

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 NI-443-98-2	DATE RECEIVED 2-19-98
1. FROM (Agency or establishment) Department of Health and Human Services		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION National Institutes of Health		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Office of Research Services, Division of Safety			
4. NAME OF PERSON WITH WHOM TO CONFER Susan M. O'Boyle	5. TELEPHONE 301-496-6639	DATE 2-16-99	ARCHIVIST OF THE UNITED STATES John W. Cook

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 5 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 FEB 11 1998	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>Approval is requested to modify the NIH Records Control Schedule, B-361, covering several record series, under Section 1300, B. <u>Safety</u>. These changes were necessitated by regulatory, procedural and/or operational considerations, (as noted).</p> <p><u>B. Safety</u></p> <p>1300-B-1 <u>Environmental control program</u>: subject files related to coordination of environmental control activities at NIH, containing correspondence reports, published materials and related papers.</p> <p><u>Located in Division of Safety.</u></p> <p><u>Disposition:</u> Destroy when 5 years old.</p> <p>1300-B-2 <u>Occupational Safety and Health Branch program</u>: files related to the professional work of the branch, including reports, correspondence, technical data,</p>	<p>NC 1-90-78-12</p> <p>Covered by NCI-90-78-12 (item 43)</p> <p>WITHDRAWN</p>	

FEB 26 1999
MHV
Copies to: NWMD, NR
Agency, NWRW

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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>memoranda, published materials, data on biological agents and other program matters.</p> <p><u>Located in Occupational Safety and Health Branch.</u></p> <p><u>Disposition:</u> Destroy when 6 years old.</p>	<p>Covered by N21-90-78-12 (item 44)</p>	
	<p>1300-B-3 <u>Safety management subject files,</u> containing correspondence, reports, forms, and related papers affecting the NIH safety management program. Include data on matters such as building safety, training, chemical and other materials used at NIH, industrial hygiene, organizations and conferences, and routine administration.</p> <p><u>Located in Occupational Safety and Health Branch.</u></p> <p><u>Disposition:</u> Destroy when 5 years old.</p>	<p>Covered by N21-90-78-12 (item 46)</p>	
	<p>1300-B-4 Reserved. This item is covered in Administrative Files 1100-M.</p>		
	<p>1300-B-5 <u>Employee injury and compensation case files [Disposition authority withdrawn per FPMR Bulletin B-136]</u></p>		
	<p>1300-B-6 Reserved. This was a duplicative item. Record item will be renamed " Occurrence Reports" and inserted under Part 2, Operations, Section E. Clinical Care, as soon as, all updates to the 3000 Series are completed and receive NIH internal approval.</p>		

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	<p>Retention period extended to comply with NRC regs.</p> <p>1300-B-7 <u>Radioactive contamination survey sheets:</u> Room surveys for radioactive contamination.</p> <p><u>Located in Radiation Safety Branch.</u></p> <p><u>Disposition:</u> Destroy when 3² years old.</p> <p>NEW ITEM to cover training records --replaces <u>air sample reports</u> now combined with exposure reports.</p> <p>1300-B-8 <u>Radiation Safety Training Records.</u> These records are subject to the Privacy Act.</p> <p><u>Located in Radiation Safety Branch.</u></p> <p>a. Radiation Safety Training Record Card (NIH 88-15).</p> <p><u>Disposition:</u> Destroy 20 years from last date of entry made on the card.</p> <p>b. Radiation Safety Refresher Training Attendance Records.</p> <p><u>Disposition:</u> Destroy when 3 years old.</p> <p>1300-B-9 <u>Exposure incident files</u> contain reports and all other data relating to the investigation of radioactivity exposure incidents in NIH.</p> <p><u>Located in Radiation Safety Branch.</u></p> <p><u>Disposition:</u> Destroy when 10 years old.</p> <p>Revised for clarification.</p> <p>1300-B-10 <u>Radiation exposure records</u>, consisting of name files on badges issued, and bioassay data on individual exposures, air sample reports of possible environmental and personnel contamination. These records are subject to the Privacy Act.</p>		

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	<p><u>Located in Radiation Safety Branch.</u></p> <p><u>Disposition:</u> DISPOSAL NOT WITHDRAWN AUTHORIZED at this time. Review for possible retention period in 2000. Federal regulations require retention of these records until termination of U.S. Nuclear Regulatory Commission licenses.</p>		
	<p>OLD 1300-B-14. (Previous 1300-B-11 Isotope data files--deleted, no longer maintained.)</p> <p>1300-B-11 <u>NIH requests for the purchase and use of radio nuclides.</u></p> <p><u>Located in Radiation Safety Branch.</u> WITHDRAWN</p> <p><u>Disposition:</u> Destroy when 3 years old.</p>		<p>Covered by NCI-90-78-12 (item 69)</p>
	<p>1300-B-12 <u>Applications for authorization to use radio nuclides, showing training and experience, and other data about would-be users of isotopes, showing branch approval or disapproval. These records are subject to the Privacy Act.</u></p> <p><u>Located in Radiation Safety Branch.</u> WITHDRAWN</p> <p><u>Disposition:</u> Destroy when superseded or no longer applicable.</p>		<p>Covered by NCI-90-78-12 (item 68)</p>
	<p>Records retention increased due to office requirements.</p> <p>1300-B-13 <u>Notifications of transfer of radioactive material to other institutions.</u></p> <p><u>Located in Radiation Safety Branch.</u></p> <p><u>Disposition:</u> Destroy when 3 years old.</p>		

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<p>Previously 1300-B-17 1300-B-14</p>	<p><u>Records relating to the disposal of radioactive waste.</u></p> <p><u>Located in Radiation Safety Branch.</u></p> <p><u>Disposition:</u> DISPOSAL NOT AUTHORIZED at this time. Review for possible retention period in 2000. Federal regulations require retention of these records, showing location of the material and other data, until termination of U.S. Nuclear Regulatory Commission licenses.</p> <p>Delete 1300-B-15, now 1300-B-13 Delete 1300-B-16, no longer needed or branch operations.</p> <p><u>NIH Clearances:</u></p> <p>Robert Zoon: <u><i>R. A. Zoon</i></u> <u>10/10/97</u> Chief, Radiation Safety Br. Date</p> <p>Tim Wheelers: <u><i>Timothy J. Wheelers</i></u> <u>10/10/97</u> ORS Records Officer Date</p> <p>Susan M. O'Boyle: <u><i>Susan M. O'Boyle</i></u> <u>10/10/97</u> NIH Records Officer Date</p> <p><u><i>Patricia A. Verdine</i></u> <u>2/5/98</u> Office of General Counsel Date</p>	<p>WITHDRAWN</p>	