

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <b>NI-443-09-3</b>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <b>9/24/09</b>	
1 FROM (Agency or establishment) Department of Health and Human Services		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION National Institutes of Health (NIH)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION OD/OM/OMA/DMS			
4 NAME OF PERSON WITH WHOM TO CONFER Nyja DeFrank	5 TELEPHONE NUMBER 301-496-2463	DATE <b>1/10/11</b>	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>
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>2</u> page(s) are not needed now for the business for 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 checked="" type="checkbox"/> has been requested			
DATE <b>09/23/2009</b>	SIGNATURE OF AGENCY REPRESENTATIVE Yvonne K. Wilson <i>Yvonne K. Wilson</i>	TITLE <b>HHS Records Officer</b>	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Approval is needed for the following listed electronic systems under NIH Manual Chapter 1743 – Keeping and Destroying Records (NIH Records Control Schedule), Section 1700 Management Services, 1700-F Management Services Electronic Systems.  See attached schedule	None (New Schedule)	

1700 F Management Services Electronic Systems

1700-F-1 NIH OD OMA Database

The Office of Management Assessment, Office of Management, provides NIH-wide management of activities/oversight and advice to the NIH Institutes and Centers on management reviews/corrective actions involving program integrity (fraud/waste/abuse/mismanagement reviews), OIG/GAO/Outside review liaison, management control, quality management, best practices, continuous improvement, regulations, delegations of authority, A-76/FAIR Act and Privacy Act requirements, records and forms management, organizational and functional analysis, NIH manual chapters, and guidance and oversight on the control and safeguarding of classified national security information

The OMA Database application provides functionality to collect, manage, report, and query information pertaining to management issues at the NIH, and their associated recommendations and outcomes. This information is directly related to the OMA mission of providing review, oversight, and advice concerning management issues at the NIH. This is offered through a state-of-the-art web-based system that is accessible by authorized OMA staff. The OMA Database system provides data entry and editing capabilities, and reporting and query functions.

a Inputs

None

N/A

b Master File

The OMA Database application is primarily designed to track investigations of civil allegations, GAO and OIG reviews and internal NIH reviews of various activities. There is a small amount of Personally Identifiable Information (PII) in the system including the names of the subjects of investigation and any PII related to OIG reviews. The system is unavailable to the public. Internal access is role-based with differing levels of authorization.

Disposition TEMPORARY Cut off after final  
agency action has received OMA concurrence  
Destroy 1 year after cutoff

e-Outputs

~~Reports based on querying criteria are the main  
output. There are some "canned" reports, but these are  
initiated in an ad hoc fashion, not automatically  
generated by the system. Periodic reports are user-run  
for the purpose of quarterly division and individual  
metrics, providing data to OPERA on extramural  
investigations, providing data in response to  
congressional inquiries and other ad hoc purposes.~~

N1-443-99-5  
(NIH 1700-A-  
C)

~~Disposition TEMPORARY Destroy 1 year after  
final agency action has received OMA concurrence~~