

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	11-443-98-1
1. FROM (Agency or establishment) Department of Health and Human Services		DATE RECEIVED	9-29-97
2. MAJOR SUBDIVISION National Institutes of Health		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Clinical Center			
4. NAME OF PERSON WITH WHOM TO CONFER Susan M. Boyle	5. TELEPHONE 301-496-2832	DATE	ARCHIVIST OF THE UNITED STATES
		2-11-99	John W. Cal

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 4 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 15 1997	SIGNATURE OF AGENCY REPRESENTATIVE <i>A. Prentice Barnes</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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	<p>Approval is requested to modify the NIH Records Control Schedule, B-361. These modifications will cover several record series, as indicated below. These modifications are essential to the internal record keeping requirements. In addition, several of the records series will require that the records be transferred to the Federal Records Center for storage. Approval is also requested to expedite the transfer of those records that are eligible to go the FRC now-- estimated volumes for transfer are listed.</p> <p>Previous NARA Job No. NCI-90-78-9</p> <p>iii. <u>Property and Supply Management: Pharmacy</u></p> <p>Records of the Clinical Center, Pharmacy Department, Pharmacy Service and Central Sterile Supply.</p> <p><u>Clinical Pharmacy Service</u></p> <p>2600-C-40 <u>Reserved. Drug profile case files, showing</u></p>		

Revisions to items 1-3, Job N1-443-98-1.

1. **Reserved.** Supersedes NCI-90-78-9-100 (Drug profile case files no longer being created. Records were destroyed after patient was discharged.)
NIH Records Control Schedule, B-361 item 2600-C-40.

2. **Doctors' Orders Files (Prescriptions)** Located in CC, Pharmacy Department

Disposition: File by fiscal year. Place in inactive file at end of fiscal year. Transfer to FRC after 1 year in inactive file. Destroy when 5 years old.

Supersedes NCI-90-78-9-101.

NIH Records Control Schedule, B-361 item 2600-C-41.

Estimated current volume to transfer to WNRC: 50 FRC boxes.

Estimated annual volume to transfer to WNRC: 26-28 FRC boxes

3. **Microfilm and microfiche copies of doctors' orders**

Disposition: Destroy ^{when 15 years old.} ~~immediately after schedule is approved.~~

11/24/98 re. Leslie Watson

Supersedes NCI-90-78-9-102.

NIH Records Control Schedule, B361, item 2600-C-42

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2.

~~2600-C-41~~ ~~Doctors' Orders Files (Prescriptions). From 1953 to 1973 these records have been microfilmed; since 1973 they have been destroyed following reproduction.~~

~~Disposition: Destroy when patient is discharged.~~

Located in CC, Pharmacy Department.

Disposition: File by fiscal year. Place in inactive file at end of fiscal year. Transfer each fiscal year file to the Federal Records Center after 1 year in inactive file. Destroy when 5 years old.

~~Disposition: Destroy when 3 years old.~~

Estimate of current volume to transfer to WNRC: 50 boxes (standard size boxes: 14 3/4" x 12" x 9 1/2")

Estimated annual volume to transfer to WNRC: 26-28 boxes

3.

2600-C-42 **RESERVED. Records are no longer microfilmed.**

~~2600-C-42~~ ~~Microfilm and microfiche copies of doctors' orders~~

~~Disposition: DISPOSAL NOT AUTHORIZED; review for disposal when 15 years old.~~

4.

2600-C-43 Bulk Compounding Records, including control logs, worksheets, and card control records pertaining to the compounding of drugs in bulk quantities.

Located in CC, Pharmacy Department.

SEE
ATTACHED
REVISIONS

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5.	<p><u>Disposition:</u> File by fiscal year. Place in inactive file at end of each fiscal year. Retain inactive files in Pharmacy Department for 3 ½ years and destroy.</p> <p>NOTE: Retention period has been extended to 3 years due to needs of office.</p> <p>REVISED 2600-C-44 <u>Pharmacy Parenteral Records</u>, as ordered by doctors.</p> <p><u>Located in</u> CC, Pharmacy Department.</p> <p>a. Intravenous.</p> <p><u>Disposition:</u> File by fiscal year. Place in inactive file at end of each fiscal year. Transfer each fiscal year file to the Federal Records Center after 1 year in inactive file. Destroy when 3 years old.</p> <p><u>Estimated annual volume to transfer to WNRC:</u> 6 boxes</p> <p>b. Blood.</p> <p><u>Disposition:</u> File by fiscal year. Place in inactive file at end of each fiscal year. Transfer each fiscal year file to the Federal Records Center after 2 years in inactive file. Destroy when 10 years old.</p> <p><u>Estimated annual volume to transfer to WNRC:</u> 3 boxes</p> <p>c. Investigational.</p>		

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6.	<p><u>Disposition:</u> File by fiscal year. Place in inactive file at end of each fiscal year. Transfer each fiscal year file to the Federal Records Center after 2 years in inactive file. Destroy when 5 years old.</p> <p>NOTE: The description of the parenteral records has been broken out into the three types of parenteral records created in this department; the retention requirements differ for each.</p> <p><u>Estimated annual volume to transfer to WNRC:</u> 6 boxes</p> <p><u>Estimate of current volume to transfer to WNRC:</u> 5 boxes (IV and Blood combined) 25 boxes (Investigational)</p> <p>2600-C-45 <u>Nursing Unit Requisitions for Pharmaceutical Items.</u></p> <p><u>Located in</u> CC, Pharmacy Department.</p> <p><u>Disposition:</u> File by fiscal year. Place in inactive file at end of each fiscal year. Transfer each fiscal year file to the Federal Records Center after 1 year 6 months in inactive file. Destroy when 3 years old.</p> <p>NOTE: The retention period has been extended due to the requirements of the department.</p> <p><u>Estimate of current volume to transfer to WNRC:</u> 0 boxes</p> <p><u>Estimated annual volume to transfer to WNRC:</u> 6 boxes</p> <p>(Revised)</p>		
7.	<p>2600-C-46 <u>Certificates of disposition for narcotics and hypnotics, documenting movement of those</u></p>		

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drugs and their receipt by nursing units.

Disposition: Destroy when 3 2 years old.

Extend retention period to 3 years.

Clearances:

Lillie Coleman: Lillie Coleman 8/26/97
Administrative Officer DATE
Pharmacy Department

Jerry King: Jerry King 8/26/97
CC Records Management Officer DATE

Susan M. O'Boyle: Susan M. O'Boyle 8/27/97
NIH Records Management Officer DATE