

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N9-443-01-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

## Description:

Records schedules starting with the number N9 were created in response to NARA Bulletins 99-04 and 2000-02. The N9 records schedules created from 1999-2002 allowed agencies to create bulk updates to previously approved schedules to cover copies of records in word processing and email formats. Word processing and email formats are now scheduled in the General Record Schedules, superseding all N9 records schedules approved by NARA. See GRS 5.1 Item 020 Non-record keeping copies of electronic records (DAA-GRS-2016-0016-0002).

Date Reported: 09/16/2014

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N9-443-01-1	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 01-23-01	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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	5. TELEPHONE  301-496-2833	DATE 6-15-01	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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>3</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 6661 8 1 330	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 GRS OR SUPERSEDED JOB CITATION	10.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 modify the 1743 NIH Records Control Schedule, to include the electronic version for Clinical Center records at the NIH. These changes were necessitated by regulatory considerations by the National Archives and Records Administration.</p> <p><i>go</i> JUN 18 2001 <i>Copy to: agency</i></p>		

NC1-90-78-9 (7a)

1100-B-2-b Clinical Center Central Files

**Electronic copies created on electronic mail and word processing:**

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

NC1-90-78-12 (7a, 74); NC1-90-77-2 (2, 2b)

1100-C-12-b-2 IC Program Analysis and Review Files

**Electronic copies created on electronic mail and word processing:**

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

a. NC1-90-78-9 (7a); b. NC1-90-78-12 (7a); c. NC1-90-77-2 (3)

1100-D-1-d Organization and Functions files

**Electronic copies created on electronic mail and word processing:**

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

NC1-90-78-19 (7a) **ADD** electronic version

1100-H-5-b Minutes of Meetings

**Electronic copies created on electronic mail and word processing:**

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

NC1-GRS-23 (1); NC1-90-78-9 (39) **ADD** electronic version

1100-M-1-b Administrative Files

**Electronic copies created on electronic mail and word processing:**

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

NC1-443-93-1 (changed disposition; added electronic version)

2300-293-4-b Medical Staffs' credential files,

With drawn

Electronic copy of files:

Disposition: Computer files, maintained indefinitely; inactive information in the database deleted, when referencing or updating is completed.

**Add electronic version** NC1-443-96-1

3000-E-21-b Diagnostic Cardiac Records

**Electronic copies created on electronic mail and word processing:**

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

3000-E-90-b Volunteer Services Case Files NC1-90-78-9(8)

**Electronic copies created on electronic mail and word processing:**

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

NC1-90-78-9 (25) **Added electronic version only**

3000-F-1-b Quality Control Records,

**Electronic copies created on electronic mail and word processing:**

**Disposition:** Delete when 2 years old

NC1-90-78-9 (26) **Added electronic version only**

3000-F-2-b Instrument Maintenance Records,

**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.

HEW-B-370 (4g) **Added electronic version only**  
3000-F-10 Media Preparation Case Files and Indexes

**Electronic copies created on electronic mail and word processing:**

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

NC1-90-77-9 (114) **Add electronic version**

3000-H-4 Investigational Drug Service Requests

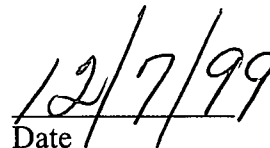
**Electronic copies created on electronic mail and word processing systems:**

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

NIH Clearances:

Leslie Watson:

  
NIH Records Officer

  
Date

*Schedule modifications approved on  
March 20, 2001 by NIH Records  
Officer, Leslie Watson.*