

Request for Records Disposition Authority

Records Schedule Number	DAA-0443-2020-0002
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	Visiting Fellow and Visiting Scientist Immigration and Work Authorization Records
Internal agency concurrences will be provided	No
Background Information	<p>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 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).</p> <p>This schedule covers immigration and work authorization related records, as administered by the NIH Visiting Program, for foreign nationals who are authorized to receive training or perform research at the NIH.</p> <p>Visiting Program The NIH Visiting Program provides opportunities for foreign scientists to train and conduct collaborative research at the NIH, the principal agency of the U.S. Government responsible for conducting and supporting biomedical research. Annually, more than 2,000 scientists from other nations conduct research in the basic and clinical science laboratories on the NIH campus in Bethesda, Maryland, and in several field units around the country.</p>

The Visiting Program is open to foreign national scientists, typically those at the early stages of their careers. There are two primary categories of Visiting Program participants: Visiting Fellows, who receive awards for research training, and Visiting Scientists, who receive Full-Time Equivalent (FTE) appointments to conduct research. Each participant works closely with a senior NIH investigator who serves as supervisor or sponsor during the period of award or appointment.

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-0443-2020-0002

Sequence Number	
1	Visiting Fellow and Visiting Scientist Immigration and Work Authorization Records Disposition Authority Number: DAA-0443-2020-0002-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 1507 411">Visiting Fellow and Visiting Scientist Immigration and Work Authorization Records</p> <p data-bbox="345 432 1507 464">Disposition Authority Number DAA-0443-2020-0002-0001</p> <p data-bbox="345 485 1507 789">The Visiting Fellow and Visiting Scientist Immigration and Work Authorization Records consist of administrative documentation related to the Visiting Fellow or Visiting Scientist immigration process and include: immigration enabling documents, immigration sponsorship documents, work authorization documents, separations documents, and all required supporting documentation related to the immigration and work authorization process, including proof of health insurance and English proficiency. These records are subject to audit by The Department of State, The Department of Homeland Security, and the Department of Labor.</p> <p data-bbox="345 810 1507 842">Final Disposition Temporary</p> <p data-bbox="345 863 1507 894">Item Status Active</p> <p data-bbox="345 915 1507 947">Is this item media neutral? Yes</p> <p data-bbox="345 968 1507 1094">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 data-bbox="345 1115 1507 1188">GRS or Superseded Authority Citation NC1-90-77-2, Item 58 NC1-90-77-2, Item 58a</p> <p data-bbox="345 1230 1507 1262">Disposition Instruction</p> <p data-bbox="345 1283 1507 1430">Retention Period Destroy 3 year(s) after completion of fellowship, termination of agreement, or non-acceptance of application. Longer retention is authorized if required for business use.</p> <p data-bbox="345 1472 1507 1503">Additional Information</p> <p data-bbox="345 1524 1507 1556">GAO Approval Not Required</p>

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
03/25/2021	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