

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER
 NI.443,95.1

DATE RECEIVED
 8.26.94

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 *12/15/94* ARCHIVIST OF THE UNITED STATES
James W. Moore

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
8/9/94
 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 2 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
 SEP - 7 1994

SIGNATURE OF AGENCY REPRESENTATIVE
A. Prentice Barnes, Jr.
 A. Prentice Barnes

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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>Approval is requested to create a new records item, 4000-F <u>NCHGR Case Files</u>, in the NIH Record Control Schedule (B-361). This new item will provide a records disposition for all the National Center for Human Genome Research Case Files maintained and/or controlled by the NIH.</p> <p>The NIH Human Genome Program is envisioned as a 15-year project with very specific goals. The program is a worldwide research effort with the goal of analyzing the structure of human DNA and determining the location of the estimated 100,000 human genes. This is accomplished, in part, by supporting and administering grants, contracts, cooperative agreements, and individual and institutional research training grants in support of human genetics research. The information generated by the Human Genome Project is expected to be the source book for biomedical science in the 21st century. As the U.S. Government's lead biomedical research agency, the NIH is a key player in the Human Genome Project. Therefore, NIH is requesting that NCHGR's funded grants and award case files be retained 30 years after the case file is officially closed. In addition, NIH requests that NCHGR's unfunded case files be retained for 15 years after close out.</p>		

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	<p>As you are aware, it is difficult to determine how long research data may have continuing value even for non-scientific reasons. For example, in research programs involving intervention with human subjects, it may be discovered long after the end of the program that the intervention has harmful side effects.</p> <p>In many cases, we could project in advance the need for records within the original project. If the project is a one-time study, especially involving repeatable experiments or observations, with little likelihood of any follow-up study, then the need for the records within the original project would be limited essentially to the duration of the project. But even this projection is not absolute because it is always possible that unforeseen results could force the scientist to alter the intended course of the research.</p> <p>Therefore, because it would be presumptuous for us at this time to pass judgement as to which grants are more "historically important" than others, we recommend that the retention period for NCHGR grants be extended as follows:</p> <p>F. <u>NCHGR Case Files.</u> (See 4000 B. <u>Case Files</u> for definitions.)</p> <p>4000-F-1 <u>NCHGR Funded Case Files</u></p> <p><u>Disposition:</u> Place in inactive file on close-out of grant. Transfer each fiscal year file to the Federal Records Center after 1 year in inactive file. Destroy when 30 years old.</p>		

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	<p>4000-F-2 <u>NCHGR Unfunded Case Files</u></p> <p><u>Disposition:</u> Place in inactive file when applicant is notified that no award will be made or when the application is withdrawn. Transfer each fiscal year file to the Federal Records Center after 1 year in inactive file. Destroy 15 years after notification or withdrawal.</p> <p>Approved: <u>Linda Jacobson</u> 7/18/94 Linda Jacobson DATE NCHGR Records Officer</p> <p>Approved: <u>Elke Jordan</u> 7/20/94 Elke Jordan, Ph.D. DATE Deputy Director, National Center for Human Genome Research</p> <p>Approved: <u>Geoffrey E. Grant</u> 7/25/94 Geoffrey E. Grant, Director DATE Office of Policy for Extramural Research Administration</p> <p>Approved: <u>Robert B. Tannen</u> 7/26/94 Office of General Counsel, NIH DATE</p> <p>Approved: <u>Susan M. O'Boyle</u> 8/1/94 Susan M. O'Boyle DATE NIH Records Management Officer</p>		