

Request for Records Disposition Authority

Records Schedule Number **DAA-0513-2015-0009**

Schedule Status **Approved**

Agency or Establishment **Indian Health Service**

Record Group / Scheduling Group **Records of the Indian Health Service**

Records Schedule applies to **Major Subdivision**

Major Subdivision **Office of Public Health Support**

Minor Subdivision **Division of Planning, Evaluation, and Research**

Schedule Subject **Institutional Review Board**

Internal agency concurrences will be provided **No**

Background Information **The Office of Public Health Support (OPHS) provides guidance and support for public health programs and activities including strategic planning, evaluation, Government Performance and Results Act (GPRA), research, epidemiology, and statistics. OPHS serves as an advocate for the public health needs and concerns of American Indian/Alaska Native (AI/AN) peoples, consults for IHS on assessments of public health medical services, research agendas, special pay, public health initiatives, and is a proponent for AI/AN populations to access State and local public health programs. OPHS includes the Division of Epidemiology and Disease Prevention (DEDP), Division of Program Statistics (DPS), and the Division of Planning, Evaluation and Research (DPER).**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0513-2015-0009

Sequence Number	
1	Institutional Review Board Records
1.1	Institutional Review Board Case Files Disposition Authority Number: DAA-0513-2015-0009-0001
1.2	Institutional Review Board Events Files Disposition Authority Number: DAA-0513-2015-0009-0002

Records Schedule Items

Sequence Number	
1	<p>Institutional Review Board Records</p> <p>The records profiled in this schedule are related to the actions of an appropriately constituted group that has been formally established to review, approve and monitor research involving human subjects. The group, known as the Institutional Review Board (IRB), ensures that all human subject research be conducted in accordance with all federal, institutional, and ethical guidelines. The IRB has the authority to approve, require modifications in (to secure approval), or disapprove research. To accomplish this purpose, IRB's use a group process to review research protocols and related materials to ensure protection of the rights and welfare of human research subjects.</p>
1.1	<p>Institutional Review Board Case Files</p> <p>Disposition Authority Number DAA-0513-2015-0009-0001</p> <p>This series consists of case files relating to individual research protocols, including, but not limited to: copy of research protocol reviewed and accompanying scientific evaluation, correspondence between the IRB and the investigators, letters of support, copy of tribal resolution, funding proposal, progress reports submitted by investigators, reports of injuries to subjects, amendments or modifications, consent document, statements of significant new findings provided to subject, written summaries of the discussion of controversial issues and their resolution, and final reports. Files are arranged by geographic area and thereunder by year.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Close file upon completion of the research project.</p> <p>Retention Period Destroy 6 year(s) after completion of the research project.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
1.2	<p>Institutional Review Board Events Files</p>

Disposition Authority Number **DAA-0513-2015-0009-0002**

This series consists of records relating to IRB actions and activities other than protocol-specific matters, including, but not limited to: minutes of IRB meetings and related attendance records and agendas; records of actions taken by the IRB that are not included in the minutes, including the number of members voting for or against or abstaining from such actions; lists or rosters of IRB members; and written procedures for the IRB.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered
by this item currently exist in
electronic format(s) other than e-
mail and word processing? **No**

Disposition Instruction

Cutoff Instruction **Cutoff at the end of the fiscal year.**

Retention Period **Destroy 3 year(s) after completion of project.**

Additional Information

GAO Approval **Not Required**

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
07/09/2015	Certify	Christopher Forney	Records Management Officer	Indian Health Service - Division of Administrative Services
08/27/2015	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
09/01/2015	Submit For Certification	Christopher Forney	Records Management Officer	Indian Health Service - Division of Administrative Services
09/01/2015	Certify	Christopher Forney	Records Management Officer	Indian Health Service - Division of Administrative Services
09/02/2015	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
09/02/2015	Submit For Certification	Christopher Forney	Records Management Officer	Indian Health Service - Division of Administrative Services
09/02/2015	Certify	Christopher Forney	Records Management Officer	Indian Health Service - Division of Administrative Services
03/08/2016	Submit for Concurrence	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
03/08/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services

03/09/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/13/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist