

## Request for Records Disposition Authority

Records Schedule Number DAA-0443-2020-0001

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 Non-Employee Fellowship Records

Internal agency concurrences will be provided No

### Background Information

Attracting and retaining top-level talent in a variety of different scientific, clinical, technical, and administrative areas is in the best interest of the National Institutes of Health (NIH). To support this principle, the NIH Director, the directors of the national research institutes, including the National Cancer Institute (NCI), the National Library of Medicine (NLM), and the National Center for Complementary and Integrative Health (NCCIH) have the authority to engage in research training fellowships with Postdoctoral, Pre-Doctoral, Post-Baccalaureate, Technical, and Student Candidates, and Scientists. For the relevant authorities, see 42 U.S.C. 282(b)(11) (authority for the NIH Director); 42 U.S.C. 284(b)(1)(D) (authority for the directors of the national research institutes); 42 U.S.C. 285a-2(b)(3) (authority for the Director of NCI); 42 U.S.C. 286b-3 (authority for the Director of NLM); 42 U.S.C. 287c-21(a) (authority for the Director of NCCIH); and, 42 C.F.R. Part 63 (regulations applying to research traineeships).

This schedule covers administrative records created in support of non-Full Time Employment (FTE) appointments executed through NIH fellowships that include: the Intramural Research Training Award (IRTA), Cancer Research Training Award (CRTA), Visiting Fellow (VF), and other fellowship programs authorized under the citations noted above.

Example fellowship programs include:

**Intramural Research Training Award (IRTA) Program**  
The Intramural Research Training Award (IRTA) Fellowship Program is designed to provide advanced training and practical research experiences to investigators early in their professional research careers. IRTA Traineeships are established for the principal benefit of

the participant and to provide opportunities for developmental training and practical research experience in a variety of disciplines related to biomedical research, medical library research, and related fields.

#### Cancer Research Training Award (CRTA) Program

The Cancer Research Training Award (CRTA) Program is an NCI-specific fellowship award program that establishes an "umbrella" appointment mechanism with uniform provisions and a streamlined application process for the diverse training fellowship programs supported throughout NCI's Divisions and Offices. CRTA Fellows are accepted for training in scientific disciplines that will enhance public health efforts to prevent, diagnose, or treat cancer, a disease of major public health significance.

#### Visiting Fellow Program

The Visiting Fellow (VF) program allows scientists from around the world the opportunity to work with senior NIH investigators on research areas of mutual interest. The program is designed to provide non-immigrant foreign participants opportunities for developmental training and practical research experience in a variety of disciplines related to biomedical research, medical library research, and related fields.

#### Item Count

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

#### GAO Approval

## Outline of Records Schedule Items for DAA-0443-2020-0001

Sequence Number	
1	Non-Employee Fellowship Records Disposition Authority Number: DAA-0443-2020-0001-0001

## Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 846 411"><b>Non-Employee Fellowship Records</b></p> <p data-bbox="345 432 1149 464">Disposition Authority Number      <b>DAA-0443-2020-0001-0001</b></p> <p data-bbox="345 485 1523 863">Non-Employee Fellowship Records consist of administrative documentation related to the identification, recruitment, appointment, training, oversight, management, evaluation, and separation of non-FTE fellows. These records are administrative in nature and do not contain research-related records. Exclusion: These records do not include immigration and work status related records, which are covered under a separate record schedule item titled "Visiting Fellow and Visiting Scientist VISA Application and Work Certification Records". These records do not include stipend payment records, which are covered under a separate schedule item titled "Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting."</p> <p data-bbox="345 884 919 915">Final Disposition      <b>Temporary</b></p> <p data-bbox="345 936 849 968">Item Status      <b>Active</b></p> <p data-bbox="345 989 818 1020">Is this item media neutral?      <b>Yes</b></p> <p data-bbox="345 1041 805 1167">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p data-bbox="345 1188 1089 1724">GRS or Superseded Authority Citation      <b>NC1-90-77-2, Item 38a NC1-90-77-2, Item 38b NC1-90-77-2, Item 54a NC1-90-77-2, Item 54b NC1-90-77-2, Item 55 NC1-90-77-2, Item 56 NC1-90-77-2, Item 57 NC1-90-77-2, Item 59 NC1-90-78-9, Item 1a NC1-90-78-9, Item 1b NC1-90-78-9, Item 2 NC1-90-78-9, Item 3a NC1-90-78-9, Item 3b NC1-90-78-9, Item 4</b></p> <p data-bbox="345 1755 659 1787"><b>Disposition Instruction</b></p> <p data-bbox="345 1808 1438 1892">Retention Period      <b>Destroy 3 year(s) after completion of fellowship, termination of agreement, or non-acceptance of</b></p>

application. Longer retention is authorized if required for business use.

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
08/26/2020	Certify	Amanda Pomicter	NIH Records Officer	NIH - NIH
03/24/2021	Submit for Concurrence	Richard Green	Archivist Specialist	National Archives and Records Administration - ACR3, Appraisal Team 3
03/26/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/02/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
04/05/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist