

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-220-01-6</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>9-25-2001</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 National Bioethics Advisory Commission			
4. NAME OF PERSON WITH WHOM TO CONFER Peggy Sanders	5. TELEPHONE 301-496-2833	DATE <i>4-28-03</i>	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 12 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 type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE SEP 20 2001	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>The National Bioethics Advisory Commission was created in response to Executive Order 12975 of October 3, 1995 which directs the Commission to make recommendations regarding, among other things, "the appropriateness of departmental, agency or other governmental programs, policies and regulations as they relate to bioethical issues arising from research on human biology and behavior." The primary objectives of the NBAC are (1) to consider the adequacy of the protection of the rights and welfare of human research subjects and (2) to assess issues in the management and use of genetic information.</p> <p>See attached pages for the comprehensive schedule of the NBAC's records.</p> <p><i>cc NWMD, NWMF, NWMW, NWCS to agency (8/7)</i></p>		

NATIONAL BIOETHICS ADVISORY COMMISSION
Comprehensive Schedule

1. CREATION OF NBAC – 1 box

Includes documents relating to the initial planning, organization structure of the National Bioethics Advisory Commission dating back to 1993.

PERMANENT: Transfer to National Archives immediately upon approval of schedule.

2. COMMISSIONED PAPERS – 2 boxes

Contract papers used as background material for various Commission reports. Papers that were used in their entirety were included in published versions of the report.

PERMANENT: Transfer to National Archives immediately upon approval of schedule.

3. RESPONSES TO CONGRESSIONAL REQUEST FROM CONGRESSMAN SHAY – 4 boxes

Response to Congressman's Shay's request regarding NBAC's work.

TEMPORARY: Destroy immediately upon approval of schedule.

4. REPORTS – 13 boxes

Topics which NBAC wrote official reports. Items include background materials, comments, final reports, etc.

PERMANENT: Transfer to National Archives immediately upon approval of schedule..

5. REFERENCE MATERIALS - 8 boxes

Copies of reference work and verification of accuracy.

TEMPORARY: Destroy immediately upon approval of schedule.

6. GENERAL CORRESPONDENCE AND SUBJECT FILES – 13 boxes

Miscellaneous correspondence.

PERMANENT: Transfer to National Archives immediately upon approval of schedule..

7. RESEARCH STAFF WORKING FILES – 3 boxes

Documents that NBAC research staff utilized as working files.

PERMANENT: Transfer to National Archives immediately upon approval of schedule..

8. FEDERAL AGENCY SURVEY FILES – 16 boxes

Phase I dealt with Federal Agencies responses to Executive Order 12975 (establishing NBAC). Phase II dealt with a survey requesting information regarding the agencies' work in research involving human participants.

PERMANENT: Transfer to National Archives immediately upon approval of schedule..

9. NBAC MEETINGS – 14 boxes

Includes transcripts, briefing book material, background material, public and press sign-in sheets, Federal Register Notices, and additional handouts from the meetings.

PERMANENT: For Transfer to National Archives immediately upon approval of schedule.

10. EXECUTIVE DIRECTOR'S FILES- 1 box

Files of Executive Directors (Eric M. Meslin, Ph.D.; Bill Dommel, J.D.; and Henrietta Hyatt-Knorr) that include trips/visits/meetings that the NBAC Executive Director has attended or has represented NBAC.

PERMANENT: Transfer to National Archives immediately upon approval of schedule..

11. WEBSITE SNAPSHOT

Includes HTML, JPEG and other files of the commission posted on the Internet.

TEMPORARY: Destroy/delete immediately upon approval of schedule.

12. WORD PROCESSING AND ELECTRONIC RECORDS

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

1. Copies that have no further administrative value after the record keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record keeping copy.

TEMPORARY. Destroy/delete within 180 days after the record keeping copy has been produced.

2. Copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy.

TEMPORARY. Destroy/delete when dissemination, revision, or updating is completed.

Duplicative, fragmentary, nonrecord materials, items covered by the General Records Schedule, and those not in accordance with 36 CFR 1228.266 transfer requirements may be disposed without further permission at the time of processing.