## **INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE**

Schedule Number: N1-443-01-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Superseded by N1-443-10-001 and DAA-GRS-2016-0016-0002

Date Reported: 2/15/2022

REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER 71 1-443-01-1
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	DATE RECEIVED 8-30-00
1. FROM (Agency or establishment)	NOTIFICATION TO AGENCY
Department of Health and Human Services	
2. MAJOR SUBDIVISION	In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including
National Institutes of Health	amendments, is approved except for items that may
3. MINOR SUBDIVISION	be marked "disposition not approved" or "withdrawn" in column 10.
Technology Development and Commercialization Branch, NCI	
4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE	DATE ARCHIVIST OF THE UNITED STATES
Leslie Watson Leslie Watson 301-496-2832	12-18-01 John W. Cal
6. AGENCY CERTIFICATION  I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies,	
is not required; is attached; or has been re	
MIG 8 2000 Allember Warmen In	ITLE IHS Records Manager
7. Item No. 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION  10. ACTION TAKEN (NARA USE ONLY)
Approval is requested to revise/modify/update the 1743 N Records Control Schedule, to include a new item covering technology transfer agreements. These changes were necessitated by regulatory, procedural and/or operational considerations.  These items will appear in the NIH Records Control Sche as follows:	g

1100-L-11 Technology Transfer Agreements Technology transfer agreements not covered in another section. The agreements include, but are not limited to, Material Transfer Agreements (MTAs), Simple Letter Agreements (SLAs), Confidential Disclosure Agreements (CDAs), Clinical Trial Agreements (CTAs), Letters of Collection (LOCs), and Memoranda of Understanding (MOU).

NOTE: Disposition schedules for technology transfer agreements negotiated on behalf of contractors are covered in Section 2600-A.

## A. Executed Agreements:

1. The request letter, initial boiler plate PHS and/or NIH version, outside party's agreement (if used), marked-up versions of the agreement documenting substantive changes, telephone logs documenting negotiated points, correspondence, and any NIH or company papers documenting STRONG controversy between the two versions, maintained prior to the approval of the Agreement.

Disposition: Destroy 1 year after the date of execution.

2. The final executed Agreement and post execution correspondence and documents.

## Disposition:

- a) For Agreements with a fixed expiration date: destroy 1 year after expiration or termination of the agreement.
- b) For Agreements without a fixed expiration date: destroy 1 year after notification by either party of termination OR 8 years after execution.
- 3. <u>Copies</u> of documents used for convenience of reference, working drafts and correspondence requesting pen and ink type (e.g., grammatical, style, etc) changes, duplicate copies of documents.

Disposition: Destroy when the Agreement is signed.

## B. Non-executed Agreements:

1. The request letter and all other related record material including correspondence, documents, drafts and logs created.

Disposition: Destroy 1 year after it is determined the Agreement will not be executed and the file is closed.

<u>Copies</u> of documents used for convenience of reference, working drafts and correspondence requesting pen and ink type (e.g., grammatical, style, etc) changes, duplicate copies of documents.

Disposition: Destroy when the Agreement is closed.

C. Electronic copies created on electronic mail or word processing systems.

Disposition: Delete when file copy is generated or when referencing or updating is completed, whichever is latest.

Date
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Egney Eincurrence granted in Email dated 3/21/2001. Tille