

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-443-93-1	DATE RECEIVED 8-4-93
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Public Health Service			
3. MINOR SUBDIVISION National Institutes of Health		DATE 4-21-94	ARCHIVIST OF THE UNITED STATES <i>Andy Hunkang Peters</i>
4. NAME OF PERSON WITH WHOM TO CONFER <i>Johanna O. Bonnelycke</i>	5. TELEPHONE (301) 443-2055		
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>2</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 6-15-93	SIGNATURE OF AGENCY REPRESENTATIVE <i>A. Prentice Barnes</i>	TITLE DHHS Records Management Officer	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
2300-293-4	<p>Approval is requested to modify the name of an existing record series (2300-293-4) and to modify the disposition to allow for the transfer of the records to the Federal Records Center. The purpose of this system is to maintain a complete comprehensive credentialing package on CC Medical Staff. (See attached Privacy Act System Notice.)</p> <p><u>Physicians' Medical Staffs' credential files</u>, documenting approval by Clinical Center of physicians, dentists, and other health professionals involved in patient treatment or other contacts. The files contain records of participation in patient care, signed agreements to abide by Medical Staff by-laws, privilege delineations, record of examinations taken, professional degrees, board certification, licensing information and related papers. [NOTE: These records pertain to a Privacy Act system of records 09-25-0169.]</p>	NCI-90-78-9	
<p><i>Copies sent to NCF, Agency, NN-W, NNT @ 1/26/94</i></p>			

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

7.
ITEM
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8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR
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~~Located in CC, Office of Planning and Policy Development, Medical Record Department.~~

a. Clinical Center Medical Staff.

Disposition: Transfer inactive records to Federal Records Center at ~~5~~ in 5 year blocks year intervals. 5 years after file closing. Destroy when 30 years old.

[verbal concurrence from agency received on 4/8/94 - Yvonne Wilson]

Estimated Cubic Foot (5 yr. intervals): 5 cu. ft.

b. Data Files:

Disposition: Delete inactive information in the data base when no longer needed.

~~2300-293-5 Investigatory Material from the Office of Personnel Management on employees or potential employees in non-sensitive positions.~~

~~Disposition: Destroy after the decision is made on hiring or retention of the employee.~~

~~300 Employment (General)~~

~~2300-300-1 Service Record Card (Standard Form 7 or its equivalent).~~

~~a. Cards of employees separated or transferred on or before December 31, 1947.~~

~~Disposition: Transfer to NPRC (CPR) St. Louis, Missouri. Destroy 60 years after earliest personnel action date.~~

Approved: _____

Chief, Medical Records Department -Date

Susan O. Bagley, NH Records Officer 6/15/93