

Request for Records Disposition Authority

Records Schedule Number DAA-0443-2017-0003

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 Subject and Schedule of Daily Activities Records of the Director of the National Institutes of Health

Internal agency concurrences will be provided No

Background Information The subject and daily activities records of the Director and Principal Deputy Director are managed within the Office of the Executive Secretariat, which is located within the Office of the Director.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	2	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0443-2017-0003

Sequence Number	
1	Official Subject Files of the Director of the National Institutes of Health Disposition Authority Number: DAA-0443-2017-0003-0001
2	Working Files Within the Subject Files Disposition Authority Number: DAA-0443-2017-0003-0002
3	Schedule of Daily Activities Files of the NIH Director and Principal Deputy Director Disposition Authority Number: DAA-0443-2017-0003-0003

Records Schedule Items

Sequence Number	
1	<p>Official Subject Files of the Director of the National Institutes of Health</p> <p>Disposition Authority Number DAA-0443-2017-0003-0001</p> <p>Official Subject Files of the Director of the National Institutes of Health and Principal Deputy Director (or any official acting on behalf of these positions.) Records relating to the planning, development, and management of agency programs, and undertakings assigned by Congress or the Office of the President. Includes record copies of incoming and outgoing correspondence, memoranda, presentations, clearances, reports, evaluations, studies, presentations and similar documents. Records also include substantive drafts with major changes, notes, comments, and related records created during the deliberative process and filed with the decision documents. (EXCLUDED from this item are records included in Item 0003).</p> <p>Final Disposition Permanent</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>GRS or Superseded Authority Citation N1-443-89-1; (1100-B-1a)</p> <p>Disposition Instruction</p> <p>If this item has multiple sections, indicate here records to which this section apply Electronic Records</p> <p>Cutoff Instruction Cut off annually.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 1994 To 2001</p> <p>How frequently will your agency transfer these records to the National Archives? Every 1 Years</p>

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	350 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

Non-electronic Textual Records

Cutoff Instruction

Cut off annually.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 15 year(s) after cutoff.

Additional Information

First year of records accumulation 1988

What will be the date span of the initial transfer of records to the National Archives? From 1988 To 1999

How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	534 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

2

Working Files Within the Subject Files

Disposition Authority Number **DAA-0443-2017-0003-0002**

Preliminary Drafts, notes, comments, background and supporting documents, and related working papers created during the deliberative process described in Item 0001.

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 **Cut off annually at the end of the calendar year in
which the correspondence was created or received.**

Retention Period **Destroy 3 year(s) after cut off.**

Additional Information

GAO Approval **Not Required**

3

Schedule of Daily Activities Files of the NIH Director and Principal Deputy Director

Disposition Authority Number **DAA-0443-2017-0003-0003**

Calendar of appointments, meeting agendas, speeches, notes, speaking points, annotated speeches, background/supporting information, decision papers, presentations, reports, letters of invitation, and any other information appropriate for filing in the daily meeting files of the NIH Director or Principal Deputy Director. Meeting files documenting meetings, appointments, conferences, telephone calls, trips (domestic and international), visits, and ceremonies, and other public presentations while serving in an official capacity. (EXCLUDED from this item are records included in Item 0001).

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? **No**

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

Electronic Records

Cutoff Instruction

Cut off annually.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 15 year(s) after cutoff.

Additional Information

First year of records accumulation 2009

What will be the date span of the initial transfer of records to the National Archives? From 2009 To 2009

How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	150 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

Non-electronic Textual Records

Cutoff Instruction

Cut off annually.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 15 year(s) after cutoff.

Additional Information

First year of records accumulation 1988

What will be the date span of the initial transfer of records to the National Archives? From 1988 To 2001

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	534 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

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
04/24/2017	Certify	Amanda Pomicter	NIH Records Officer	NIH - NIH
05/02/2017	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
05/08/2017	Submit For Certification	Amanda Pomicter	NIH Records Officer	NIH - NIH
05/08/2017	Certify	Amanda Pomicter	NIH Records Officer	NIH - NIH
06/20/2017	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
06/20/2017	Submit For Certification	Amanda Pomicter	NIH Records Officer	NIH - NIH
06/20/2017	Certify	Amanda Pomicter	NIH Records Officer	NIH - NIH
08/03/2017	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
08/19/2017	Submit For Certification	Amanda Pomicter	NIH Records Officer	NIH - NIH
08/19/2017	Certify	Amanda Pomicter	NIH Records Officer	NIH - NIH
09/19/2017	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
09/19/2017	Submit For Certification	Amanda Pomicter	NIH Records Officer	NIH - NIH
09/19/2017	Certify	Amanda Pomicter	NIH Records Officer	NIH - NIH

12/12/2017	Submit for Concurrency	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
12/19/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/19/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/21/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist