

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

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

2. MAJOR SUBDIVISION  
Public Health Service

3. MINOR SUBDIVISION  
National Institutes of Health

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

5. TELEPHONE  
(301) 443-2055

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
N1-443-92-3

DATE RECEIVED  
8-10-92

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE  
2/1/93

ARCHIVIST OF THE UNITED STATES  
*[Signature]*

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 3 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,

is not required;  is attached; or  has been requested.

DATE 8/4/92	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> A Prentice Barnes	TITLE DHHS Records Management Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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 create a new subsection, ii. <u>Registries</u>, and records item, 3000-H-10 <u>Registries</u>, under the 3000 H. <u>Clinical Research</u>, of the NIH Record Control Schedule (B-361). This new subsection and item will provide a records disposition for all registries maintained and/or controlled by the NIH.</p> <p>In addition, a modification will be made under <u>PART 2 OPERATIONS</u>, to rename "3000 <u>Intramural Activities</u>", to "3000 <u>Biomedical Research Activities</u>," in order to include both the Intramural program and contract-supported Extramural program biomedical research activities. Currently, the 3000 Series provides for oversight via NIH investigators and contractors but only under intramural programs.</p> <p>ii. <u>Registries.</u></p> <p>These registries comprise the compilation of data items and supporting documents specific to the stated purpose of the registry. Examples of such registries would include collections of information on: potential bone marrow donors, end-stage renal disease, Burkitt's Lymphoma, etc.</p> <p><i>Copies sent to agency N1-W NNT, NSK, NCF 2/9/93</i></p>		

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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)

**EXCLUDED** from this section are

- (1) Records about Project Officers' Files (see 6000-B-1).
- (2) Procurement records (see 2600-A-4).

3000-H-10 Registries.

- a. A central system used to collect and maintain the information for the purpose of which the registry was developed.

Disposition: Destroy when no longer needed for administrative use and/or scientific research.

- b. Input/Source Files used for updating the registry. These records may be in electronic or hardcopy form.

Disposition: Destroy when information has been converted into the registry and verified. (GRS 20, items a. or b.)

- c. Other Components Records: Records maintained by other components that augment the registry records.

Disposition: Destroy when no longer needed for administrative use and/or scientific research.

- d. Procurement Files.

Disposition: Destroy with related contract case file (2600-A-4).

- e. Reports that are prepared and submitted as required by the registry. For example: technical reports; quarterly, semi-annual, or annual reports; project summaries; final report. [Refer to 6000-B-1-b for records which constitute a contract deliverable].

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	<p><u>Disposition:</u> Transfer record copy of reports to the Federal Records Center in five year blocks. Destroy when 20 years old.</p> <p>Volume: Approximately 1 cu. ft. accumulated per year.</p>		