Agency Wide

NEW: 8000-A-13

Series Title: Public Health and Media Campaign Programs

Series Description: Records created as a result of public health awareness and media campaigns. These records are created and maintained in paper and electronic format and include, but are not limited to, correspondence, memorandum, press releases, reports, brochures, pamphlets, posters, media kits, and audiotapes, videotapes, CDs, and DVDs containing public service announcements. These records document the development of campaigns from inception through completion and final report. Examples of such campaigns include NHLBI's "The Heart Truth," NICHD's "Back to Sleep," and NIMH's "Real Men, Real Depression."

~~**Disposition:** PERMANENT. Cut off files after completion of campaign. Maintain files in originating office or appropriate records center. Transfer to National Archives 3 years after cut off or when no longer needed for reference, whichever is sooner.~~

Disposition: PERMANENT. Cut off files after completion of campaign. Maintain files in originating office or appropriate records center. Transfer 2 copies of each poster to NARA immediately after printing. Transfer to National Archives 3 years after cutoff or when no longer needed for reference, which ever is sooner.

All other records

According to 36 CFR 1228.266, audiovisual records appraised as permanent shall be transferred to the National Archives as soon as they become inactive or whenever the agency cannot provide proper care and handling of the records, including adequate storage conditions to facilitate their preservation by the National Archives (see 36 CFR 1232).

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Clearances:

William Gillen:	<u>William A. Gillen</u> Acting Director, Division of Management Support	<u>12/5/2006</u> DATE
Brooke Fox:	<u>Brooke Fox</u> Archivist, Office of NIH History	<u>12/6/2006</u> DATE
Dr. Alan Schechter:	<u>Alan H. Schechter</u> Acting Director, Office of NIH History	<u>12/9/06</u> DATE
William G. Ketterer:	<u>William G. Ketterer</u> Office of the General Counsel	<u>1/23/2007</u> DATE
Stefani Levesgue Peggy Sanders:	<u>Stefani Levesgue</u> Acting, NIH Records Management Officer	<u>1/25/2007</u> DATE