

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER NF443-09-2	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 9/24/09	
1 FROM (Agency or establishment) Department of Health and Human Services		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION National Institutes of Health (NIH)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION OD/OM/OMA/DMS			
4 NAME OF PERSON WITH WHOM TO CONFER Nyja DeFrank	5 TELEPHONE NUMBER 301-496-2463	DATE 1/10/10	ARCHIVIST OF THE UNITED STATES WITHDRAWN
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>6</u> page(s) are not needed now for the business for 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 09/23/2009	SIGNATURE OF AGENCY REPRESENTATIVE Yvonne K. Wilson <i>Yvonne K. Wilson</i>	TITLE HHS Records Officer	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Approval is needed for the following listed electronic systems under NIH Manual Chapter 1743 – Keeping and Destroying Records (NIH Records Control Schedule), Section 1300 Station Management, 1300-E Station Management Electronic Systems See attached schedule	None (New Schedule)	

1300 E Station Management Electronic Systems

1300-E-1 NIH OD/ORS Radiation Safety Comprehensive Database (RSCD)

The Radiation Safety Comprehensive Database System (RSCDS) supports the NIH Radiation Safety Program and its information and record keeping needs. As a multiple licensee of the U S Nuclear Regulatory Commission, the NIH Program is required to maintain extensive detailed records on the use of licensed radioactive materials and on the training, performance and radiation exposure of employees, as well as radiation exposure of research patients, visitors and the public

a. Inputs

~~Information is entered into the system via data entry from paper forms, data entry on Oracle forms from telephone registrations or other data collection, editing and updating processes, batch data input from contractors, contractor tablet, PC survey processes, and batch or download processes programmed by the Oracle IT support staff~~

GRS 20
Item 2a4

b. Master File

Typical records are for users, materials, labs, exposures, surveys, training, air samples, bioassays, waste, sources, x-ray units, laboratory protocols, clinical protocols, authorizations, enforcements, incidents, and associated documents, scanned in to support the database summary records. The database contains records required for demonstration of compliance with U S Nuclear Regulatory Commission regulations and license conditions as well as to document radiation exposures regulated by the Occupational Safety & Health Administration

Disposition. TEMPORARY Federal regulations require retention of these records until termination of U S Nuclear Regulatory Commission licenses

c. Outputs

~~The database facilitates information retrieval via 786 screens (Oracle forms and JavaScript) that permit lookup of the stored data. In addition, there are 998 reports (Oracle reports and/or SQL or PL/SQL) which~~

GRS 20
Items 4, 5, 6, 7,
12, and 16

can be generated based on parametric inputs (e.g., by user, authorized user, institute, laboratory, health physics area, nuclide, date range) or combinations of allowed parameters. These reports generally publish to generated PDF documents which can be stored or printed as necessary. The database also allows access for information retrieval, update or reporting through distinct browser based portals for DRS employees and contractors, authorized users and others on an ad-hoc basis. Database is also "view only" from Blackberry devices used by DRS employees.

Disposition: TEMPORARY. Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

1300-E-2

NIH ORS Lab Safety Training System

The Division of Occupational Health and Safety (DOHS) training database tracks registration for safety training in-person classes entitled "Laboratory Safety at the NIH" and "Working Safely with HIV and Other Bloodborne Pathogens" and the hands-on laboratory training program STARS (Safe Training Advances Research Science). Additionally the site allows users to access and take the following on-line classes: "Introduction to Laboratory Safety," "Laboratory Safety Annual Refresher Training," and "Bloodborne Pathogens Annual Refresher Training." Scores are maintained in relationship to the in-person classes. Completion status is maintained for on-line training programs.

a. Inputs

None

N/A

b. Master File

Information is collected on NIH staff and visitors who request training in laboratory safety. Data consists of dates of training session, title of training, name of trainee, employee identification number, supervisor of trainee, institute and office/lab address, phone number, e-mail address, results of training. Data is updated at the completion of each training cycle and reviewed by training program staff.

Disposition TEMPORARY Cut off annually
Destroy 5 years after cutoff or when no longer needed
for reference, whichever is longer

e-Outputs

~~System outputs are trainee name, date of training,
training topic, certificate of competition and
compliance status of each trainee. Access to training
data is restricted to DOHS training personnel, the
trainee and supervisors authorized to have access by
the DOHS Training Program Manager. Metrics on
the number of personnel trained and completion rate
are collected by the Training Program Manager for
QA/QC purposes and to DOHS support business plan
activities. This data is not transferred to other
systems.~~

GRS 20
Items 4, 5, 6, 7,
12, and 16

~~Disposition TEMPORARY Delete when the agency
determines that they are no longer needed for
administrative, legal, audit, or other operational
purposes.~~

1300-E-3

NIH NIEHS Health & Safety Systems (HSS)

Systems relating to monitoring and tracking the
NIEHS health and safety program in conjunction with
the NIH mission

a-Inputs

~~Most information is manually entered into the system
from forms and documents. Some employee
demographic fields (e.g., work location) are
automatically updated from other systems (e.g.,
NED).~~

NC1-90-78-12
Item 44
(NIH 1300-B-3)

b- Master File

This system contains information on the Institute's
program activities in the areas of employee safety and
health and environmental compliance. Such
information includes dates of training, approvals to
use hazardous and radioactive materials, facility
inventory of asbestos containing materials, injury
incidents, exposure monitoring data, hazardous waste
generation and disposal records, among other similar
categories of information.

Disposition TEMPORARY Cut off annually

Destroy 5 years after cutoff or when no longer needed
for reference, whichever is longer

e. Outputs

~~Reports of compliance status and scheduled events
(e.g., training, waste shipments, safety protocol
updates)~~

GRS 20
Items 4, 5, 6, 7,
12, and 16

~~Disposition TEMPORARY Delete when the agency
determines that they are no longer needed for
administrative, legal, audit, or other operational
purposes~~

1300-E-4

NIH OD/ORS Potentially Hazardous Materials
Information System Database (PHMIS)

The PI-Dashboard system is a newly-adopted system
that supersedes the PHMIS system. It includes an
element named "Approved Registrations" that was
formerly PHMIS which tracks the use of potentially
infectious agents and recombinant DNA within the
NIH. The Approved Registrations portion of PI-
Dashboard is accessible only by NIH DOHS staff and
HealthRx Corporation staff. The database catalogues
potentially hazardous or toxic materials, laboratories
where research is being conducted, Principal
Investigators, associated research staff, and associated
research registrations. This information is sent to
HealthRx's Clinical Access Manager in the
Occupational Medical Services clinic for use in
vaccination and surveillance programs.

a. Inputs

~~Legacy information is entered into the system via data
entry from paper forms and from scanned physical
files.~~

GRS 20
Item 2a4

b. Master File

The master files contain data elements describing
Principal Investigator, associated researchers,
associated laboratory locations, material used, and
related notes recorded during the approval process.
The geographical coverage includes researchers and
support staff at the NIH.

Disposition TEMPORARY Cut off annually
Destroy 5 years after cutoff or when no longer needed

for reference, whichever is longer

e-Outputs

~~System outputs include screen-based reports presented in Adobe PDF format, presenting all data elements in the system as appropriate for the type of output. Reports representing a single research registration or aggregate data by researcher or organization are available. Records are printed ad hoc. This information is not transferred to other systems.~~

GRS 20
Items 4, 5, 6, 7,
12, and 16

~~Disposition TEMPORARY Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.~~

1300-E-5

NIH ORS Enviroware

Enviroware is a database of hazardous waste tracking and operations. It tracks the inputs and outputs of hazardous waste management activities in the NIH organization.

a. Inputs

None

N/A

b. Master File

The subject of the records is the waste generator, the generator location, and specific information on the waste items collected. The information collected on the waste generator are name, work phone number, building and room number required to create and complete waste service request. The information inputted on the waste items includes physical and chemical characteristic and quantity. Data is updated daily when generators call for service. Data is tracked for NIH waste generators located on the main campus and leased offsite facility in the state of Maryland. The system does not track confidential information.

Disposition TEMPORARY Cut off annually. Destroy 5 years after cutoff or when no longer needed for reference, whichever is longer

e-Outputs

~~The system data out put are various management~~

GRS 20
Items 4, 5, 6, 7,

~~reports and regulatory required documents including daily service request report, hazardous waste manifest, Biannual reports, TRI report and other ad hoc management report. Reports are printed daily, monthly or annually depending on the nature of the report.~~

12, and 16

~~Disposition: TEMPORARY Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.~~