

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-443-09-10</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/24/09</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 (NIH)			
3 MINOR SUBDIVISION OD/OM/OMA/DMS			
4 NAME OF PERSON WITH WHOM TO CONFER Nyja DeFrank	5 TELEPHONE NUMBER 301-496-2463	DATE <i>1/10/11</i>	ARCHIVIST OF THE UNITED STATES WITHDRAWN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>4</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 type="checkbox"/> has been requested			
DATE 09/23/2009	SIGNATURE OF AGENCY REPRESENTATIVE Yvonne K. Wilson <i>Yvonne K. Wilson</i>	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 electronic systems under NIH Manual Chapter 1743 – Keeping and Destroying Records (NIH Records Control Schedule), Section 8000 Information, Communications, and Training, 8000-J Information, Communications, and Training Electronic Systems See attached schedule	None (New Schedule)	

8000 J. Information, Communications, and Training
Electronic Systems

8000-J-1 NIH NLM Toxicology Data Network (TOXNET)
TOXNET (Toxicology Data Network) is the National Library of Medicine's extensive collection of online bibliographic information. It is a cluster of databases covering toxicology, hazardous chemicals, and environmental health and related areas.

a. Inputs

~~Examples of inputs are data files from the EPA and the International Labor Organization as well as from other NIH sources such as PubMed.~~

GRS 20
Item 2c

b. Master File

The core files of TOXNET contain bibliographical citations and summaries of toxicological and environmental health research, declarations of the release of toxic materials by American industries, and chemical data. The latter includes information about primary uses, human health effects, and handling physical and chemical properties.

Disposition. TEMPORARY Cut off annually
Destroy 5 years after cutoff or when no longer needed for reference, whichever is later.

c. Outputs

~~TOXNET enables users to retrieve relevancy-ranked information about toxicology and environmental health through the Internet. This information is of primary use for researchers in environmental, biological, and chemical studies.~~

GRS 20
Items 4, 5, 6, 7,
12, and 16

~~Disposition TEMPORARY Delete inactive information in the database when no longer needed.~~

8000-J-2 NIH OD Information Security and Privacy Awareness
Training

The NIH Information Security and Privacy Awareness Training system contains eight (8) courses which pertain to annual information security awareness, privacy awareness, securing remote computers, federal desktop configuration compliance, role-based training and FY refresher requirements.

The training requirement is outlined, among other places, in the Federal Information Security Management Act of 2002 which requires all federal agencies to report annually to OMB & Congress on the effectiveness of its security and privacy programs

a Inputs
None

N/A

b Master File

The system includes data for individual NIH employees and contractors related to mandatory security and privacy training. The training records pertain to annual information security awareness, privacy awareness, securing remote computers, federal desktop configuration compliance, role-based training and FY refresher requirements

Disposition TEMPORARY Cut off annually. Destroy 4 years after cutoff or when training materials or other data are superseded or obsolete, whichever is later

e-Outputs

~~Output consists of ad hoc data queries, e-mail reminders and reports run by the System Administrator, IC Information Systems Security Officer or Privacy Coordinator responsible for tracking user e-course completion and compiling reports to send to IC and OD senior management. The system allows executives to ensure that by the end of a FY appraisal cycle or established deadline, staff under their operational supervision have received the requisite training. Otherwise, the frequency of output preparation is based on need.~~

GRS 20
Items 4, 5, 6, 7,
12, and 16

~~Disposition TEMPORARY Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.~~

8000-J-7

NIH OD OACU Training Website

This database supports federally mandated training of NIH staff on animal care and use regulations and policies. The system stores historical student training information for tracking and validating purposes

during the period of their employment with NIH
Training is required by Public Health Service Policy
on Humane Care and Use of Laboratory Animals (PL
99-158) and C F R 9, Ch 1, Subch A (Animal
Welfare), Parts 1-3

a Inputs
None

N/A

b Master File

The system contains student information captured
during registration including name, work phone, e-
mail, institute/center, work building/room number,
last four digits of SSN (or other 4 digit identification,
this aspect of the database is being converted to NIH
ID number), and other related information.

Disposition TEMPORARY. Cut off annually.
Destroy 5 years after cutoff or when no longer needed
for reference, whichever is later

e Outputs

~~The database either registers students for an
upcoming lecture course and then provides the
students an e-mail notification of course registration
or registers the students for a web-based 'on-line'
course and then allows them to advance through the
training pages of the course. At the end of the on-line
training, the student receives an e-mail confirming
their training course completion.~~

GRS 20
Items 4, 5, 6, 7,
12, and 16

~~Disposition: TEMPORARY Delete when the agency
determines that they are no longer needed for
administrative, legal, audit, or other operational
purposes.~~

8000-J-4

NIH NCCAM Online Continuing Education Series

This online program is for health care providers, and
the public, to view lectures on CAM, take quizzes,
and receive certificates of completion for continuing
education credit. There are 10 modules on various
topics. Each module was developed after a specific
lecture was taped.

a Inputs
None

N/A

b Master File

System records include complementary materials for each lecture, questions and answers, online tests, and lists of resources. Topics include acupuncture, herbs, spirituality, aging, manipulative and body-based therapies, mind-body medicine, etc

Disposition TEMPORARY Cut off annually
Destroy 5 years after cutoff or when no longer needed for reference, whichever is later

e Outputs

~~A certificate of completion is available to the user upon completion of each test chapter. The user can print out this certificate for their records.~~

GRS 20
Items 4, 5, 6, 7,
12, and 16

~~Disposition TEMPORARY Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.~~