

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-443-99-2	DATE RECEIVED 1-8-99
1. FROM (Agency or establishment) Department of Health and Human Services		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION National Institutes of Health		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Center for Information Technology			
4. NAME OF PERSON WITH WHOM TO CONFER Leslie D. Watson	5. TELEPHONE 301-496-2832	DATE 2/17/99	ARCHIVIST OF THE UNITED STATES with draw

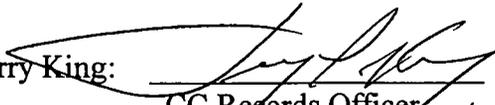
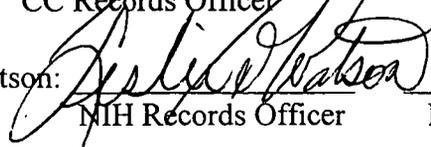
6. AGENCY CERTIFICATION

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 1 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,

is not required; is attached; or has been requested.

DATE FEB 23 1998	SIGNATURE OF AGENCY REPRESENTATIVE A Prentice Barnes, Sr. <i>A Prentice Barnes, Sr.</i>	TITLE HHS Records Manager
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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 GRS OR SUPERSEDED JOB CITATION	10.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 modify the NIH Records Control Schedule, B-361, covering several record series, under Section 3000, E <u>Clinical Care</u>. These changes were necessitated by regulatory, procedural and/or operational considerations, (as noted).</p> <p>E. <u>Clinical Care</u></p> <p>i. <u>General</u> (reserved)</p> <p>NEW ITEM 3000-E-10 <u>Occurrence Reports</u> Prepared as part of the Clinical Care safety program (formerly Incident and accident reports 1300-B-6 and 3000-E-75)</p> <p><u>Disposition:</u> Destroy when 2 years old.</p>		Withdrawn

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	<p><u>Electronic version</u>: Delete after recordkeeping copy has been produced or when no longer needed for reference or updating.</p> <p>Supersedes NC1-90-78-9</p> <p>3000-E-75 DELETE. This was a duplicate of 1300-B-6. The two were combined and renamed Occurrence Reports See 3000-E-10.</p> <p>3000-E-75 <u>Incident and accident reports</u></p> <p>Located in Nursing Department and Services.</p> <p>Disposition: Destroy when 3 months old.</p> <p><u>NIH Clearances:</u></p> <p>Jerry King:  11/30/98 CC Records Officer Date</p> <p>Leslie D. Watson:  12/3/98 NIH Records Officer Date</p>		