

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N9-443-01-1	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 01-23-01	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 National Institutes of Health			
3. MINOR SUBDIVISION Clinical Center			
4. NAME OF PERSON WITH WHOM TO CONFER Leslie Watson	5. TELEPHONE 301-496-2833	DATE 6-15-01	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 <u>3</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 6661 E 1 330	SIGNATURE OF AGENCY REPRESENTATIVE <i>A. Prentice Barnes, Sr.</i> A. Prentice Barnes, Sr.	TITLE HHS Records Manager	

7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Approval is requested to modify the 1743 NIH Records Control Schedule, to include the electronic version for Clinical Center records at the NIH. These changes were necessitated by regulatory considerations by the National Archives and Records Administration.		

Copy to: agency

JUN 18 2001

NC1-90-78-9 (7a)
1100-B-2-b Clinical Center Central Files

Electronic copies created on electronic mail and word processing:

Disposition: Delete after recordkeeping copy has been produced or when referencing or updating is completed.

NC1-90-78-12 (7a, 74); NC1-90-77-2 (2, 2b)
1100-C-12-b-2 IC Program Analysis and Review Files

Electronic copies created on electronic mail and word processing:

Disposition: Delete after recordkeeping copy has been produced or when referencing or updating is completed.

a. NC1-90-78-9 (7a); b. NC1-90-78-12 (7a); c. NC1-90-77-2 (3)
1100-D-1-d Organization and Functions files

Electronic copies created on electronic mail and word processing:

Disposition: Delete after recordkeeping copy has been produced or when referencing or updating is completed.

NC1-90-78-19 (7a) **ADD electronic version**
1100-H-5-b Minutes of Meetings

Electronic copies created on electronic mail and word processing:

Disposition: Delete after recordkeeping copy has been produced or when referencing or updating is completed.

NC1-GRS-23 (1); NC1-90-78-9 (39) **ADD electronic version**
1100-M-1-b Administrative Files

Electronic copies created on electronic mail and word processing:

Disposition: Delete after recordkeeping copy has been produced or when referencing or updating is completed.

NC1-443-93-1 (changed disposition; added electronic version)

2300-293-4-b Medical Staffs' credential files,

Withdrawn

Electronic copy of files:

Disposition: Computer files, maintained indefinitely; inactive information in the database deleted, when referencing or updating is completed.

Add electronic version NC1-443-96-1

3000-E-21-b Diagnostic Cardiac Records

Electronic copies created on electronic mail and word processing:

Disposition: Delete after recordkeeping copy has been produced or when referencing or updating is completed.

3000-E-90-b Volunteer Services Case Files NC1-90-78-9(8)

Electronic copies created on electronic mail and word processing:

Disposition: Delete after recordkeeping copy has been produced or when referencing or updating is completed.

NC1-90-78-9 (25) **Added electronic version only**

3000-F-1-b Quality Control Records,

Electronic copies created on electronic mail and word processing:

Disposition: Delete when 2 years old

NC1-90-78-9 (26) **Added electronic version only**

3000-F-2-b Instrument Maintenance Records,

Electronic copies created on electronic mail and word processing systems:

Disposition: Delete after recordkeeping copy has been produced or when referencing or updating is completed.

HEW-B-370 (4g) **Added electronic version only**
3000-F-10 Media Preparation Case Files and Indexes

Electronic copies created on electronic mail and word processing:

Disposition: Delete after recordkeeping copy has been produced or when referencing or updating is completed.

NC1-90-77-9 (114) **Add electronic version**

3000-H-4 Investigational Drug Service Requests

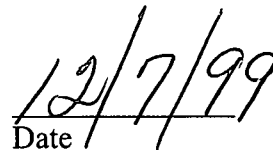
Electronic copies created on electronic mail and word processing systems:

Disposition: Delete after recordkeeping copy has been produced or when referencing or updating is completed.

NIH Clearances:

Leslie Watson:


NIH Records Officer


Date

*Schedule modifications approved on
March 20, 2001 by NIH Records
Officer, Leslie Watson.*