

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO **GENERAL SERVICES ADMINISTRATION,**
NATIONAL ARCHIVES AND RECORDS SERVICE, 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
Dr. Kenneth F. Thibodeau

5 TEL EXT
496-2832

LEAVE BLANK

JOB NO
NCI-443-85-1

DATE RECEIVED
6-24-85

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

12-23-85 Frank A. Banks
Date Archivist of the United States

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE
6/20/85

D SIGNATURE OF AGENCY REPRESENTATIVE
George Deal
Dr. George Deal

E TITLE
DHHS Records Management Officer

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>This request for records disposition authority covers a series of records, "Patient radiological records," maintained in the Film Library, Diagnostic Radiology Department, NIH Clinical Center. The Film Library is primarily responsible for maintaining and providing x-ray films for authorized users in patient care and biomedical research at the Clinical Center. This series was described in a comprehensive request for disposition authority for records of the Clinical Center, (job no. NCI-90-78-9: item 32); however, the series was only described, not scheduled in that request. NCI-90-78-9 does contain a lengthy explanation of the value of these records and of the reasons why a fixed retention could not be determined. The present request provides for disposal of records when there has been no patient or research activity on the case for 10 years, and when responsible clinical researchers judge that there is little probability that the records will be needed. As explained in NCI-90-78-9, such judgements cannot be absolutely certain. Therefore, a 30 year retention in a Federal Records Center is requested because of the possibility that a patient may return to NIH or that unforeseen developments in biomedical science may make the records important for research.</p>		<p align="right"><u>1 item</u></p>

115-107 *copy to Agency, NNF & NCF
Jan 86 B. Klein*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	<p>3000-E-26 Diagnostic radiological records, comprising x-rays and other roentgenographic images produced by various devices and procedures such as body and head scans created by computerized transaxial tomography. Files include positive photographic images resulting from ultrasound procedures and related studies and interpretations.</p> <p><u>Located in</u> Diagnostic Radiology Department.</p> <p>a. <u>Disposition:</u> Retain in Diagnostic Radiology Department for 10 years from (1) latest patient activity, or (2) reference request for the film or (3) request from appropriate clinical program for retention of the record. Transfer inactive records to Federal Records Center. Destroy 30 years after transfer.</p> <p>Concurrence:</p> <p><i>[Signature]</i> _____ NIH Records Officer</p> <p><i>[Signature]</i> _____ PHS Records Officer</p>	<p>NC1-90- 78-9/32a</p> <p><u>6/3/85</u> _____ Date</p> <p><u>6/17/85</u> _____ Date</p>	