

Request for Records Disposition Authority

Records Schedule Number DAA-0443-2012-0007
Schedule Status Approved

Agency or Establishment National Institutes of Health
Record Group / Scheduling Group Records of the National Institutes of Health
Records Schedule applies to Agency-wide
Schedule Subject NIH Intramural Research Records
Internal agency concurrences will be provided No

Background Information The NIH intramural research records retention schedules were updated to reflect the needs of the scientific community, reduce the administrative burden associated with managing research records, and achieve compliance with NARA mandates and guidelines.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
12	1	11	0

GAO Approval

Outline of Records Schedule Items for DAA-0443-2012-0007

Sequence Number	
1	Intramural Research Records
1.1	Records of Intramural Research Projects of Historical Significance Disposition Authority Number: DAA-0443-2012-0007-0001
1.2	Research Records that Support Intellectual Property Rights Disposition Authority Number: DAA-0443-2012-0007-0002
1.3	Records of All Other Intramural Research Projects Disposition Authority Number: DAA-0443-2012-0007-0003
2	FDA Regulated Research Records Disposition Authority Number: DAA-0443-2012-0007-0004
3	Institutional Review Board (IRB) Records Disposition Authority Number: DAA-0443-2012-0007-0005
4	Clinical Care Services and Departmental Operations
4.1	Clinical Care Services Records Disposition Authority Number: DAA-0443-2012-0007-0006
4.2	Radiology and Imaging Records Disposition Authority Number: DAA-0443-2012-0007-0007
4.3	Blood Donor and Receiving Records Disposition Authority Number: DAA-0443-2012-0007-0008
4.4	Blood Product Manufacture, Storage and Distribution Records Disposition Authority Number: DAA-0443-2012-0007-0009
4.5	Patient Medical Records Disposition Authority Number: DAA-0443-2012-0007-0010
4.6	Medical Staff Credentialing Records Disposition Authority Number: DAA-0443-2012-0007-0011
4.7	Pathology Test Records Disposition Authority Number: DAA-0443-2012-0007-0012

Records Schedule Items

Sequence Number

1
Intramural Research Records
Intramural research records related to planning, development, oversight and execution of biomedical research projects and programs performed by NIH research staff, contractors or under collaborative research and development agreements (CRADAs). These records span the project lifecycle and include, but are not limited to, final plans and protocols, clearances and authorizations, experimental, observational and control data generated in such research, including laboratory notebooks, and the products of research such as articles, reports and data sets required to: - Facilitate data analysis, publication, collaboration, and peer review; - Demonstrate compliance with accepted policies and standards for the conduct of good science; - Validate and reproduce research outcomes; - Support intellectual property claims; and - Defend against allegations of research misconduct and malpractice. This records schedule is designed to cover all intramural research records, as such, all intramural research records must be evaluated and assigned to one of the following three schedule items, which are listed in order from longest to shortest retention period. Item 0001 - Records of Intramural Research Projects of Historical Significance. Item 0002 - Research Records that Support Intellectual Property Rights. Item 0003 - Records of All Other Intramural Research Projects. At the termination of the project or research program, the Institute or Center (IC) that sponsored the research shall assess the ongoing scientific research and intellectual property value of the project records. All records originally identified for permanent retention shall be confirmed by the sponsoring IC as supporting a permanent retention value prior to accessioning to NARA.

1.1
Records of Intramural Research Projects of Historical Significance

Disposition Authority Number DAA-0443-2012-0007-0001

These records span the project life cycle and include, but are not limited to records that: - Received national or international awards of distinction; - Resulted in a significant improvement in public health, safety, or other vital national interest; - Drew widespread national or international media attention and/or extensive congressional, NIH or other government agency investigation; - Showed the development of new and nationally or internationally significant techniques that are critical for future scientific endeavors; or - Made a significant impact on the development of national or international scientific, political, economic, or social priorities.

Final Disposition Permanent

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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Disposition Instruction

Cutoff Instruction **Cut off annually at termination of project/program or when no longer needed for scientific reference.**

Transfer to Inactive Storage **Transfer to inactive storage 5 years after cutoff.**

Transfer Electronic Records to the National Archives for Pre-Accessioning **Transfer electronic records to the National Archives for pre-accessioning 5 year(s) after cutoff.**

Transfer to the National Archives for Accessioning **Transfer paper records to the National Archives in five year blocks when the oldest records in the block are 30 years old.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1983 To 1987**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	20 Cubic feet	20 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.2

Research Records that Support Intellectual Property Rights

Disposition Authority Number **DAA-0443-2012-0007-0002**

Intellectual Property Records consisting of project documentation that support patents or inventions rights that do not meet the retention criteria for Item 0001 - Records of Intramural Research Records Projects of Historical Significance.

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? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cut off annually at expiration or abandonment of patent family or when no longer needed for scientific reference, whichever is longer.

Transfer to Inactive Storage Transfer to inactive storage 1 year after cutoff.

Retention Period Destroy 30 year(s) after cutoff.

Additional Information

GAO Approval Not Required

1.3

Records of All Other Intramural Research Projects

Disposition Authority Number DAA-0443-2012-0007-0003

Records of all other intramural research projects that do not meet the retention criteria for Item 0001 - Records of Intramural Research Records Projects of Historical Significance, or Item 0002 - Research Records that Support Intellectual Property Rights.

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? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

2

Cutoff Instruction Cut off annually at termination of project/program or when no longer needed for scientific reference, whichever is longer.

Retention Period Destroy 7 year(s) after cutoff.

Additional Information

GAO Approval Not Required

FDA Regulated Research Records

Disposition Authority Number DAA-0443-2012-0007-0004

FDA regulated research records, as required by 21 CFR, pertain to the receipt, shipment, and other disposition of new or investigational drugs or devices. FDA regulated research records include, but are not limited to, Investigational New Drug (IND) applications, Investigational Device Exemptions (IDE) and New Drug Applications (NDA), amendments, safety reports, annual reports, and drug dispositions.

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? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cut off annually after application is approved/disapproved, or if no new application is filed, after the study is completed/discontinued and FDA is notified of discontinuation.

Retention Period Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval Not Required

3

Institutional Review Board (IRB) Records

Disposition Authority Number DAA-0443-2012-0007-0005

Institutional Review Board (IRB) records documenting ethical and regulatory oversight of research involving human subjects as required by 45 CFR 46 and 21 CFR 56. These records document IRB activities and may include IRB procedures,

membership rosters, meeting minutes, decisions/approvals, copies of reviewed research proposals, scientific evaluations, approved sample consent documents, progress reports submitted by research staff, and reports of injuries to research subjects. NOTE: Significant IRB records may need additional review for possible inclusion in item 0001 if the records meet multiple criteria as stated in item 0001. Consult with the NIH Records Officer in making this determination.

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? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cut off research-specific IRB records annually at the completion of the research project and IRB operational and governance records at the end of each fiscal year or cut off when no longer needed for business and scientific use, whichever is longer.

Retention Period Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval Not Required

4

Clinical Care Services and Departmental Operations

Clinical care services records documenting clinical care and patient case management activities encapsulating the clinical and operational processes for proficient patient throughput. Clinical care services records document patient care operations, and include the output of functions such as: prescriptions, preliminary evaluations, quality assessments, routine patient examinations, treatment logs and worksheets, laboratory equipment analyses and testing, patient accommodations, and plans for care.

4.1

Clinical Care Services Records

Disposition Authority Number DAA-0443-2012-0007-0006

Clinical care services and clinical care department operational records are consolidated under this one common temporary retention item. Exclusions and exceptions are noted and cross referenced to their appropriate item numbers within this schedule. The records associated with this common schedule item include, but are not limited to, the following clinical care functions: - Ambulatory

and outpatient care; - Bioethics; - Clinical epidemiology and biostatistics services; - Credentialing services; - Critical care medicine; - Hospital epidemiology services; - Internal medicine; - Laboratory medicine (exception noted in Item 0013 - Pathology Test Records); - Medical records services (exception noted in Item 0011 - Patient Medical Records); - Nursing and patient care services; - Nutrition services; - Pain and palliative care services; - Pediatric care; - Perioperative medicine; - Positron Emission Tomography (PET) imaging services (exception noted in Item 0008 - Radiology and Imaging Records); - Pharmacy services; - Rehabilitation medicine (exception noted in Item 0012 - Medical Staff Credentialing Records); - Social work; - Spiritual ministry; and - Transfusion medicine (exceptions noted in Item 0009 Blood Donor and Receiving Records and Item 0010 - Blood Product Manufacture, Storage and Distribution Records).

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? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cut off annually at end of fiscal year.

Retention Period Destroy 7 year(s) after cutoff.

Additional Information

GAO Approval Not Required

4.2

Radiology and Imaging Records

Disposition Authority Number DAA-0443-2012-0007-0007

Radiology and imaging records comprised of X-rays and other roentgenographic images produced by devices and procedures such as bodyhead scans created by computerized transaxial tomography (CT). Files may include physician interpretations of images/scans. Examples include, but are not limited to, positive photographic images resulting from ultrasound, MRI, PET, PET/CT, PET/MRI, and radiologist reports and interpretations.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

4.3

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
Disposition Instruction	
Cutoff Instruction	Cut off in 5 year intervals by fiscal year after file becomes inactive or when no longer needed for clinical reference, whichever is longer.
Retention Period	Destroy 60 year(s) after cutoff.
Additional Information	
GAO Approval	Not Required
Blood Donor and Receiving Records	
Disposition Authority Number	DAA-0443-2012-0007-0008
Blood donor and receiving records for blood and its components that are collected, processed, compatibility tested, stored, and distributed by NIH. These records identify blood donors, document donor deferrals, and identify and describe blood products received from other collection facilities. These records shall be retained for such intervals beyond the expiration date for the blood or blood component as necessary to facilitate the reporting of any unfavorable clinical reactions as required by 21 CFR 606.	
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?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
Disposition Instruction	
Cutoff Instruction	Cut off annually after 50 years or annually after expiration of the patient/subject, whichever is longer.
Transfer to Inactive Storage	Transfer to inactive storage 1 year after cutoff.
Retention Period	Destroy 30 year(s) after cutoff.

4.4

Additional Information

GAO Approval Not Required

Blood Product Manufacture, Storage and Distribution Records

Disposition Authority Number DAA-0443-2012-0007-0009

Blood product manufacture, storage and distribution records that document FDA regulated good manufacturing practices for blood and blood components as required by 21 CFR 606. These include records documenting donor selection and blood product collection, processing, inventory and distribution.

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? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cut off annually at end of fiscal year.

Retention Period Destroy 10 years after cutoff or 6 months after latest expiration of any components, whichever is longer. If no expiration date, records shall be retained indefinitely. (21 CFR 606.160 - Records. (d))

Additional Information

GAO Approval Not Required

4.5

Patient Medical Records

Disposition Authority Number DAA-0443-2012-0007-0010

Patient medical records documenting admissions and medical treatment for a patient accepted in a research project. These records are the primary source of evaluation and analysis for either clinical care or clinical research study.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in

4.6

electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? **Yes**

Disposition Instruction

Cutoff Instruction **Cut off patient case file annually after 5 years of inactivity.**

Retention Period **Destroy when case file is no longer needed for scientific reference.**

Additional Information

GAO Approval **Not Required**

Medical Staff Credentialing Records

Disposition Authority Number **DAA-0443-2012-0007-0011**

Medical Staff credentialing records documenting approval of physicians, dentists, and other health professionals for involvement in patient treatments or other patient contacts. These records document participation in patient care and include signed agreements to abide by Medical Staff bylaws, delineations of clinical privileges, and related records. Information is collected from individual members of the Clinical Center Medical Staff and is used to document their credentialing and privileging.

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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Disposition Instruction

Cutoff Instruction **Cut off annually after medical staff member leaves patient care.**

Transfer to Inactive Storage **Transfer to inactive storage 1 year after cutoff.**

Retention Period **Destroy 30 year(s) after cutoff.**

Additional Information

4.7

GAO Approval	Not Required
Pathology Test Records	
Disposition Authority Number	DAA-0443-2012-0007-0012
Pathology test records including media preparation case files, indices and formulas as required by 42 CFR 493. The records contain information related to requisitions for laboratory media and cells, including a description of the method of preparation and the ingredients used.	
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?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
Disposition Instruction	
Cutoff Instruction	Cut off annually after the date of reporting.
Retention Period	Destroy 10 year(s) after cutoff.
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
09/05/2012	Certify	Kimberly Johnson	Records Officer	OMA - DMS
10/09/2012	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
11/09/2012	Submit For Certification	Kimberly Johnson	Records Officer	OMA - DMS
11/13/2012	Certify	Kimberly Johnson	Records Officer	OMA - DMS
05/01/2013	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
07/12/2013	Submit For Certification	Kimberly Johnson	Records Officer	OMA - DMS
07/17/2013	Certify	Kimberly Johnson	Records Officer	OMA - DMS
04/01/2014	Submit for Concurrence	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
04/01/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
04/02/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/02/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

Executive Summary

Summary

The National Institutes of Health requests disposition authority for the Intramural Research program records. Proposed for permanent retention are final plans, protocols, project files, and final reports of historically significant intramural research. These records have permanent value because they have high potential research value. Proposed for temporary value are intellectual property supporting records, basic research project files, regulated research records, Institutional Review Board records, clinical care case files, radiology and imaging records, blood donor and receiving records, patient medical records, medical staff credentialing records, and pathology test records. These records have temporary value as they have little or no research value.

Permanent Item Numbers	0001
Federal Register Notice	Required
Publication Date	2013-11-13
Copies Requested	1
Comments Received	1

KE 4/1/14

NIH Record Schedule Crosswalk
Intramural Research Schedule Items

Section	Sub-Section	Item	Sub-Item	Title	Description	Disposition	Instructions	NARA Job	Year	Proposed Grouping	Proposed Schedule Item	Proposed Disposition	Notes/Comments
1100	L. Patents, Inventions, and Licensing	1100 L 1		Records of experimental and statistical data.	Logs or notebooks used to record observations and data which contain evidence for establishing patents or inventions rights. Located in intramural program files.	T	Transfer records to Federal Records Center upon issuance of patent. Destroy 30 years after issuance of patent.	NC1-443-94-1	2010	Intramural	Research records that Support Intellectual Property Rights DAA-0443-2012-0007-0002	TEMPORARY. Cut off annually at expiration or abandonment of patent family or when no longer needed for scientific reference, whichever is longer. Destroy 30 years after cut off.	
2300	293 Personnel Records and Files	2300 293 4 a		Clinical Center Medical Staff - Medical Staffs' credential files, documenting approval by Clinical Center Administration of physicians, dentists, and other health professionals involved in patient treatment or other contacts. The files contain record of participation in patient care, signed agreements to abide by Medical Staff by laws, delineations of clinical privileges, and related papers. (NOTE: These records are part of Privacy Act system of records 09 25 0169.) Located in CC, Medical Records Department.	Clinical Center Medical Staff - Medical Staffs' credential files, documenting approval by Clinical Center Administration of physicians, dentists, and other health professionals involved in patient treatment or other contacts. The files contain record of participation in patient care, signed agreements to abide by Medical Staff by laws, delineations of clinical privileges, and related papers. (NOTE: These records are part of Privacy Act system of records 09 25 0169.) Located in CC, Medical Records Department.	T	Purge hard copy files immediately after medical staff member leaves patient care. Transfer hard copy files of medical staff members employed in Clinical Center departments to the Federal Records Center in 5 year blocks by retiring all materials through the fiscal year, ending September 30. Retire all materials through FY 1998, then in 5 year blocks thereafter by fiscal year. (For example, in fiscal year 1999, transfer files closed out in fiscal years 1984 1998; in fiscal year 2004, transfer files closed out in fiscal years 1999 2003; in fiscal year 2009, transfer files closed out in fiscal years 2004-2008.) Destroy when 30 years old.	N1-443-93-1	1993	Intramural	Medical Staff Credentialing Records DAA-0443-2012-0007-0011	TEMPORARY. Cut off annually after medical staff member leaves patient care. Transfer to inactive storage 1 year after cut off. Destroy 30 years after cut off.	
2300	293 Personnel Records and Files	2300 293 4 b		Data Files - Medical Staffs' credential files, documenting approval by Clinical Center Administration of physicians, dentists, and other health professionals involved in patient treatment or other contacts. The files contain record of participation in patient care, signed agreements to abide by Medical Staff by laws, delineations of clinical privileges, and related papers. (NOTE: These records are part of Privacy Act system of records 09 25 0169.) Located in CC, Medical Records Department.	Data Files - Medical Staffs' credential files, documenting approval by Clinical Center Administration of physicians, dentists, and other health professionals involved in patient treatment or other contacts. The files contain record of participation in patient care, signed agreements to abide by Medical Staff by laws, delineations of clinical privileges, and related papers. (NOTE: These records are part of Privacy Act system of records 09 25 0169.) Located in CC, Medical Records Department.	T	Delete inactive information in the database when no longer needed.	N1-443-93-1	1993	Intramural	Medical Staff Credentialing Records DAA-0443-2012-0007-0011	TEMPORARY. Cut off annually after medical staff member leaves patient care. Transfer to inactive storage 1 year after cut off. Destroy 30 years after cut off.	
2600	C. Property and Supply Management: FOOD PRODUCTION	2600 C 19		Computer printouts of physicians' dietary orders, posted to patients' cards.	Property and Supply Management.	T	Destroy when 1 month old.	NC1-90-78-9 Item 79	1978	Intramural	Clinical Care Services Records DAA-0443-2012-0007-0006	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cut off.	Records no longer created.
2600	C. Property and Supply Management: FOOD PRODUCTION	2600 C 20		Inpatient cards, showing dietary requirements of each inpatient.	Property and Supply Management.	T	Destroy 5 years after patient is discharged.	NC1-90-78-9 Item 80	1978	Intramural	Clinical Care Services Records DAA-0443-2012-0007-0006	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cut off.	Records no longer created.
2600	C. Property and Supply Management: FOOD PRODUCTION	2600 C 21		Outpatient cards, showing dietary requirements of each outpatient.	Property and Supply Management.	T	Destroy when 5 years old.	NC1-90-78-9 Item 81	1978	Intramural	Clinical Care Services Records DAA-0443-2012-0007-0006	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cut off.	Records no longer created.

NIH Record Schedule Crosswalk
Intramural Research Schedule Items

Section	Sub-Section	Item	Sub-Item	Title	Description	Disposition	Instructions	NARA Job	Year	Proposed Grouping	Proposed Schedule Item	Proposed Disposition	Notes/Comments
2600	C. Property and Supply Management: TRANSFUSION MEDICINES	2600 C 30		Blood Storage Records.	Showing temperatures maintained in preserving blood in the department. Electronic version. Located in: CC, Transfusion Medicine Department. (NOTE: Expanded description of records to include documentation required for all blood components manufactured, stored, or distributed by DTM. Record retention requirements are dictated by federal regulation under 21 CFR 606.)	T	Destroy the recordkeeping copy when 5 years old or when any blood components associated with these records have expired, whichever is later. (21 CFR 606)	NC1-443-00-3	2000	Intramural	Blood Product Manufacture, Storage and Distribution Records DAA-0443-2012-0007-0009	TEMPORARY. Cut off annually at end of fiscal year. Destroy 10 years after cut off or 6 months after latest expiration of any components, whichever is longer. If no expiration date, records shall be retained indefinitely. (21 CFR 606.160 - Records. (d))	
2600	C. Property and Supply Management: TRANSFUSION MEDICINES	2600 C 31		Records of blood sent to operating room.	Showing patients' name, blood types, and other related data.	T	Destroy when 5 years old.	NC1-90-78-9 Item 16	1978	Intramural	Clinical Care Services Records DAA-0443-2012-0007-0006	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cut off.	
2600	C. Property and Supply Management: TRANSFUSION MEDICINES	2600 C 32		Logs of donor appointments.	Property and Supply Management.	T	Destroy when 1 year old.	NC1-90-78-9 Item 17	1978	Intramural	Clinical Care Services Records DAA-0443-2012-0007-0006	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cut off.	
2600	C. Property and Supply Management: PHARMACY	2600 C 41		Doctors' Orders Files.	Prescriptions. Located in CC, Pharmacy Department.	T	File by fiscal year. Place in inactive file at end of fiscal year. Transfer to the Federal Records Center after 1 year in inactive file. Destroy when 5 years old.	NC1-443-98-1	1998	Intramural	Clinical Care Services Records DAA-0443-2012-0007-0006	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cut off.	
2600	C. Property and Supply Management: PHARMACY	2600 C 42		Microfilm and microfiche copies of doctors' orders.	Property and Supply Management.	T	Destroy when 15 years old.	NC1-443-98-1	1998	Intramural	Clinical Care Services Records DAA-0443-2012-0007-0006	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cut off.	
2600	C. Property and Supply Management: PHARMACY	2600 C 43		Bulk Compounding Records.	Including control logs, worksheets, and card control records pertaining to the compounding of drugs in bulk quantities. Located in CC, Pharmacy Department.	T	File by fiscal year. Place in inactive file at end of each fiscal year. Retain inactive files in Pharmacy Department for 3 years and destroy.	NC1-443-98-1	1998	Intramural	Clinical Care Services Records DAA-0443-2012-0007-0006	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cut off.	
2600	C. Property and Supply Management: PHARMACY	2600 C 44	a	Pharmacy Parenteral Records.	As ordered by doctors. Located in CC, Pharmacy Department. Intravenous.	T	File by fiscal year. Place in inactive file at end of each fiscal year. Transfer each fiscal year file to the Federal Records Center after 1 year in inactive file. Destroy when 3 years old.	NC1-443-98-1	1998	Intramural	Clinical Care Services Records DAA-0443-2012-0007-0006	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cut off.	
2600	C. Property and Supply Management: PHARMACY	2600 C 44	b	Pharmacy Parenteral Records.	As ordered by doctors. Located in CC, Pharmacy Department. Blood.	T	File by fiscal year. Place in inactive file at end of each fiscal year. Transfer each fiscal year file to the Federal Records Center after 2 years in inactive file. Destroy when 10 years old.	NC1-443-98-1	1998	Intramural	Blood Product Manufacture, Storage and Distribution Records DAA-0443-2012-0007-0009	TEMPORARY. Cut off annually at end of fiscal year. Destroy 10 years after cut off or 6 months after latest expiration of any components, whichever is longer. If no expiration date, records shall be retained indefinitely. (21 CFR 606.160 - Records. (d))	
2600	C. Property and Supply Management: PHARMACY	2600 C 44	c	Pharmacy Parenteral Records.	As ordered by doctors. Located in CC, Pharmacy Department. Investigational.	T	File by fiscal year. Place in inactive file at end of each fiscal year. Transfer each fiscal year file to the Federal Records Center after 2 years in inactive file. Destroy when 5 years old.	NC1-443-98-1	1998	Intramural	Clinical Care Services Records DAA-0443-2012-0007-0006	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cut off.	
2600	C. Property and Supply Management: PHARMACY	2600 C 45		Nursing Unit Requisitions for Pharmaceutical Items.	Located in CC, Pharmacy Department.	T	File by fiscal year. Place in inactive file at end of each fiscal year. Transfer each fiscal year file to the Federal Records Center after 1 year in inactive file. Destroy when 3 years old.	NC1-443-98-1	1998	Intramural	Clinical Care Services Records DAA-0443-2012-0007-0006	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cut off.	
2600	C. Property and Supply Management: PHARMACY	2600 C 46		Certificates of disposition for narcotics and hypnotics.	Documenting movement of those drugs and their receipt by nursing units.	T	Destroy when 3 years old.	NC1-443-98-1	1998	Intramural	Clinical Care Services Records DAA-0443-2012-0007-0006	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cut off.	

NIH Record Schedule Crosswalk
Intramural Research Schedule Items

Section	Sub-Section	Item	Sub-Item	Title	Description	Disposition	Instructions	NARA Job	Year	Proposed Grouping	Proposed Schedule Item	Proposed Disposition	Notes/Comments
3000	A. Medical Arts and Photography	3000 A 1		Slides and other visual materials.	Used in exhibits, publications, and other media. Located in ORS, Medical Arts and Photography Branch.	T	Destroy when superseded or when no longer needed for branch purposes.	NC1-90-78-12 Item 41	1978	Intramural	Records of All Other Intramural Research Projects DAA-0443-2012-0007-0003	TEMPORARY. Cut off annually at termination of project/program or when no longer needed for scientific reference, whichever is longer. Destroy 7 years after cut off.	Records no longer created.
3000	A. Medical Arts and Photography	3000 A 2		Photographic Materials.	Consisting of still and motion pictures relating to patients' physical conditions, manifestations, and treatment. Biomedical data revealed by these pictures are summarized in permanently retained patients' clinical charts. Some, however, may be involved in later research, either in general biomedical areas or in relation to the specific patient. Located in ORS, Medical Arts and Photography Branch.	N/A	DISPOSAL NOT AUTHORIZED.	NC1-90-78-12 Item 42	DNA	Intramural	Intramural Research Projects of Historical Significance DAA-0443-2012-0007-0001	PERMANENT. Cut off annually at termination of project/program or when no longer needed for scientific reference. Transfer to inactive storage 5 years after cut off. Transfer electronic records to the National Archives for pre-accessioning 5 years after cut off. Transfer paper records to the National Archives 30 years after cut off.	Records no longer created. Unscheduled record.
3000	A. Medical Arts and Photography	3000 A 3		Videotapes of medical research procedures.	In the Clinical Center.	T	Erase tapes for reuse when 3 years old.	NC1-90-78-9 Item 96	1978	Intramural	Records of All Other Intramural Research Projects DAA-0443-2012-0007-0003	TEMPORARY. Cut off annually at termination of project/program or when no longer needed for scientific reference, whichever is longer. Destroy 7 years after cut off.	Records no longer created.
3000	A. Medical Arts and Photography	3000 A 4		Medical taping record sheets.	Listing patient videotape made, dates made, and related data.	T	Destroy when 5 years old.	NC1-90-78-9 Item 98	1978	Intramural	Records of All Other Intramural Research Projects DAA-0443-2012-0007-0003	TEMPORARY. Cut off annually at termination of project/program or when no longer needed for scientific reference, whichever is longer. Destroy 7 years after cut off.	Records no longer created.
3000	C. Veterinary Services	3000 C 1		Animal research project data files.	Concerning various aspects of animal pathology, accumulated by each researcher and containing a variety of statistical and analytical data. Results of research are published in professional journals.	T	Destroy when data are obsolete or when no longer needed in research.	NC1-90-78-12 Item 48	1978	Intramural	Records of All Other Intramural Research Projects DAA-0443-2012-0007-0003	TEMPORARY. Cut off annually at termination of project/program or when no longer needed for scientific reference, whichever is longer. Destroy 7 years after cut off.	
3000	C. Veterinary Services	3000 C 8		Hospital surgery, treatment, and autopsy records.	Description not required. Veterinary Services Records of the Veterinary Resources Branch of the Office of Research Services.	T	Destroy when investigator involved leaves NIH, or when 5 years old, whichever is later.	NC1-90-78-12 Item 55	1978	Intramural	Records of All Other Intramural Research Projects DAA-0443-2012-0007-0003	TEMPORARY. Cut off annually at termination of project/program or when no longer needed for scientific reference, whichever is longer. Destroy 7 years after cut off.	
3000	C. Veterinary Services	3000 C 10		Experiment Protocol Files.	Agreements by investigators and experimenters that certain standards and procedures will be observed.	T	Destroy when protocol is no longer in force.	NC1-90-78-12 Item 57	1978	Intramural	Records of All Other Intramural Research Projects DAA-0443-2012-0007-0003	TEMPORARY. Cut off annually at termination of project/program or when no longer needed for scientific reference, whichever is longer. Destroy 7 years after cut off.	

NIH Record Schedule Crosswalk
Intramural Research Schedule Items

Section	Sub-Section	Item	Sub-Item	Title	Description	Disposition	Instructions	NARA Job	Year	Proposed Grouping	Proposed Schedule Item	Proposed Disposition	Notes/Comments
3000	D. Biomedical Engineering and Instrumentation	3000 D 3	a	Project Folders.	Files that, in the opinion of the Section Chief, may be involved in later patent problems, or that relate to systems still in use or likely to be in use for the indefinite future, or that may have special applications in the future.	N/A	DISPOSAL NOT AUTHORIZED. Review closed files every 5 years for possible destruction.	NC1-90-78-12 Item 32a1	DNA	Intramural	Research records that Support Intellectual Property Rights DAA-0443-2012-0007-0002	TEMPORARY. Cut off annually at expiration or abandonment of patent family or when no longer needed for scientific reference, whichever is longer. Destroy 30 years after cut off.	
3000	D. Biomedical Engineering and Instrumentation	3000 D 3	b	Project Folders.	All other project files.	T	Destroy 2 years after close of project.	NC1-90-78-12 Item 32a2	1978	Intramural	Records of All Other Intramural Research Projects DAA-0443-2012-0007-0003	TEMPORARY. Cut off annually at termination of project/program or when no longer needed for scientific reference, whichever is longer. Destroy 7 years after cut off.	
3000	D. Biomedical Engineering and Instrumentation	3000 D 4	a	Engineering Drawings Developed in Connection with Projects.	Drawings that, in the opinion of the Section Chief, have continuing value for technical, research, or legal purposes.	N/A	DISPOSAL NOT AUTHORIZED. Review closed files every 5 years for possible destruction.	NC1-90-78-12 Item 32b1	DNA	Intramural	Records of All Other Intramural Research Projects DAA-0443-2012-0007-0003	TEMPORARY. Cut off annually at termination of project/program or when no longer needed for scientific reference, whichever is longer. Destroy 7 years after cut off.	
3000	D. Biomedical Engineering and Instrumentation	3000 D 4	b	Engineering Drawings Developed in Connection with Projects.	All other drawings.	T	Destroy 5 years after completion of project.	NC1-90-78-12 Item 532b2	1978	Intramural	Records of All Other Intramural Research Projects DAA-0443-2012-0007-0003	TEMPORARY. Cut off annually at termination of project/program or when no longer needed for scientific reference, whichever is longer. Destroy 7 years after cut off.	
3000	E. Clinical Care	3000 E 10		Occurrence Reports	Occurrence Reports, prepared as part of the Clinical Center quality assurance and safety programs, covering quality assurance records, FDA device reports, and FDA drug interaction reports.	T	Destroy when 5 years old.	NC1-90-78-9	1978	Intramural	Clinical Care Services Records DAA-0443-2012-0007-0006	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cut off.	
3000	E. Clinical Care	3000 E 21		Diagnostic Cardiac Records.	Comprising EKG and Holter Tracings (tracing by products). NOTE: Formal reports are maintained as a permanent part of the Clinical Center medical record.	T	Transfer to the Federal Records Center when 10 years old. Destroy when 20 years old.	N1-443-96-1	1996	Intramural	Clinical Care Services Records DAA-0443-2012-0007-0006	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cut off.	Records no longer created.
3000	E. Clinical Care	3000 E 22	a	Medical Records Case Files of Patients of the NIH Clinical Center.	Recordkeeping Paper File.	T	Destroy when microfilm has been accepted.	NC1-90-78-4 Item 1a	1978	Intramural	Patient Medical Records DAA-0443-2012-0007-0010	TEMPORARY. Cut off patient case file annually after 5 years of inactivity. Destroy when case file is no longer needed for scientific reference.	
3000	E. Clinical Care	3000 E 22	b	Medical Records Case Files of Patients of the NIH Clinical Center.	Microfilm File.	T	Destroy when the Director of the Clinical Center determines that it is no longer needed for scientific reference. These records must be microfilmed in accordance with FPMR 101 11.504.	NC1-90-78-4 Item 1b	1978	Intramural	Patient Medical Records DAA-0443-2012-0007-0010	TEMPORARY. Cut off patient case file annually after 5 years of inactivity. Destroy when case file is no longer needed for scientific reference.	
3000	E. Clinical Care	3000 E 23		Requests for Medical Records.	Clinical Care. General. Patient, Normal Volunteers and Donors.	T	Destroy when 1 month old.	NC1-90-78-9 Item 38	1978	Intramural	Clinical Care Services Records DAA-0443-2012-0007-0006	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cut off.	Records no longer created.
3000	E. Clinical Care	3000 E 24		Patient Report Files.	Reports of findings in laboratory analysis, placed on microfiche for reference and research. Located in CC, Clinical Pathology Department.	T	Destroy the recordkeeping copy 6 months after report is microfiched.	NC1-90-78-9 Item 23	1978	Intramural	Clinical Care Services Records DAA-0443-2012-0007-0006	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cut off.	
3000	E. Clinical Care	3000 E 25		Microfiche copies of patient reports.	Located in Clinical Pathology Department.	T	Destroy when 7 years old.	NC1-90-78-9 Item 24	1978	Intramural	Clinical Care Services Records DAA-0443-2012-0007-0006	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cut off.	

NIH Record Schedule Crosswalk
Intramural Research Schedule Items

Section	Sub-Section	Item	Sub-Item	Title	Description	Disposition	Instructions	NARA Job	Year	Proposed Grouping	Proposed Schedule Item	Proposed Disposition	Notes/Comments
3000	E. Clinical Care	3000 E 26	a	Diagnostic radiological records.	Patients' radiological records.	T	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 records to the Federal Records Center when file becomes inactive. Destroy 30 years after files become inactive.	NC1-443-85-1 Item 1a	1985	Intramural	Radiology and Imaging Records DAA-0443-2012-0007-0007	TEMPORARY. Cut off in 5 year intervals by fiscal year after file becomes inactive or when no longer needed for clinical reference, whichever is longer. Destroy 60 years after cut off.	
3000	E. Clinical Care	3000 E 27		Diagnostic Radiology Patient control cards.	Maintained as an index of patients from 1953 to 1976, when an automated machine-readable hospital information system was installed. Shows patient name, number, physician, and admission and discharge dates. Data from these cards were placed retroactively into the system. Located in Diagnostic Radiology Department.	T	Destroy in 1981.	NC1-90-78-9 Item 34	1978	Intramural	Clinical Care Services Records DAA-0443-2012-0007-0006	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cut off.	Records no longer created.
3000	E. Clinical Care	3000 E 28		Positron Emission Tomography (PET) Files.	Consisting of various electronic images of body and organ PET scans on patients. Files include interpretations. Located in CC, Positron Emission Tomography Department.	T	Official electronic copy. Retain on-site for 50 years or expiration of the patient or subject, whichever is longer. Destroy when 50 years old.	N1-443-99-4	1999	Intramural	Radiology and Imaging Records DAA-0443-2012-0007-0007	TEMPORARY. Cut off in 5 year intervals by fiscal year after file becomes inactive or when no longer needed for clinical reference, whichever is longer. Destroy 60 years after cut off.	
3000	E. Clinical Care	3000 E 29		Nuclear Medicine Patient card files.	Summarizing essential data on each patient tested in the department. Used for quick reference. Located in Nuclear Medicine Department.	T	Destroy 4 years after patient is deceased, or after last scanning, whichever is applicable.	NC1-90-78-9 Item 43	1978	Intramural	Patient Medical Records DAA-0443-2012-0007-0010	TEMPORARY. Cut off patient case file annually after 5 years of inactivity. Destroy when case file is no longer needed for scientific reference.	Records no longer created.
3000	E. Clinical Care	3000 E 30		Daily radionuclide dosage logs.	Showing the amount, nature, dates, and purposes of radionuclides dispensed to patients in testing. Located in Nuclear Medicine Department.	T	Destroy when 1 year old.	NC1-90-78-9 Item 42	1978	Intramural	Clinical Care Services Records DAA-0443-2012-0007-0006	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cut off.	
3000	E. Clinical Care	3000 E 32		Patient temperature, pulse, and respiration (TPR) sheets.	Posted to patients' folders. Located in Nursing Services.	T	Destroy when posted.	NC1-90-78-9 Item 53	1978	Intramural	Clinical Care Services Records DAA-0443-2012-0007-0006	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cut off.	
3000	E. Clinical Care	3000 E 33		Intake Output records.	Showing amounts ingested and excreted by patients. Posted to patients' folders. Located in Nursing Services.	T	Destroy when posted.	NC1-90-78-9 Item 54	1978	Intramural	Clinical Care Services Records DAA-0443-2012-0007-0006	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cut off.	
3000	E. Clinical Care	3000 E 34		Plan of care for each patient in surgery.	Located in Surgical Services Department.	T	Destroy when 1 month old.	NC1-90-78-9 Item 57	1978	Intramural	Clinical Care Services Records DAA-0443-2012-0007-0006	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cut off.	
3000	E. Clinical Care	3000 E 35		Receiving Records.	Including identification and description of blood products for transfusion received from other collection facilities. Located in CC, Transfusion Medicine Department.	T	Retain on-site for 50 years or expiration of the patient or subject, whichever is longer. Transfer to the Federal Records Center for 30 years. Destroy when 30 years old. (21CFR606)	N1-443-99-4	1999	Intramural	Blood Donor and Receiving Records DAA-0443-2012-0007-0008	TEMPORARY. Cut off annually after 50 years or annually after expiration of the patient/subject, whichever is longer. Transfer to inactive storage 1 year after cut off. Destroy 30 years after cut off.	
3000	E. Clinical Care	3000 E 36	a	Serological Test Records for Clinical Center patients.	Recordkeeping copy.	T	Destroy the recordkeeping copy 5 years after patient is discharged.	N1-443-00-3	2000	Intramural	Clinical Care Services Records DAA-0443-2012-0007-0006	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cut off.	
3000	E. Clinical Care	3000 E 36	b	Serological Test Records for Clinical Center patients.	Electronic copies created on electronic mail and word processing systems.	T	Delete after recordkeeping copy has been produced or when referencing or updating is completed.	N1-443-00-3	2000	Intramural	Clinical Care Services Records DAA-0443-2012-0007-0006	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cut off.	

NIH Record Schedule Crosswalk
Intramural Research Schedule Items

Section	Sub-Section	Item	Sub-Item	Title	Description	Disposition	Instructions	NARA Job	Year	Proposed Grouping	Proposed Schedule Item	Proposed Disposition	Notes/Comments
3000	E. Clinical Care	3000 E 37	a	Transfusion Service Records.	Recordkeeping copy.	T	Retain the recordkeeping copy on site for 50 years or upon notification of expiration of the patient or subject, whichever is longer. Transfer to the FRC following on-site retention for 50 years or notification of expiration of the patient or subject. Destroy after 30 years' retention at the Federal Records Center.	N1-443-00-3	2000	Intramural	Blood Donor and Receiving Records DAA-0443-2012-0007-0008	TEMPORARY. Cut off annually after 50 years or annually after expiration of the patient/subject, whichever is longer. Transfer to inactive storage 1 year after cut off. Destroy 30 years after cut off.	
3000	E. Clinical Care	3000 E 37	b	Transfusion Service Records.	Electronic copies created on electronic mail and word processing systems.	T	Delete after recordkeeping copy has been produced or when referencing or updating is completed.	N1-443-00-3	2000	Intramural	Blood Donor and Receiving Records DAA-0443-2012-0007-0008	TEMPORARY. Cut off annually after 50 years or annually after expiration of the patient/subject, whichever is longer. Transfer to inactive storage 1 year after cut off. Destroy 30 years after cut off.	
3000	E. Clinical Care	3000 E 38		Patient Rehabilitation Files.	Pertaining to patients treated in the department, and containing physician referrals, progress notes, copies of X ray interpretations, daily progress notes, copies of laboratory test results, and copies of outside physical therapy reports. Record copies of key documents are in the patients' folders in the Medical Records Department. Located in CC, Rehabilitation Department.	T	Destroy 10 years after last visit, or when patient is deceased, if the record is not involved in an ongoing study.	NC1-90-78-9 Item 119	1978	Intramural	Patient Medical Records DAA-0443-2012-0007-0010	TEMPORARY. Cut off patient case file annually after 5 years of inactivity. Destroy when case file is no longer needed for scientific reference.	Records no longer created.
3000	E. Clinical Care	3000 E 39		Social work patients' records.	Containing copies of social work history sheets showing summaries of work done, patient responses, and related comments and papers. Record copies of the history sheets are in the patients' folders in the Medical Records Department. Located in Social Work Department.	T	Destroy 5 years after patient is discharged.	NC1-90-78-9 Item 121	1978	Intramural	Clinical Care Services Records DAA-0443-2012-0007-0006	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cut off.	Records no longer created.
3000	E. Clinical Care	3000 E 40		Spiritual Ministry Patient Name Files.	Identifying Clinical Center patients.	T	Destroy 6 months after patient is discharged or deceased.	NC1-90-78-9 Item 124	1978	Intramural	Clinical Care Services Records DAA-0443-2012-0007-0006	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cut off.	Records no longer created.
3000	E. Clinical Care	3000 E 50	a	Blood Donors: Donor History and Consent Records.	History and physical data, and donor's consent portions.	T	Destroy after microfilming and verification of film.	NC1-90-78-9 Item 10a	1978	Intramural	Blood Donor and Receiving Records DAA-0443-2012-0007-0008	TEMPORARY. Cut off annually after 50 years or annually after expiration of the patient/subject, whichever is longer. Transfer to inactive storage 1 year after cut off. Destroy 30 years after cut off.	
3000	E. Clinical Care	3000 E 50	b	Blood Donors: Donor History and Consent Records.	Microfilm copies.	N/A	DISPOSAL NOT AUTHORIZED. Review with NIH Records Management Officer for disposition when 15 years old.	NC1-90-78-9 Item 10b	DNA	Intramural	Blood Donor and Receiving Records DAA-0443-2012-0007-0008	TEMPORARY. Cut off annually after 50 years or annually after expiration of the patient/subject, whichever is longer. Transfer to inactive storage 1 year after cut off. Destroy 30 years after cut off.	
3000	E. Clinical Care	3000 E 50	c	Blood Donors: Donor History and Consent Records.	Receipt portions.	T	Transfer to the Federal Records Center annually; destroy when 5 years old.	NC1-90-78-9 Item 10c	1978	Intramural	Blood Donor and Receiving Records DAA-0443-2012-0007-0008	TEMPORARY. Cut off annually after 50 years or annually after expiration of the patient/subject, whichever is longer. Transfer to inactive storage 1 year after cut off. Destroy 30 years after cut off.	

NIH Record Schedule Crosswalk
Intramural Research Schedule Items

Section	Sub-Section	Item	Sub-Item	Title	Description	Disposition	Instructions	NARA Job	Year	Proposed Grouping	Proposed Schedule Item	Proposed Disposition	Notes/Comments
3000	E. Clinical Care	3000 E 51		Blood Donors: Donor history sheets.	Showing results of blood tests. Data are posted to computer. However, data for employee donors are removed from computer when employee leaves. On reemployment, antigen data are needed. Located in CC, Transfusion Medicine Department.	N/A	DISPOSAL NOT AUTHORIZED at this time. Review in 5 years for possible retention period.	NC1-90-78-9 Item 12	DNA	Intramural	Blood Donor and Receiving Records DAA-0443-2012-0007-0008	TEMPORARY. Cut off annually after 50 years or annually after expiration of the patient/subject, whichever is longer. Transfer to inactive storage 1 year after cut off. Destroy 30 years after cut off.	
3000	E. Clinical Care	3000 E 61		Normal Volunteers: Inpatient normal volunteer files.	Containing medical histories, appointment papers, admission sheets, and related correspondence and data.	T	Destroy 3 years after volunteer period ends.	NC1-90-78-9 Item 92	1978	Intramural	Records of All Other Intramural Research Projects DAA-0443-2012-0007-0003	TEMPORARY. Cut off annually at termination of project/program or when no longer needed for scientific reference, whichever is longer. Destroy 7 years after cut off.	
3000	E. Clinical Care	3000 E 71		Administrative nursing reports and related papers.	Submitted daily by each nursing unit, showing the number of patients, admissions, discharges, deaths, and other information about the patients.	T	Destroy when 3 months old.	NC1-90-78-9 Item 46	1978	Intramural	Clinical Care Services Records DAA-0443-2012-0007-0006	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cut off.	Records no longer created.
3000	E. Clinical Care	3000 E 73		Patient Care Audit records.	Relating to audits of the quality of patient care in the Nursing Department.	T	Destroy when 5 years old.	NC1-90-78-9 Item 49	1978	Intramural	Clinical Care Services Records DAA-0443-2012-0007-0006	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cut off.	Records no longer created.
3000	E. Clinical Care	3000 E 76		Operating room log.	Ledger records of operations performed, showing surgeon, assistants, and other vital data on each operation.	T	Destroy when 8 years old.	NC1-90-78-9 Item 58	1978	Intramural	Clinical Care Services Records DAA-0443-2012-0007-0006	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cut off.	
3000	E. Clinical Care	3000 E 77		Surgical scheduling requests.	Description not required. Patients, Normal Volunteers and Donors.	T	Destroy when 3 months old.	NC1-90-78-9 Item 59	1978	Intramural	Clinical Care Services Records DAA-0443-2012-0007-0006	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cut off.	
3000	E. Clinical Care	3000 E 78		Operating room memoranda.	Originals are maintained in the department. Copies are forwarded to the Medical Record and Information Systems Departments. Located in CC, Surgical Services Department.	T	Destroy when 2 years old.	NI-443-00-3	2000	Intramural	Clinical Care Services Records DAA-0443-2012-0007-0006	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cut off.	
3000	E. Clinical Care	3000 E 79		Daily operations listing.	Description not required. Nursing, Surgical, and Other Patient Services.	T	Destroy when 3 years old.	NC1-90-78-9 Item 61	1978	Intramural	Clinical Care Services Records DAA-0443-2012-0007-0006	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cut off.	
3000	E. Clinical Care	3000 E 80		Daily schedules of outpatients.	Located in Outpatient Department.	T	Destroy when 2 months old.	NC1-90-78-9 Item 85	1978	Intramural	Clinical Care Services Records DAA-0443-2012-0007-0006	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cut off.	Records no longer created.
3000	E. Clinical Care	3000 E 81		General patient activities files.	Containing correspondence, memoranda, reports, purchase orders, and related papers pertaining to activities developed for patients.	T	Destroy when 2 years old.	NC1-90-78-9 Item 89	1978	Intramural	Clinical Care Services Records DAA-0443-2012-0007-0006	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cut off.	Records no longer created.
3000	E. Clinical Care	3000 E 82		Patients' library card files.	Showing patients who may charge library materials.	T	Destroy when patient is discharged.	NC1-90-78-9 Item 90	1978	Intramural	Clinical Care Services Records DAA-0443-2012-0007-0006	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cut off.	Records no longer created.
3000	E. Clinical Care	3000 E 90		Volunteer services case files.	Containing applications, discharges, agreements, and related correspondence regarding persons donating their services to the Clinical Center.	T	Destroy 18 months after end of volunteer's service.	NC1-90-78-9 Item 8	1978	Intramural	Clinical Care Services Records DAA-0443-2012-0007-0006	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cut off.	
3000	F. Laboratory Operations, Materials, and Resources	3000 F 1		Quality Control Records.	Consisting of charts, graphs, and other records showing the quality of laboratory performance, and reflecting the adequacy of laboratory procedures and/or equipment. Located in CC, Clinical Pathology Department.	T	Destroy when 2 years old.	NC1-90-78-9 Item 25	1978	Intramural	Clinical Care Services Records DAA-0443-2012-0007-0006	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cut off.	
3000	F. Laboratory Operations, Materials, and Resources	3000 F 2		Instrument Maintenance Records.	Documenting repairs or other adjustments made to instruments used in the department. Located in CC, Clinical Pathology Department.	T	Destroy when instrument is no longer used.	NC1-90-78-9 Item 26	1978	Intramural	Clinical Care Services Records DAA-0443-2012-0007-0006	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cut off.	

NIH Record Schedule Crosswalk
Intramural Research Schedule Items

Section	Sub-Section	Item	Sub-Item	Title	Description	Disposition	Instructions	NARA Job	Year	Proposed Grouping	Proposed Schedule Item	Proposed Disposition	Notes/Comments
3000	F. Laboratory Operations, Materials, and Resources	3000 F 3		Log Books, Recorder Charts, and Other Working Papers.	Used to prepare reports or analyses. Located in CC, Clinical Pathology Department.	T	Destroy when 30 days old.	NC1-90-78-9 Item 27	1978	Intramural	Pathology Test Records DAA-0443-2012-0007-0012	TEMPORARY. Cut off annually after the date of reporting. Destroy 10 years after cut off.	
3000	F. Laboratory Operations, Materials, and Resources	3000 F 4		Laboratory Testing Records.	Includes documentation of pre- and post-analytical phases of testing process and all laboratory data generated in the analytical phase, including quality control, observed values, and interpretations associated with patient testing. Used for reference and research. Located in CC, Transfusion Medicine Department.	T	Destroy when 2 years old, or when no longer useful for research. (42 CFR 493)	N1-443-99-4	1999	Intramural	Clinical Care Services Records DAA-0443-2012-0007-0006	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cut off.	
3000	F. Laboratory Operations, Materials, and Resources	3000 F 5		Process Control Records.	Laboratory and manufacturing control records associated with patient testing, donor testing, or blood product manufacturing. Includes documentation related to validation, maintenance, and quality assurance of equipment, supplies, reagents, and processes. Used for reference and research. Located in CC, Transfusion Medicine Department.	T	Destroy after 5 years, or 6 months after any blood product associated with these records has expired, or when the data is no longer useful for research, whichever is the latest date. (21 CFR 606)	N1-443-99-4	1999	Intramural	Blood Product Manufacture, Storage and Distribution Records DAA-0443-2012-0007-0009	TEMPORARY. Cut off annually at end of fiscal year. Destroy 10 years after cut off or 6 months after latest expiration of any components, whichever is longer. If no expiration date, records shall be retained indefinitely. (21 CFR 606.160 - Records. (d))	
3000	F. Laboratory Operations, Materials, and Resources	3000 F 10		Media Preparation Case Files and Indexes.	Related to requisitions for laboratory media and cells, including description of the method of preparation and the ingredients used. Located in CC, Clinical Pathology Department.	T	Destroy after 10 years.	HEW-B0370(4g)	Unknown	Intramural	Pathology Test Records DAA-0443-2012-0007-0012	TEMPORARY. Cut off annually after the date of reporting. Destroy 10 years after cut off.	
3000	F. Laboratory Operations, Materials, and Resources	3000 F 11		Media Formulas	Located in CC, Clinical Pathology Department.	T	Destroy after 10 years.	UNAUTHORIZED	DNA	Intramural	Pathology Test Records DAA-0443-2012-0007-0012	TEMPORARY. Cut off annually after the date of reporting. Destroy 10 years after cut off.	RCS states: Disposition: Destroy after 10 years. UNAUTHORIZED.
3000	G. Biomedical Research Projects: General	3000 G 1		Planning and Development Records for Research Projects.	Included are objectives, plans and protocols, clearances and authorizations schedules, directives, and other records accumulated by the ICs in establishing research projects. (Excluding research protocols specified in item 3000 G 2.)	T	Transfer to Federal Records Center 2 years after the project is completed or discontinued. Destroy 17 years after termination. Earlier disposal is authorized if the project leader determines they are no longer needed for scientific reference.	NC1-90-77-2 Item 30a	1977	Intramural	Research records that Support Intellectual Property Rights DAA-0443-2012-0007-0002	TEMPORARY. Cut off annually at expiration or abandonment of patent family or when no longer needed for scientific reference, whichever is longer. Destroy 30 years after cut off.	
3000	G. Biomedical Research Projects: General	3000 G 2	a	Research Protocols.	Concerning standards and procedures to be followed in use of animals in research. Include records documenting protection of personnel who work with nonhuman primates (Manual Chapter 3044-2) and animal care and use in the intramural program (Manual Chapter 3040-2).	T	Destroy when protocol is no longer in force.	UNAUTHORIZED	DNA	Intramural	Records of All Other Intramural Research Projects DAA-0443-2012-0007-0003	TEMPORARY. Cut off annually at termination of project/program or when no longer needed for scientific reference, whichever is longer. Destroy 7 years after cut off.	RCS states: Disposition: Destroy when protocol is no longer in force. UNAUTHORIZED.
3000	G. Biomedical Research Projects: General	3000 G 2	b	Research Protocols.	Clinical Center Protocol files, documenting proposals made by the institutes and approved by the Director of the Clinical Center for use of human subjects in research, development, and related activities. Each file normally contains the official copy of the protocol, describing the nature of the proposed research, the methodology involved, projected aims and justifications, notations and records of approval actions, names of principal investigators, project reviews, and related correspondence and memoranda. Include protocol files documenting the protection of rights and safeguarding of welfare of human subjects who participate in research conducted or supported by the Intramural Research Program (IRP) (Manual Chapter 3014). Located in CC Medical Record Department.	P	Review closed files at 5 year intervals and transfer those which are no longer needed for reference to the Federal Records Center. Offer to the National Archives 5 years after transfer to the Records Center.	NC1-90-78-9 Item 116	1978	Intramural	Intramural Research Projects of Historical Significance DAA-0443-2012-0007-0001	PERMANENT. Cut off annually at termination of project/program or when no longer needed for scientific reference. Transfer to inactive storage 5 years after cut off. Transfer electronic records to the National Archives for pre-accessioning 5 years after cut off. Transfer paper records to the National Archives 30 years after cut off.	

NIH Record Schedule Crosswalk
Intramural Research Schedule Items

Section	Sub-Section	Item	Sub-Item	Title	Description	Disposition	Instructions	NARA Job	Year	Proposed Grouping	Proposed Schedule Item	Proposed Disposition	Notes/Comments
3000	G. Biomedical Research Projects: General	3000 G 3	a	Records of Basic Experimental and Statistical Data.	Original full sized copies of records which have been microfilmed, when the microfilming has been done in accordance with the standards set forth in 36 CFR 1230.	T	Destroy originals when microfilm copies have been examined and shown to be acceptable.	NC1-443-84-2	1984	Intramural	Records of All Other Intramural Research Projects DAA-0443-2012-0007-0003	TEMPORARY. Cut off annually at termination of project/program or when no longer needed for scientific reference, whichever is longer. Destroy 7 years after cut off.	
3000	G. Biomedical Research Projects: General	3000 G 3	b	Records of Basic Experimental and Statistical Data.	Original records that have not been microfilmed and microfilm or microfiche masters produced in accordance with the standards set forth in 41 CFR 101 11.506.	T	<p>Destroy when the project leader or principal investigator determines that the records are no longer useful for research. Inactive records which need to be kept for more than 3 years may be transferred to a Federal Records Center for storage, provided that the project leader specifies in advance of transfer the month and year when the records are to be destroyed.</p> <p>NOTE: When sending this record series to the Federal Records Center for long-term storage, the researcher/PI must indicate the disposal date on the SF-135, "Records Transmittal and Receipt," under item 6i, Disposal Date. Also, the following statement must be added to the bottom of item 6f, Series Description, i.e.:</p> <p>These records are eligible for destruction on mo./yr.@</p> <p>_____ Signature Date</p>	NC1-443-84-2	1984	Intramural	Records of All Other Intramural Research Projects DAA-0443-2012-0007-0003	TEMPORARY. Cut off annually at termination of project/program or when no longer needed for scientific reference, whichever is longer. Destroy 7 years after cut off.	
3000	G. Biomedical Research Projects: General	3000 G 4		End Products.	Of each research project which report findings and conclusions, document advancements in treatment of disease or development of new medical devices, or are unique clinical records which have potential value in continuing research. Included are summary or final project reports, article reprints, monographs, graphic compilations, and analyses.	P	Transfer one complete set to the Federal Records Center. Offer to National Archives when 20 years old.	NC1-90-77-2 Item 30c	1977	Intramural	Intramural Research Projects of Historical Significance DAA-0443-2012-0007-0001	PERMANENT. Cut off annually at termination of project/program or when no longer needed for scientific reference. Transfer to inactive storage 5 years after cut off. Transfer electronic records to the National Archives for pre-accessioning 5 years after cut off. Transfer paper records to the National Archives 30 years after cut off.	
3000	H. Clinical Research	3000 H 1		Statements of Responsibility and Certifications of Drug Release.	By signing this form, a physician assumes responsibility for the use of drugs not yet fully tested. Located in CC, Pharmacy Department.	T	Destroy when 5 years old.	NC1-90-78-9 Item 111	1978	Intramural	Clinical Care Services Records DAA-0443-2012-0007-0006	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cut off.	
3000	H. Clinical Research	3000 H 2		Pyrogen Test Records.	Showing the results of testing drugs for certain harmful characteristics. Located in CC, Pharmacy Department.	T	Destroy 2 years after new drug application is approved or disapproved; if no new drug application is filed, destroy 2 years after study is completed.	NC1-90-78-9 Item 112	1978	Intramural	FDA Regulated Research Records DAA-0443-2012-0007-0004	TEMPORARY. Cut off annually after application is approved/disapproved, or if no new application is filed, after the study is completed/discontinued and FDA is notified of discontinuation. Destroy 3 years after cut off.	
3000	H. Clinical Research	3000 H 3		Requests for Testing of Developmental Drugs.	Located in CC, Pharmacy Department.	T	Destroy 2 years after new drug application is approved or disapproved; if no new drug application is filed, destroy 2 years after study is completed.	NC1-90-78-9 Item 113	1978	Intramural	FDA Regulated Research Records DAA-0443-2012-0007-0004	TEMPORARY. Cut off annually after application is approved/disapproved, or if no new application is filed, after the study is completed/discontinued and FDA is notified of discontinuation. Destroy 3 years after cut off.	

**NIH Record Schedule Crosswalk
Intramural Research Schedule Items**

Section	Sub-Section	Item	Sub-Item	Title	Description	Disposition	Instructions	NARA Job	Year	Proposed Grouping	Proposed Schedule Item	Proposed Disposition	Notes/Comments
3000	H. Clinical Research	3000 H 4		Investigational Drug Service Requests.	Doctors' notifications to the department of intent to use a drug not yet approved for general use. Located in CC, Pharmacy Department.	T	Destroy 2 years after the new drug application is approved or disapproved; if no new drug application is filed, destroy 2 years after study is completed.	NC1-90-78-9 Item 114	1978	Intramural	FDA Regulated Research Records DAA-0443-2012-0007-0004	TEMPORARY. Cut off annually after application is approved/disapproved, or if no new application is filed, after the study is completed/discontinued and FDA is notified of discontinuation. Destroy 3 years after cut off.	
3000	H. Clinical Research	3000 H 5		Tally records of technical work done.	Used to prepare workload reports.	T	Destroy when 1 month old.	NC1-90-78-9 Item 115	1978	Intramural	Clinical Care Services Records DAA-0443-2012-0007-0006	TEMPORARY. Cut off annually at end of fiscal year. Destroy 7 years after cut off.	Records no longer created.
3000	H. Clinical Research	3000 H 10	e	Registries.	Reports that are prepared and submitted as required by the registry. For example: technical reports; quarterly, semi-annual, or annual reports; project summaries; final report. [Refer to section 6000-B-1-b for records which constitute a contract deliverable.]	T	Transfer record copy of reports to the Federal Records Center in 5 year blocks. Destroy when 20 years old.	N1-443-92-3	1992	Intramural	Records of All Other Intramural Research Projects DAA-0443-2012-0007-0003	TEMPORARY. Cut off annually at termination of project/program or when no longer needed for scientific reference, whichever is longer. Destroy 7 years after cut off.	