

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>N1-443 01-02</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>6/8/01</i>	
1. FROM (Agency or establishment)  Department of Health and Human Services		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION  National Institutes of Health			
3. MINOR SUBDIVISION  Clinical Center			
4. NAME OF PERSON WITH WHOM TO CONFER  Leslie Watson <i>LW</i>	5. TELEPHONE  301-496-2833	DATE  <i>6/5/02</i>	ARCHIVIST OF THE UNITED STATES  <i>WITHDRAWN</i>
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 <u>5</u> 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,  <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <b>JUN 15 2001</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>A. Prentice Barnes, Sr.</i> A. Prentice Barnes, Sr.	TITLE HHS Records Manager	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Approval is requested to revise/modify/update the NIH Manual Chapter 1743 NIH Records Control Schedule, covering Clinical Center records. These changes were necessitated by regulatory, procedural and/or operational considerations, (as noted). Some items include a disposition for electronic records.</p> <p>These items will appear in the NIH Records Control Schedule as follows:</p>		

NCI-90-78-9/16

2600-C-31 Blood distribution and disposition records, showing patients' name, blood types, and other data related to transfusion, name and address of consignees, final disposition of all blood components collected, manufactured, or stored in the department.

(NOTE: These records are part of Privacy Act system of records 09-25-0011.)

Located in CC, Transfusion Medicine Department.

a. Recordkeeping copy:

Disposition: Retain the recordkeeping copy on-site for 50 years or upon notification of expiration of the patient or subject, whichever is longer. Transfer to the Federal Records Center following the 50-year on-site retention or upon notification of expiration of the patient or subject. Destroy after 30 years of storage at the FRC. (21CFR606)

b. Electronic copies created on electronic mail and word processing systems: Delete after recordkeeping copy has been produced or when no longer needed for reference or updating.

NCI-90-78-4 (1)

3000-E-22 Medical Records Case Files of Patients of the NIH Clinical Center, filed by the unit system, using hospital number and patient name. Each medical record includes the complete record of admissions and medical treatment for a patient accepted in a research project. Inactive records for patients who have not received treatment for a period of five consecutive years will be microfilmed periodically.

(NOTE: These records are part of Privacy Act System of records 09-25-0099)

Located in CC, Medical Record Department

Disposition:

- a. Recordkeeping Paper File - Destroy when microfilm has been accepted.
- b. Microfilm File - PERMANENT. Transfer microfilm master copy to the National Underground Storage. These records must be microfilmed in accordance with FPMR 101-11.504.
- c. Diagnostic By-Products copy: Transfer to the Federal Records Center 1 year after inactivity. Destroy when 30 years old.

NC1-90-78-9-(23)

3000-E-24 Patient Report Files: Reports of findings in laboratory analysis for reference and research.

Located in CC, Clinical Pathology Department.

a. Recordkeeping copy:

Disposition: Destroy the recordkeeping copy when 2 years old.

b. Electronic copies created on electronic mail and word processing systems:

Disposition: Delete after recordkeeping copy has been produced or when referencing or updating is completed.

(NOTE: New Laboratory Information System will be installed in March 1999, which will eliminate the need to retain patient report files any longer than 2 years. Microfilming is no longer needed as patient data is now captured electronically and will be a permanent record on line for physician retrievals.)

nc1-90-78-9 (32a, 33)

3000-E-26 Diagnostic Radiological Records and Radionucleide Scans, comprising X-rays and other roentgenographic images produced by various devices and procedures such as body and head scans created by computerized transaxial tomography and following use of isotopes.. Files include positive photographic images resulting from ultrasound procedures and related studies and interpretations.

Located in CC, Diagnostic Radiology Department.

Disposition: Retain in Diagnostic Radiology Department for 5 years from latest patient activity. Transfer to intermediate storage after 5 years of inactivity. Transfer records to the Federal Records Center after 10 years of inactivity. Destroy when 30 years old.

3000-E-30 Radiopharmaceutical Records, showing the amount, nature, dates and purposes of radionucleides dispensed to patients in testing. (Nc1-90-78-9/44)

Located in CC, Nuclear Medicine Department.

a. Recordkeeping copy:

Disposition: Retain the recordkeeping copy in the Nuclear Medicine Department for 5 years from latest patient activity. Destroy when 5 years old.

b. Electronic copies created on electronic mail and word processing systems:

Disposition: Delete after recordkeeping copy has been produced or when referencing or updating is completed.

(NOTE: Documentation and record retention requirements dictated by Nuclear Regulatory Commission (NRC) and the NIH Radioactive Materials License administered by the NIH Radiation Safety Officer.)

NC1-90-78-9/10

✓ 3000-E-50 Blood Donor History and consent records, showing name of donor, medical history and physical data. Inactive records for donors will be microfilmed periodically. (NOTE: These records are part of Privacy Act System of records 09-25-0011)

Located in CC, Transfusion Medicine Department.

Disposition:

- a. Donor Medical History Cards: - File by calendar year. Microfilm inactive records at the end of each calendar year. Destroy after microfilming and verification of film.
- b. Original Microfilm copy - PERMANENT. File original copy of microfilmed records in Transfusion Medicine Department.
- a. Other Microfilm copy: Transfer to the Federal Records Center for 30 years. Destroy when 30 years old.

✓ NC1-90-78-9/12

3000-E-51 Blood Donation Records, including blood collection data and results of testing performed to qualify the donor and the collection product.

Located in CC, Transfusion Medicine Department.

- a. Product Cards: - File by calendar year. Microfilm inactive records at the end of each calendar year. Destroy after microfilming and verification of film.
- b. Original Microfilm copy - PERMANENT. File original copy of microfilmed records in Transfusion Medicine Department.
- c. Other Microfilm copy: Transfer to the Federal Records Center for 30 years. Destroy when 30 years old.

NC1-90-78-9/92

3000-E-61 Clinical Research Student Volunteer Program Files, containing medical histories and admission information.

(NOTE: These records are part of Privacy Act system of records 09-25-0012)

Located in CC, Clinical Research Volunteer Program.

Disposition: Destroy 3 years after volunteer period ends.

NC1-90-78-9/93

3000-E-62 Copies of Clinical Research Volunteer Visit Reports, showing time spent by the volunteer, and payment made to the volunteer.

(NOTE: These records are part of Privacy Act system of records 09-25-0012)

Located in CC, Clinical Research Volunteer Program.

Disposition: Destroy when 2 years old.

NC1-90-78-2 (27)

3000-F-3 Log books, recorder charts, and other working papers used to prepare reports or analyses.

Located in CC, Clinical Pathology Department.

Disposition: Destroy when 2 years old.

3000-G-2

NC1-90-77-9 (116)

- b. Clinical Center Protocol files, documenting proposals made by the Institutes and approved by the Director of the Clinical Center for use of human subjects in research, development, and related activities. Each file normally contains the official copy of the protocol, describing the nature of the proposed research, the methodology involved, projected aims and justifications, notations and records of approval actions, names of principal investigators, project reviews, and related correspondence and memoranda.

Located in CC Medical Record Department.

Disposition: PERMANENT. Transfer files of terminated protocols to the Federal Records Center on an annual basis by fiscal year, ending

September 30. (For example, in fiscal year 1999, transfer files closed out in fiscal year 1998). Transfer to the National Archives after 20 years.

Electronic files: PERMANENT. Computer files maintained indefinitely.

NIH Clearances:

Leslie Watson:

  
NIH Records Officer

Date

5/16/2001