

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO. **N1-443-91-1**

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED **8-8-91**

1. FROM (Agency or establishment)
Department of Health and Human Services

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
Public Health Service

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3. MINOR SUBDIVISION
National Institutes of Health

4. NAME OF PERSON WITH WHOM TO CONFER
Johanna O. Bonnellycke

5. TELEPHONE EXT. **(301)443-2055**

DATE **11/20/91**

ARCHIVIST OF THE UNITED STATES
[Signature]

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 5 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE 08 01 91	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>A. Prentice Barnes, Sr.</i>	D. TITLE DHHS Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1.	<p>(537) <u>NIH Loan Repayment Programs</u></p> <p>(2300-537-1) <u>General Program Information Files maintained by the loan repayment</u></p>		

Copies sent to Agency, NCF, NALW, NNT, NNX 11/25/91

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	<p>officers. Included are the program announcements, program management procedures, terms and conditions, instructions to evaluators, lists of evaluators and compilation of application ratings.</p> <p><u>Disposition:</u> Place in inactive file on close-out of loan repayment or resolution of audit findings. Transfer each fiscal year file to Federal Records Center after 1 year in inactive file. Destroy 10 years after close-out or audit resolution.</p>		
2.	<p>[2300-537-2] <u>Correspondence and/or subject files</u> relating to routine operations and daily activities in administration of the loan repayment programs.</p> <p><u>Disposition:</u> Destroy when 2 years old.</p>		
3.	<p>[2300-537-3] <u>Data Files:</u> Computer-generated output maintained for the purpose of summarizing, analyzing, coordinating, planning, and tracking loan repayments.</p> <p><u>Disposition:</u> Destroy when superseded, obsolete, or no longer needed for administrative purposes.</p>		

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4.	<p>[2300-537-4] <u>Case Files: Loan Repayment Programs</u></p> <p><u>Definitions:</u></p> <p><u>Termination or completion</u> - the date when all loan repayments are completed or the date when Federal funding is no longer available.</p> <p><u>Closeout</u> - the process by which it is determined that all applicable administrative actions and loan repayments have been completed by the LRP and service obligations have been completed by the participant.</p> <p><u>LRP Participant</u> - an individual who has been accepted into the LRP and who has entered into a contract to be primarily engaged in research at the NIH in return for loan repayment benefits from the LRP. Participants must have submitted a completed NIH LRP Contract, agreeing to the conditions therein, along with application and loan data/verification forms.</p> <p><u>LRP Applicant</u> - an individual who has submitted an application, in whole or in part, and has not been admitted to the LRP as a participant.</p> <p><u>LRP Participant and Applicant Case File</u> - records which contain LRP application forms, contracts, financial information, lender verifications, correspondence, summary of review actions, progress reports, and all other material related to specific individual applicants and participants.</p> <p>a. <u>LRP Participant Case Files</u></p> <p><u>Disposition:</u> Close file at the end of the fiscal year in which closeout occurs and place in inactive file.</p>		

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5.	<p style="text-align: center;">Transfer to Federal Records Center 1 year after closeout. Destroy 6 years after closeout.</p> <p>b. <u>LRP Applicant Case Files</u></p> <p><u>Disposition:</u> Place in inactive file when the applicant is sent a letter of disapproval or when the application is withdrawn. Destroy 3 years after disapproval or withdrawal.</p> <p>[2300-537-5] <u>Appeals and Litigations</u></p> <p>a. <u>LRP Appeal Case Files</u> containing records of appeals by individuals related to decisions on loan repayment applications. Included are appeal documents, correspondence, legal opinions and documentation of final decision.</p> <p>1. <u>Official Case file.</u></p> <p style="padding-left: 40px;"><u>Disposition:</u> Destroy 6 years after calendar year in which case is closed.</p> <p>2. <u>Other copies.</u></p> <p style="padding-left: 40px;"><u>Disposition:</u> Destroy 2 years after calendar year in which case is closed.</p> <p>b. <u>LRP Litigation Case Files,</u> consisting of complaints, all subsequent motions, interrogatories, affidavits, investigations, legal arguments, appendices thereto, and other related documents.</p>		

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