Privacy Act System of Records Notices (SORNs)

If records in the possession of NIH (or a contractor working on our behalf) are stored in a paper or electronic record system designed (i.e., engineered/structured) to retrieve records about a person by the individual’s name or a unique identifier assigned to them, those records are subject to the Privacy Act of 1974, as amended.

Records subject to the Privacy Act must be covered by a Systems of Records Notice (SORN). There are three (3) types of SOR (or System) Notices that we use to cover NIH records.

**Internal System of Records Notices (e.g., NIH, HHS):**

- Owned by each federal agency to cover their internal records;
- Often referred to as “umbrella” notices;
- NIH SORNs are numbered 09-25-xxxx;
- HHS SORNs are numbered 09-90-xxxx.

**Government System of Records Notices (e.g., EEOC, FEMA, GSA, OGE, OPM):**

- Federal agencies may use the notices to cover government-wide records systems;
- Physical records belong to the respective federal agency;
- OPM still retains some authority over the records (e.g., during an appeal process);
- GOV SORNs are numbered GOVT-1, 2, etc.

**Central System of Records Notices (e.g., OPM):**

- Owned by OPM who maintains full responsibility for the records;
- Federal agencies are permitted to maintain copies of the records;
- OPM SORNs are numbered CENTRAL-1, 2, etc.

If one of the following SORNs does not adequately cover records being collected, stored, maintained or disseminated by NIH, please contact the Office of the Senior Official for Privacy at (301) 402-6201 or via email at privacy@mail.nih.gov so that we may work with you to put one in place.

Listed below are the Privacy Act System of Records Notices most commonly referenced within NIH.

**NIH System of Records Notices**

With the exception of 09-25-0165, 09-25-0217, 09-25-0223 and 09-25-0225 listed below, these internal SORNs were last published in the Federal Register on September 26, 2002 (Vol. 67, No. 187, Pages 60742-60784):

09-25-0007, Administration: NIH Safety Glasses Issuance Program, HHS/NIH/ORS
https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0007.htm

09-25-0011, Clinical Research: Blood Donor Records, HHS/NIH/CC
https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0011.htm

09-25-0012, Clinical Research: Candidate Healthy Volunteer Records, HHS/NIH/CC
https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0012.htm

09-25-0014, Clinical Research: Student Records, HHS/NIH/OD/OIR/OE
https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0014.htm

09-25-0033, International Activities: Fellowships Awarded by Foreign Organizations, HHS/NIH/FIC
https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0033.htm

09-25-0034, International Activities: Scholars-in-Residence Program, HHS/NIH/FIC
https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0034.htm

09-25-0036, Extramural Awards and Chartered Advisory Committees (IMPAC 2), Contract Information (DCIS), and Cooperative Agreement Information, HHS/NIH
https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0036.htm

09-25-0041, Research Resources: Scientists Requesting Hormone Distribution, HHS/NIH/NIDDK
https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0041.htm

09-25-0054, Administration: Property Accounting (Card Key System) HHS/NIH/ORS
https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0054.htm

09-25-0078, Administration: Consultant File, HHS/NIH/NHLBI
https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0078.htm

09-25-0087, Administration: Senior Staff, HHS/NIH/NIAID
https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0087.htm

09-25-0099, Clinical Research: Patient Medical Records, HHS/NIH/CC
https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0099.htm

09-25-0105, Administration: Health Records of Employees, Visiting Scientists, Fellows, and Others Who Receive Medical Care Through the Employee Health Unit, HHS/NIH/ORS
https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0105.htm
09-25-0106, Administration: Office of the NIH Director and Institute/Center Correspondence Records, HHS/NIH/OD
https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0106.htm

09-25-0108, Personnel: Guest Researchers, Special Volunteers, and Scientists Emeriti, HHS/NIH/OHRM
https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0108.htm

09-25-0115, Administration: Curricula Vitae of Consultants and Clinical Investigators, HHS/NIH/NIAID
https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0115.htm

09-25-0118, Contracts: Professional Services Contractors, HHS/NIH/NCI
https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0118.htm

09-25-0121, International Activities: Senior International Fellowships Program, HHS/NIH/FIC
https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0121.htm

09-25-0124, Administration: Pharmacology Research Associates, HHS/NIH/NIGMS
https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0124.htm

09-25-0140, International Activities: International Scientific Researchers in Intramural Laboratories at the National Institutes of Health, HHS/NIH/FIC/ORS/DIRS
https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0140.htm

09-25-0156, Records of Participants in Programs and Respondents in Surveys Used to Evaluate Programs of the Public Health Service, HHS/PHS/NIH/OD
https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0156.htm

09-25-0158, Administration: Records of Applicants and Awardees of the NIH Intramural Research Training Awards Program, HHS/NIH/OD/OIR/OE
https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0158.htm

09-25-0160, United States Renal Data System (USRDS), HHS/NIH/NIDDK
https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0160.htm

09-25-0165, National Institutes of Health (NIH) Office of Loan Repayment and Scholarship (OLRS) Records System, HHS/NIH/OD
Published in the Federal Register on February 8, 2002 (Vol. 67, No. 27, Pages 6043-6048)
https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0165.htm

09-25-0166, Administration: Radiation and Occupational Safety and Health Management Information Systems, HHS/NIH/ORS
https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0166.htm
09-25-0213, Administration: Employee Conduct Investigative Records, HHS/NIH/OD/OM/OA/OMA
https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0213.htm
[Exempt from certain Privacy Act requirements pursuant to subsections (k)(2) and (k)(5) of the Privacy Act (5 USC 552a(k)(2) & (5)); see 65 FR 37288]
https://www.federalregister.gov/documents/2000/06/14/00-14800/privacy-act-implementation

09-25-0216, Administration: NIH Electronic Directory, HHS/NIH
https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0216.htm

09-25-0217, NIH Business System (NBS), HHS/NIH
Published in the Federal Register on August 22, 2002 (Vol. 67, No. 163, Pages 54441-54444)
https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0217.htm

09-25-0223, NIH Records Related to Research Misconduct Proceedings, HHS/NIH
Published in the Federal Register on August 28, 2012 (Vol. 77, No. 167, Pages 52043-52047)
[Exempt from certain Privacy Act requirements pursuant to subsections (k)(2) and (k)(5) of the Privacy Act (5 USC 552a(k)(2) & (5)); see 78 FR 39186]

09-25-0225, NIH Electronic Research Administration (eRA)
Published in the Federal Register on December 8, 2016 (Vol.81, No. 236, Pages 88690 - 88694)
[Exempt from certain Privacy Act requirements pursuant to subsection (k)(5) of the Privacy Act (5 USC 552a(k)(5)); see 81 FR 88637 (NPRM) & Final Rule to be published]

HHS System of Records Notices
https://www.hhs.gov/foia/privacy/sorns/index.html

Government-Wide System of Records Notices