

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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Superseded by N1-443-10-001 and DAA-GRS-2016-0016-0002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

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

- 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. Copies 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.

2. Copies 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.

NIH Clearances:

Leslie Watson: _____
NIH Records Officer

Date

Agency concurrence granted in email dated
3/21/2001.

RL Keen