

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER NI-443-09-5	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 9/24/09	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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OF PERSON WITH WHOM TO CONFER Nyja DeFrank	5 TELEPHONE NUMBER 301-496-2463	DATE 1/10/11	ARCHIVIST OF THE UNITED STATES WITHDRAWN
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 09/23/2009	SIGNATURE OF AGENCY REPRESENTATIVE Yvonne K. Wilson	TITLE HHS Records Officer	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 Architectural and Engineering Drawings and Models under NIH Manual Chapter 1743 - Keeping and Destroying Records (NIH Records Control Schedule), Section 2600 Public Buildings and Space See attached schedule	None (New Schedule)	

2600 B Public Buildings and Space

2600-B-2 Architectural and Engineering Drawings and Models
consisting of master tracings and acceptable reproductions which reflect architectural, structural, and topographical details, and models. The drawings include details on building approaches, electrical, mechanical, air conditioning, and elevator information. These drawings are microfilmed and the originals are stored in the Federal Records Center. The disposal instructions apply to all forms of media, including records associated with the ORF Electronic Document Management System (EDMS)

Refer to NIH Records Management Officer, OMA, for guidance on all files in this series.

- a. NIH has some unique buildings and laboratory structures, several of which represent architectural, technological, or engineering innovations designed to serve scientific and medical research purposes. Examples include, but are not limited to, the Clinical Center and its surgical wing, the Library of Medicine, the NCI Emergency Virus Isolation Facility, and the DNA Facility.

1. Preliminary Drawings

Disposition: PERMANENT. Cut off after completion of project. Transfer preliminary and presentation drawings to the National Archives 5 years after cutoff.

2. Final Drawings

Disposition: PERMANENT. Cut off after completion of project. Transfer final working drawings, "as built" drawings, shop drawings, repair and alterations drawings, standard drawings and specifications, and related records to the National Archives when file is inactive.

- b. Architectural and Engineering Drawings and Models related to NIH buildings and laboratory

structures with no special architectural,
technological innovations and no special
historical significance.

Disposition TEMPORARY Destroy when no
longer needed for administrative purposes