

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (AGENCY OR ESTABLISHMENT)
Department of Health and Human Services

2 MAJOR SUBDIVISION
Public Health Service

3 MINOR SUBDIVISION
National Institutes of Health

4 NAME OF PERSON WITH WHOM TO CONFER
Dr. Kenneth F. Thibodeau

5 TEL EXT
496-2832

LEAVE BLANK	
JOB NO	<i>NCI-443-84-2</i>
DATE RECEIVED	<i>4-13-84</i>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>8-31-84</i> Date	<i>[Signature]</i> Archivist of the United States

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

A Request for immediate disposal

B Request for disposal after a specified period of time or request for permanent retention.

C DATE 1/17/84	D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Dr. George Deal	E TITLE DHHS Records Management Officer
-------------------	---	--

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p>This is a request to modify an existing disposition authority (HHS, B-361, 3000-G-3) to eliminate the contingency from the retention instruction of 3000-G-3b and allow transfer of records to Federal Records Centers. The modification would delete current items 3000-G-3a and 3b and change the designation of 3c to 3a.</p> <p>3000-G-3 <u>Records of basic experimental and statistical data</u> collected or developed for each research project. Any or all of the following are included: logs, notebooks, cards, forms or other media on which observations and data are recorded; records on patients or normal volunteers of interviews, questionnaires, examinations, or laboratory tests, including machine readings and data from slides, specimens or cultures; copies of abstracts of non-clinical records on individuals such as birth and death certificates; records created in processing and analyzing data related to or resulting from the project, including indexes, code cards and sheets, charts, graphs, punch cards, computer output in paper or microfilm form, tabulations, diagrams or drawings, etc.; and intermediate compilations or analyses and progress reports with feeder reports and background material.</p> <p align="center">MASS DATA CHANGE SHEET ATTACHED</p>		<i>2 items</i>

Sent Agency & New copies 10/18/80

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
2 of 2

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>When records in this series have been microfilmed in accordance with the standards set forth in 41 CFR 101-11.506, the microform may be retained in accordance with the instructions (b) below, and the originals from which the microfilm was made may be destroyed in accordance with (a).</p> <p>a. Original full-sized copies of records which have been microfilmed, when the microfilming has been done in accordance with the standards set forth in 41 CFR 101-11.506.</p> <p><u>Disposition:</u> Destroy originals when microfilm copies have been examined and shown to be acceptable.</p> <p>b. Original records which have not been microfilmed, and microfilm or microfiche masters produced in accordance with the standards set forth in 41 CFR 101-11.506.</p> <p><u>Disposition:</u> Destroy when the project leader or principal investigator determines that the records are no longer useful for research. Inactive records which need to be kept for more than 3 years may be transferred to a Federal Records Center for storage, provided that the project leader specifies in advance of transfer the month and year when the records are to be destroyed.</p> <p><i>January 5, 1984</i> Date</p> <p><i>Kenneth F. Thibodeau</i> Kenneth F. Thibodeau, Ph.D. NIH Records Management Officer</p>		

MASS DATA CHANGE WORKSHEET				TYPE OF SCHEDULE			
DATE DISPOSAL AUTHORITY FILE WAS UPDATED		DATE CENTERS MAY BEGIN INPUTTING MASS DATA CHANGES		INPUT CODE	INPUT CODE (If available)	PRINTOUT CODE	
NA		NA		<input type="checkbox"/> NOT AVAILABLE			
APPLIES TO RG(S)	OLD AUTHORITY	NEW AUTHORITY	OLD RETENTION PERIOD	NEW RETENTION PERIOD	NET DIFFERENCE IN NO. OF YEARS (+ or -)	MASS CHANGE	MANUAL CHANGE
90	B361/3000G3A	B361/3000G3B	Destroy when project leader determines that the records have no further scientific value.	Destroy when the project leader or principal investigator determines that the records are no longer useful for research. Inactive records which need to be kept for more than 3 yrs may be transferred to a FRC for storage, provided that the project leader specifies in advance of transfer the month and year when the records are to be destroyed.	n/a		✓
90	B361/3000G3B	same as above	Transfer to FRC with instructions to review in 5 yrs for disposal or justification to hold longer.	same as above	n/a		✓
<p>NOTE: All records under B361/3000G3A and /3000G3B currently in the WNRC should be placed under B361/3000G3B since the new subitem A refers to microfilm only; however, records already in the WNRC should retain their current contingent disposal dates. Only new records transferred in under NIH's new RG group number, 443, will be subject to the requirement to establish at time of transfer the ultimate destruction date for that particular accession. Contingency notices sent to NIH will be used by NIH records management to obtain eventual destruction dates for RG 90 holdings.</p>							