

| REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse) | | LEAVE BLANK (NARA use only) | |
|---|--|---|----------------------------------|
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | JOB NUMBER | 11-443-96-1 |
| 1. FROM (Agency or establishment) DEPARTMENT OF HEALTH AND HUMAN SERVICES | | DATE RECEIVED | 4-4-96 |
| 2. MAJOR SUBDIVISION NATIONAL INSTITUTES OF HEALTH | | NOTIFICATION TO AGENCY | |
| 3. MINOR SUBDIVISION CLINICAL CENTER | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. | |
| 4. NAME OF PERSON WITH WHOM TO CONFER | 5. TELEPHONE | DATE | ARCHIVIST OF THE UNITED STATES |
| SUSAN O'BOYLE | (301) 496-2832 | 8-21-96 | <i>John W. Carl</i> |
| 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 ___ 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 | SIGNATURE OF AGENCY REPRESENTATIVE | TITLE | |
| APR 2 1996 | <i>Prentice Barnes, Jr.</i> A PRENTICE BARNES | 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 GRS OR SUPERSEDED JOB CITATION | 10.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 replace item 3000-E-21 Diagnostic Radiology Patient control cards, (which are no longer created) with <u>Diagnostic Cardiac Records</u>, comprising EKG and Holter Tracings, in the NIH Records Control Schedule (B-361). Formal reports are maintained as a permanent part of the Clinical Center medical record, whereas, tracing by products will be transferred to the FRC after 10 years.</p> <p>This new item will provide a records disposition for all EKG and Holter Tracings records maintained and/or controlled by the EKG Section of the Outpatient Department of the Clinical Center, NIH.</p> <p>This new item will appear in the NIH Records Control as follows:</p> <p>3000-E-21 <u>Diagnostic Cardiac Records</u>, comprising EKG and Holter Tracings (tracing by products). NOTE: Formal reports are maintained as a permanent part of the Clinical Center medical record.</p> <p><u>Disposition:</u> Transfer to the Federal Records Center when 10 years old. Destroy when 20 years old.</p> | | |
| AUG 27 1996 <i>MJV</i> copy to: Agency: O'Boyle, Barnes, MNT, NCE | | | |

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.


PAGE

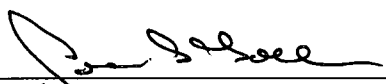
7.
ITEM
NO.

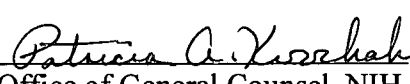
8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

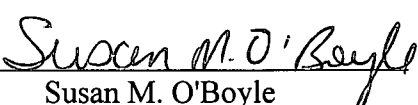
9. GRS OR
SUPERSEDED
JOB
CITATION

OF
10. ACTION
TAKEN
*(NARS USE
ONLY)*

Approved:  12/14/95
Jerry King, Director DATE
Medical Record Department
CC Records Liaison Officer

Approved:  12/15/95
Dr. John Gallin, Director DATE
Clinical Center, NIH

Approved:  3/1/96
Office of General Counsel, NIH DATE

Approved:  3/12/96
Susan M. O'Boyle DATE
NIH Records Management Officer